



# Board of Trustees Meeting Minutes

Upper Arlington Public Library

Tuesday, June 17, 2025 at 5:00 PM

@ 2800 Tremont Road - Meeting Room B

## In Attendance

**Present:** Kevin Fix, William Shkurti, John Yesso, Kate Hare, Matthew Courser, Peter Hahn, Susan Ralph(Via Zoom)

**Also Present:** Beth Hatch, Director; Greg Ramage, Assistant Director; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; Jen Jimison – Executive Assistant

**Guests:** Jane Federer, Jody Casella

## Call Meeting to Order

The meeting was called to order at 5:02p.m.

## Consent Agenda

The consent agenda included excused absences, the Minutes from the April Board of Trustees meeting minutes and the May Donations Resolution included here.

### RESOLUTION 12-25

#### **MAY DONATIONS**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	Donor Name	Campaign
\$ 206.00	130 - General Fund	Alisa Lin	
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 412.00	130 - General Fund	Julie Weeks	FOUR Maebel
\$ 150.00	130 - General Fund	Katherine Gerlach	
\$ 51.50	130 - General Fund	Merry Hamilton	In memory of Stu Eagleson
\$ 50.00	130 - General Fund	Nancy Hull	In memory of Stu Eagleson
\$ 25.00	130 - General Fund	Sue Allen	In memory of Stu Eagleson
\$ 940.10	Total		

## SIGNATURE SHEET

Resolution No. 12-25

6/17/2025

Upon the motion of Trustee William Shkurti, seconded by Trustee William Shkurti to accept donations listed for April:

Voting:

Kevin Fix

Aye

Peter Hahn	Aye
William Shkurti	Aye
John Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

#### CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the above-noted date.



Lori M. Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**Public Comments:** President Kevin Fix welcomed guests.

During the public comment period Upper Arlington resident Jane Federer expressed her concerns over the wording in the proposed Ohio State budget regarding content in libraries.

#### Assistant Director's Report

The Assistant Director gave an update on the Lane Road renovation and the Tremont Roof project. Lane Road is still on target to reopen on July 7<sup>th</sup>. As for the Tremont Roof project, Friday, June 20<sup>th</sup> is the deadline for submissions for an architect.

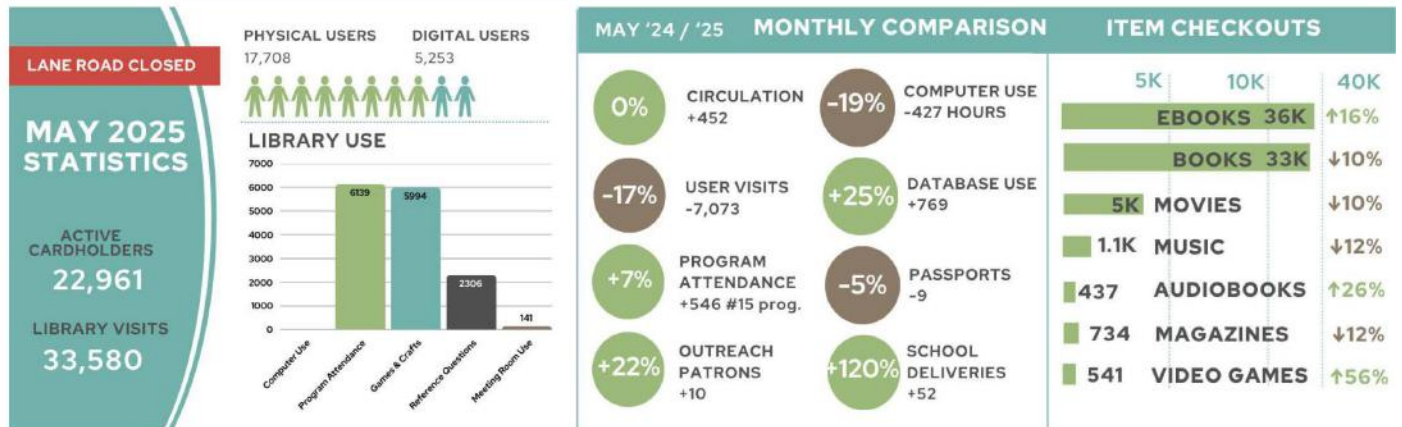
#### Director's Report

The Director reported that the Lane Road branch is still set to reopen on July 7<sup>th</sup>. The Director reviewed the monthly status, noting the increase in the Program Attendance. She also expressed her concerns with the proposed Ohio State budget that will be voted on by the end of the month. She shared that Victoria Windsor is the new Youth Department Manager, stating that we have a full management team once again. Lastly she stated that there will be no July Board meeting.

# UAPL Director's Report

We build connections that make lives better.

JUNE 2025



## Concerning Issues in the State Budget

Ohio House Bill (HB) 309 was recently introduced with the goal of overhauling County Budget Commissions. HB 309 proposes sweeping changes that would give County Budget Commissions broad authority **to reduce or suspend local property tax revenues**—including those supporting public libraries.

The proposed legislation makes the following changes to these commissions:

- Includes explicit language that the Budget Commission's responsibility is to review yearly all property tax levying political subdivisions for need of the property tax revenue in the following year and grant full authority to suspend, reduce, and question need for all property tax revenue including inside millage, outside voted levies, emergency levies, bond levies, etc.
- Requires a public hearing of the Budget Commission and local subdivision entity should **carryover of property tax levied dollars increase beyond 30% of the prior year's expenses for that fund**. The hearing would determine the need of property tax revenue in the following year for that fund's purpose.

We are relying on the increase in funding from our tax levy to follow through on our 10-year master facilities plan. Without those funds, we would have to reduce staffing, services, and building repairs.

There is language in the state budget proposed by the House and carried through by the Senate that states "A public library created under Chapter 3375. of the Revised Code shall place material related to sexual orientation or gender identity or expression in a portion of the public library that is not primarily open to the view of persons under the age of eighteen." This law could force us to re-evaluate our collections, leading to increased costs for sorting, relocation and potential removal of materials at locations that do not have a designated youth department, such as Miller Park.

## Welcome Our New Youth Manager

I am delighted to announce that Victoria Windsor will be joining the Upper Arlington Public Library (UAPL) as the new Public Services Manager of our Youth Department. Victoria comes to us from the Columbus Metropolitan Library, where she most recently served as the Youth Services Manager at the Hilliard Branch. Her experience also includes leadership positions at Southwest Public Libraries and Bexley Public Library. Victoria holds a Master of Library and Information Science degree from Kent State University. Her first day was June 9<sup>th</sup>.

## Finance Committee

Trustee William Shkurti reviewed the June Finance Committee meeting minutes.



## Finance Committee Minutes

Upper Arlington Public Library

6/11/2025 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

### Attendance

#### Present:

Members: Kate Hare, John Yesso, William Shkurti

Also Present: Beth Hatch, Director; Lori Piergallini, Fiscal Officer; Greg Ramage, Assistant Director; Jen Jimison, Executive Assistant

#### I. Call to Order

The meeting was called to order at 5:00pm.

#### II. Director's Update

Director Beth Hatch gave an update on the State Budget.

#### III. Review Month Financials

The Finance Committee reviewed and approved the monthly financial reports. The other expenditures under budget amount will decrease significantly once the new computers have all been invoiced. Star Ohio interest rates have declined, however, interest for the month of May totaled \$37,423.72.

[General Fund Report.pdf](#)

[Statement of Cash Position.pdf](#)

#### IV. Review Month Checks

The committee reviewed and approved the monthly check report.

[Check Report - May 2025.pdf](#)

#### V. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of May 31, 2025.

[HNB Bank Statement Register.pdf](#)

[Star Ohio Bank Register.pdf](#)

[Star Ohio Restricted Bank Register May 2025.pdf](#)

[FMB Bank Register May 2025.pdf](#)

#### VI. July Committee Meeting

The committee agreed to not having a meeting in July since there will not be Board meeting.

#### VII. Adjournment

The meeting was adjourned at 5:20pm.

## SIGNATURE SHEET

Trustee John Yesso made a motion to pass the June Financial Reports. Trustee Kate Hare seconded the motion.

### Voting:

Kevin Fix	Aye
Peter Hahn	Aye
William J. Shkurti	Aye
John Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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Lori M. Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### Operations Committee

Chairperson Matthew Courser reviewed the June Meeting Minutes.



### Operations Committee Minutes

Upper Arlington Public Library  
6/3/2025 5:00 PM  
2800 Tremont Road Meeting Room B

### Attendance

#### Present:

Members: Matthew Courser, Peter Hahn

Also Present: Beth Hatch, Director; Greg Ramage, Assistant Director; Jen Jimison, Executive Assistant

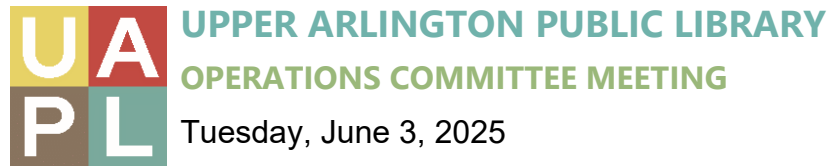
#### I. Call to Order

The meeting was called to order at 5:00pm.

Trustee Matthew Courser read a brief statement regarding how the committee meeting agendas are set. Any public questions should be sent to the Director and any statements from the public can be brought up at board meetings.

II. Review of the Operations Manual

Director, Beth Hatch reviewed the updates to the Donations section of the Operations Manual.



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**Topic: Operations Manual Update - Donation**

**Information:**

We recommend updating the library's operations manual to no longer accept physical item donations and to limit monetary donations that come with restrictions. This change is necessary to align with our operational capacity and strategic goals.

**1. Physical Item Donations and Staff Capacity**

While we value the community's generosity, accepting physical donations places a significant burden on staff time and space. Processing donated items—evaluating condition, determining suitability for the collection, cataloging, and managing storage or disposal—diverts staff from core responsibilities that directly impact service delivery. In many cases, donated materials do not meet current collection standards or usage trends, resulting in low circulation or the need for disposal. With limited staff capacity, it is no longer feasible to manage this process efficiently.

**2. Monetary Donations with Restrictions**

Restricted monetary donations, while well-intentioned, often limit our ability to respond to the evolving needs of the library and our patrons. When funds are earmarked for very specific purposes, we may be forced to prioritize those projects over higher-impact or urgent needs. A more flexible funding approach ensures we can make strategic, timely decisions that support our mission, community priorities, and long-term sustainability. We will continue to welcome unrestricted financial gifts and work with donors to align their interests with library priorities where possible.

Updating our policy ensures donations remain a benefit—not a burden—to our operations, and that we use all resources in the most effective, mission-driven way possible.

**Recommendation from Administration:**

To accept the changes to the Operations Manual



**OP – 1.10: USE OF LIBRARY FACILITIES BY THE CITY/LOCAL SCHOOLS/LOCAL CIVIC ORGANIZATIONS**

From time to time, the City of Upper Arlington, the Upper Arlington Schools and the Upper Arlington Historical Society request to use Library facilities for events both during and after Library hours of operation. These requests are reviewed and approved by the Library Director on an as needed basis.

**OP – 1.11: GIFTS AND DONATIONS – REVISED 3.19.19**

The Library welcomes citizens and organizations to support its mission through its service program through contributions of book or non-book materials for Library collections, contributions of appropriate gifts that will enhance the Library's physical environment, and bequests, trusts or donations of monetary or other assets for Library purposes. Materials and equipment given to, and accepted by, the Library shall become the sole property of the Library to be managed as the Director or his or her designee deems appropriate. The Library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation.

The Library does not accept donations of books, media, artwork, or other physical materials. Due to space limitations, staff capacity, and our commitment to maintaining a carefully curated collection, we are unable to process or evaluate donated items. We encourage those wishing to support the Library to consider monetary donations, which directly fund programs, services, and staff development.

The Library gratefully accepts unrestricted gifts of money to be used at its discretion. Monetary gifts offered with specific restrictions are subject to Board review of such restrictions prior to approval.

The Library will not accept a donor's monetary gift if the donor's wishes cannot be carried out successfully by the Library for any reason, including being cost prohibitive, lack of staff capacity, or the gift does not fall within the Libraries' mission, goals or objectives.

The Library may accept gifts of miscellaneous books or other materials with the understanding that items not added to the Library's collection will be disposed of at the discretion of the Library. The Library may then use any proceeds derived from such disposal for Library improvement or staff development.

While the Library is grateful for donations from citizens, there are limited facilities in the Library buildings to display, protect and preserve fine art, furniture, paintings, sculpture, artifacts and similar tangible items. Therefore, acceptance of these objects will be subject to the following criteria and the Library cannot promise the permanent exhibition of any object:

- The importance of the gift to the Library and its relation to the overall mission and operation of the Library.
- Artist's connection or relationship with the Library or community
- Artistic merit

The Committee agreed to accept changes.

III. Review of Library Materials Process

Director, Beth Hatch reviewed the update to the Review of Library Materials Process, under Library Expectations.



## Expectations

### Request for Review of Library Materials

Updated: June 17, 2025

If a patron expresses concern about an item in the Library collection, the staff member should listen and give them their full attention. Breathe and try to relax. Thank the person for bringing their concern to us. By listening, you may be able to diffuse the situation. If not, you can always have the Manager or Administration contact them if they would like.

Tips:

- Please do not agree or apologize or argue.
- Affirm the value of their interest, involvement and right to decide what is appropriate for them or for their family.
- This is an opportunity to hear from the community.
- Don't try to defend the material. Focus on the wide audience we serve and that we select materials that are relevant for a range of beliefs, populations and ideas. We never assume every library item is for every person/family and would not want to decide that for you.
- They may be open to suggestions from you. You could say I realize that this particular item may not be for you. We do have a wide selection of materials and offer to help them find something they might enjoy.
- Thank them for bringing this issue to our attention.

The Upper Arlington Public Library will accept requests for review of library materials only from Upper Arlington residents, as the majority of funding comes directly from the local community through local taxes. This policy ensures that decisions about the collection reflect the values and needs of the residents who support the library's operations.

If after speaking to a Manager or a member of Administration, the patron wants to place a formal request to withdraw or review the item, we will offer them the Request for Review of Library Materials Form that is available on the Infobahn.

Next steps:

1. Patron completes form and includes detailed information on the areas of concerns and notes if they have read, viewed or heard the work in its entirety.
2. Director and Assistant Director review form and put together a staff committee to read, view or listen to the entire work with special emphasis on the cited areas of concern. The committee researches the work, the author and how many times the item has circulated as a way to gauge community acceptance of the work. The committee also reviews the library's collection development policy and the Library Bill of Rights, the Freedom to Read and Freedom to View in evaluating the item.
3. If the item is a Juvenile item, Director informs Library Board that the request has been submitted.
4. After the staff committee has reviewed the work, the committee meets with the Director and Assistant Director to determine what kind of action regarding the work needs to be taken or not.
5. Director or Assistant Director responds to the patron in writing to let them know the final decision.
6. Director informs the Board of the Committee's decision by sending a copy of the Request to Review and Response Letter via email.

*Tips credit:* Cooperative Children's Book Center Intellectual Freedom Information Services' publication "Materials Concern Checklist" copyright 2015, Madison WI and the Nashville Public Library.



IV. Adjournment

The meeting was adjourned at 5:19pm

**President's Report**

The President had nothing to report.

**EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY**

**SIGNATURE SHEET**

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn, the Board entered into an executive session.

Roll Call Vote:

Kevin Fix	Aye
Peter Hahn	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

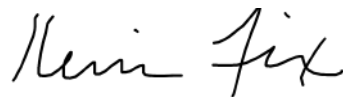
**Adjournment**

Trustee Matthew Courser made a motion to adjourn the meeting. Trustee Kate Hare seconded the motion.

Voting:

Kevin Fix, President	Aye
Peter Hahn	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

The meeting was adjourned at 5:31p.m.



Kevin Fix, President



Matthew Courser, Secretary