



# Board of Trustees Meeting Minutes

Upper Arlington Public Library

Tuesday, August 19, 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

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

**Guests:** Jane Federer

## Call Meeting to Order

The meeting was called to order at 5:00p.m.

## Consent Agenda

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

### RESOLUTION 14-25 **JUNE 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
\$ 7.00	130 - General Fund	Anonymous	
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 1,000.00	250 - Restricted Fund	Ginny Barney	Lane Road Youth Improvements Project
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 5,000.00	250 - Restricted Fund	Jeff & Karen Trotier	Lane Road Youth Improvements Project
\$ 100.00	130 - General Fund	Jon & Patricia Heintzelman	Memory of Stu Eagleson
\$ 100.00	130 - General Fund	Kay Lungo	In Memory of our dear friend, Stu Eagleson
\$ 4,000.00	250 - Restricted Fund	Kelle & Geoff Eubank	Lane Road Youth Improvements Project
\$ 50.00	130 - General Fund	Marilyn Smith	In Memory of Art Darnsbrough
\$ 5,000.00	250 - Restricted Fund	Northwest Kiwanis	Lane Road youth area improvements
\$ 51.50	250 - Restricted Fund	Rosemary Sartor	Lane Road Youth Improvements Project
\$ 200.00	130 - General Fund	Susan Dunlap Potts	
\$ 9,000.00	250 - Restricted Fund	Upper Arlington Community Foundation	Lane Road Youth Improvements Project
\$ 300.00	130 - General Fund	Wednesday Literary Club	
\$ 1,000.00	250 - Restricted Fund	Yvonne Perotti	Lane Road Youth Improvements Project
<b>\$25,854.10</b>	<b>Total</b>		

RESOLUTION 15-25  
**JULY 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
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 3,000.00	130 - General Fund	Frederick & Karla Roehrig	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 100.00	130 - General Fund	William & Patricia Toth	Reading to Rover
<b>\$ 3,145.60</b>	<b>Total</b>		

**SIGNATURE SHEET**

Resolution No. 14-25 & Resolution No. 14-25

8/19/2025

Upon the motion of Trustee John Yesso, seconded by Trustee Matthew Courser to accept donations listed for June and July:

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 spoke regarding her concerns and hopes with the Tremont Library Renovation Task force.

## Assistant Director's Report

The Assistant Director discussed the upcoming Tremont Roof renovation.

## Director's Report

The Director reported that the Lane Road branch reopened on schedule and the increase in the numbers reflect the traffic. The Director also discussed what is next for the branches, new roof for Tremont and new furniture for Miller Park.

Lastly the Human Resources manager reviewed the 2<sup>nd</sup> Quarter Staffing Report.

## Finance Committee

Trustee William Shkurti reviewed the August Finance Committee meeting minutes.



## Finance Committee Minutes

Upper Arlington Public Library

8/13/2025 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 4:59pm.

### II. Director's Update

Director, Beth Hatch reviewed the plan for a Community Task force framework for the Tremont Library renovations.

### III. Review Month Financials

The Finance Committee reviewed and approved the monthly financial reports.

[General Fund Statement](#)

[Statement of Cash Position](#)

### IV. Review Month Checks

The committee reviewed and approved the 250 Fund Check Report and the Monthly operating check report.

[Fund 250 Check Report](#)

[AP Check Register](#)

### V. Review Bank Reconciliations

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

[HNB Bank Statement Register.pdf](#)  
[Star Ohio Bank Register.pdf](#)  
[Star Ohio Restricted Bank Register.pdf](#)  
[FMB Bank Register.pdf](#)

**VI. Resolution - Transfer to Fund 402 – Building Improvement Fund**

The fiscal officer reviewed the resolution and the committee recommended bring the resolution to the Board for approval.

[Cover Sheet - Transfer to Building Imp. Fund](#)  
[13-25 Transfer to Building Improvement Fund](#)

**VII. Pay Code Analysis**

[Cover Sheet - Pay Code Analysis](#)

**VIII. Adjournment**

The meeting was adjourned at 5:20pm

**SIGNATURE SHEET**

Trustee Susan Ralph made a motion to pass the August 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
Susan Ralph	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

RESOLUTION 13-25

**RESOLUTION TO TRANSFER MONEY FROM  
THE GENERAL FUND TO BUILDING IMPROVEMENT FUND**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$750,000 from the General Fund 100 to the Building Improvement Fund 402.

**SIGNATURE SHEET**

Resolution No. 13-25

8/19/2025

Upon the motion of Trustee Matthew Courser, seconded by Trustee Kate Hare, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

Kevin Fix, President	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye
Peter Hahn	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 Susan Ralph reviewed the August Meeting Minutes.



# **Operations Committee Minutes**

Upper Arlington Public Library

8/5/2025 5:00 PM

2800 Tremont Road Meeting Room B

## **Attendance**

### **Present:**

Members: Susan Ralph, Matthew Courser

Also Present: Beth Hatch, Director; Greg Ramage, Assistant Director; Jen Faure, Community Relations Manager; Jen Jimison, Executive Assistant

### **Call to Order**

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

### **Community Task Force**

Director, Beth Hatch reviewed the for a Community Task force framework for the Tremont Library renovations.

## **Tremont Library Renovation Task Force Framework**

A **Tremont Library Renovation Task Force**, comprised of 12-20 individuals, should be created and charged with working with the Library Board of Trustees and administration over the course of 6-8 months to provide recommendations regarding the renovation and long-term vision for the Tremont Library, informed by the 10-year Master Facilities Plan and the conceptual recommendations provided by HBM Architects and Interior Designers. Their work should include, but not be limited to:

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### **1. A review of the history and evolution of the Tremont Library facility,**

including past renovations, functional challenges, and the branch's role in the community.

### **2. A thorough review of the relevant portions of the Master Facilities Plan, with a specific focus on:**

- Prioritized needs for the Tremont Branch
- Timeline and phasing considerations
- Impacts on staffing, collections, and services during renovation

### **3. An evaluation of the preliminary design recommendations provided by HBM, including:**

- Proposed interior and exterior renovations
- Reconfiguration of public and staff spaces

## 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 William Shkurti, 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
Susan Ralph	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

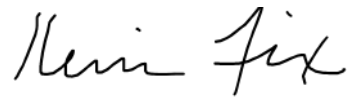
### Adjournment

Trustee Matthew Courser made a motion to adjourn the meeting. Trustee Peter Hahn 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
Susan Ralph	Aye

The meeting was adjourned at 5:34p.m.



Kevin Fix, President



Matthew Courser, Secretary