



# Board of Trustees Meeting Minutes

Upper Arlington Public Library  
Tuesday, October 21, 2025 at 5:00 PM  
@ 2800 Tremont Road – Friends Theater

## In Attendance

**Present:** Kate Hare, Matthew Courser, Peter Hahn, William Shkurti, John Yesso

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

**Absent:** Kevin Fix, Susan Ralph, Julie Whitt, Human Resources Manager

**Guests:** Liz Neal, John Novak, Cas Chermer, David Schneider, Naome Allison, Jane Federer, Dana Grimes, Audrey Harkonen, Anne Federer, Madison Fightmaster, Erin Hendricks, Christine Minx, Kate Albers, David Savage, Steve Benson, Jennifer Faure, Brittany Harrison, Eric Vescelius, Jen Christensen

## 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 September Board of Trustees meeting minutes and the September Donations Resolution included here.

### RESOLUTION 20-25

#### SEPTEMBER 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	
\$ 25.00	130 - General Fund	Jeanine Hummer	
<b>\$ 45.60</b>	<b>Total</b>		

## SIGNATURE SHEET

Resolution No. 20-25

10/21/2025

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

Voting:

Kate Hare	Aye
Matthew Courser	Aye
Peter Hahn	Aye

William Shkurti  
John Yesso

Aye  
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.



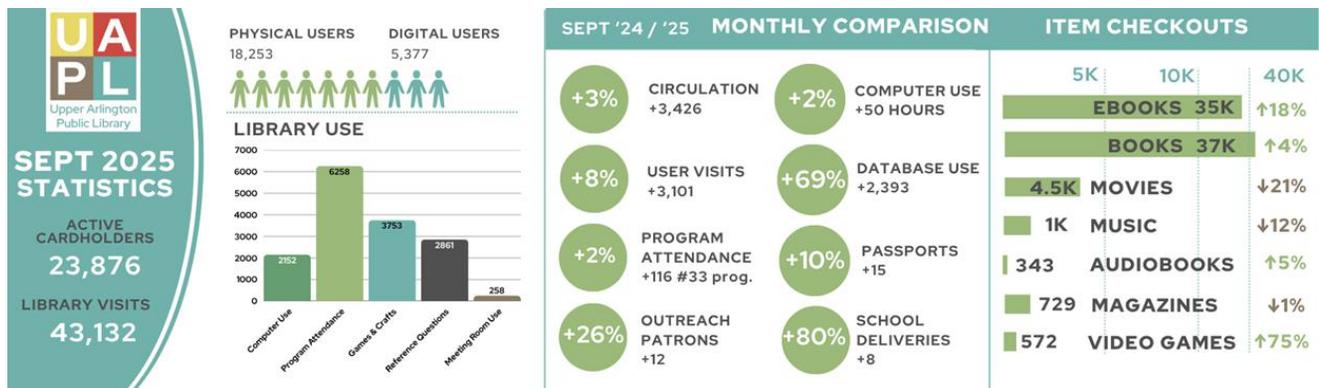
Lori M. Piergallini, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### Assistant Director's Report

The Assistant Director gave an update on the Tremont Roof project. Legat Architects of Columbus has been chosen as the architect for the project. The PO will be finalized in the next couple of weeks. Plan for construction kick off in spring of next year.

### Director's Report

The Director shared the director's report below highlighting that circulation is up thanks a lot to the hard work of the Collection Development Specialist Sue Emrick. She reported that services to Outreach patrons increased as well, greatly due to our Outreach Librarian, Jen Downing. She also reviewed the 3<sup>rd</sup> Quarter staffing report. Lastly she shared some information regarding the initial collective bargaining agreement. There was one correction in the monthly comparison regarding the Database Use the 69% was incorrect. The use did increase, but the actual percentage was not available at the meeting.



## Library Usage Statistics

September marked the first month of **increased circulation this year, up 3%**, driven by strategic investment in the digital collection through the cost-per-circ model by our Collection Development Specialist, which reduced audiobook holds by nearly 1,000. eBooks rose 18% to 35,000 checkouts, and overall user visits climbed 8%. Service to **outreach patrons increased 26%** and school deliveries 80%, reflecting strong community reach thanks to our Outreach Librarian. Video game checkouts also surged 75%.

## Quarterly Staffing Report

Each quarter, we present an updated staffing report to the Board. Our third quarter turnover rate was 9%, most of which were part-time employees who had been with the library less than 5 years. Nearly all left for new opportunities at other organizations. Overall, staffing across the library remains strong and stable. As of September 30, our total turnover rate is consistent with or below recent years and well within a healthy range for an organization of our size.

25% of our workforce are long-term employees who have been with the library an average of 18 years. That longevity speaks volumes about the commitment, stability, and pride our staff bring to their work.

We continue to see a strong applicant pool, which reflects the library's reputation as a desirable workplace. We've already filled several roles and recently hired two new custodians, which are traditionally some of our harder positions to fill. Our teams remain adaptable and collaborative as we hire and onboard new staff, filling in departments as needed.

I'm proud of how our staff continue to show dedication, professionalism, and flexibility through this period of transition and growth. Their commitment to our community and to one another continues to make UAPL a welcoming and inspiring place to work and visit.

## Upper Arlington Public Library 3rd Quarter 2025 Staffing Report

### 2025 Personnel Costs vs. Budget

Quarter	Budget	Actual Expenditures	% of Budget
3rd	\$5,219,194.26	\$3,730,026.62	71%

### 3<sup>rd</sup> Quarter Vacancy Rate

As of September 30, 2025, we have 105 permanent positions and 6 open positions for a vacancy rate of 5.71%.

### 3<sup>rd</sup> Quarter Turnover

Our 3<sup>rd</sup> quarter turnover rate was 9%. This percentage was based upon 9 position vacancies by resignation.

Staff Resignations	Transfers	Net Change in Number of Positions	New Hires
9	3	-1	5

Positions unfilled as of 9/30/2025:

- Public Services Associate – Adult PT (two positions)
- Public Services Associate – Research PT
- Programmer – Adult PT
- Programmer – Lane Road PT (NEW)
- Custodian – Facilities PT

**Vacancy Rates by Quarter / Open Positions / Turnover**

3 <sup>rd</sup> Quarter Comparisons								
Year	2017	2018	2019	2020	2021	2022	2023	2024
Vacancy Rate	5.88%	3.33%	4.92%	13.56%	11.21%	6.14%	6.03%	8.04%
Open Positions	7	4	6	16	13	7	7	5
Turnover	7.9%	1.7%	8.6%	19.1%	3.9%	6.6%	5.6%	4.7%

**Anticipated Staffing Changes in the Next Quarter**

We will actively work on hiring for any posted vacant positions. We do not foresee any major changes in staffing in the upcoming quarter.

**Upper Arlington Public Library  
October 21, 2025, Board of Trustees Meeting**

- Since September 4, 2024, the Upper Arlington Public Library and the Union have been engaged in collective bargaining for an initial collective bargaining agreement (“CBA”).
- The Parties have made proposals and discussed wages, hours, terms, and other conditions of employment.
- All issues are on the “table”. No new issues may be brought forward by the Union.
- As this is an initial CBA, the Parties have spent the past year determining provisions of the CBA both sides can agree. The Union has proposed nearly 40 articles and issues. For comparison, nearby Grandview Heights Public Library has 23 Articles in its CBA, Pickerington Public Library has 20 Articles, and Worthington Libraries has 28 Articles.
- Many of the Union proposals have extensive detail including regarding operational issues.
- To date, the Parties have come to tentative agreements on about a dozen Articles to be included in the initial CBA and a handful of other Articles proposed by the Union not to be included in the initial CBA.
- The Library emphasizes that negotiations for an initial CBA require time to allow both sides to draft, propose, review, and potentially counter proposals to come to an agreement.
- Earlier this year, the Library recommended, and the union agreed to seek assistance from a State Employment Relations Board (“SERB”) mediator. The SERB mediator is actively involved in negotiations.
- The Library remains committed to working with the Union on the outstanding Articles through and within the SERB process for negotiations and continuing to negotiate in good faith.

**Finance Committee**

Trustee William Shkurti reviewed the October Finance Committee meeting minutes. The Fiscal Officer also reported that the Library received a perfect on the audit as well as

being awarded the Excellence in Open Government Certificate for meeting sunshine law requirements and implementing best practices for public records request.



## Finance Committee Minutes

Upper Arlington Public Library

10/8/2025 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

### Attendance

#### Present:

Members: Kate Hare, Jen Jimison, Beth Pfahler, Lori Piergallini, Greg Ramage, William Shkurti

#### Absent:

Members: John Yesso

#### I. Call to Order

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

#### II. Director Update

The Director gave an update on the Ohio Budget and how it relates to the Library.

 [Statehouse Update Coversheet.docx](#)

#### III. Investment Report

The Fiscal Office also reviewed the 3rd Quarter Investment Report noting the total interest earned for the 3rd Quarter (\$119,897.48) and the Year to Date (\$341,729.88). The Library's investment strategy is to safeguard the principal so we shall stay the course with our investment in Star Ohio.

 [3rd Quarter Investment Report - 2025.docx](#)

#### IV. Review Month Financials

The General Fund report indicated that after receiving the 2nd half property tax settlement, taxes received will be under projections by \$109,636.95. All expenses categories are under budget. As of September 30, revenue is down 5% from last September, this is attributed to delaying the full amount of the transfer to the Building Improvement Fund till October. Year to date expenditures are up 7% over last year at this time and the ending fund balance is 7% than the previous September.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

#### V. Review Month Checks

The September checks were presented to the committee for review and approval. The Fiscal Office offered details for significant expenditures.

 [Check Report.pdf](#)

#### VI. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of September 30, 2025.

 [HNB Bank Statement Register.pdf](#)

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

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

 [First Merchant Bank Statement Register.pdf](#)

VII. 10 Year Forecast

The Fiscal Officer reviewed the 10 year forecast, noting that taxes will remain flat; the PLF will decrease for next year and other income is driven solely by interest income generated. After meeting with budget managers, next years budget reflects cuts in expenses with the exception of Salaries and Benefits. Salaries and Benefits are projected to account for 70% of operating expenditures.

 [10 Year Forecast.pdf](#)

VIII. Transfer to the 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.docx](#)

 [19-25 Transfer to Building Improvement Fund.docx](#)

IX. Fraud Risk Analysis

The fiscal officer and assistant director presented the fraud risk analysis, highlighting asset misappropriation, financial reporting and cyber security.

 [Fraud Risk Analysis.pdf](#)

X. Adjournment

The meeting was adjourned at 5:32pm.

## SIGNATURE SHEET

Trustee Peter Hahn made a motion to pass the Septmeber Financial Reports. Trustee John Yesso seconded the motion.

Voting:

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



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

RESOLUTION 19-25

**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 \$450,000 from the General Fund 100 to the Building Improvement Fund 402.

**SIGNATURE SHEET**

Resolution No. 19-25

10/21/2025

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

Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**CERTIFICATION**

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Lori Piergallini



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

**Operations Committee**

Trustee Mathew Courser and Assistant Director, Greg Ramage reviewed the October committee meeting minutes, highlighting the new cyber security law and how it impacts the Library.



# Operations Committee Minutes

Upper Arlington Public Library

10/7/2025 5:00 PM

2800 Tremont Road Meeting Room B

## **Attendance**

### **Present:**

Members: Susan Ralph, Matthew Courser, Peter Hahn

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

### Call to Order

The meeting was called to order at 5:05pm.

### CyberOhio & AOS Webinar on New Cybersecurity Law

Assistant Director, Greg Ramage reviewed information regarding the new Cybersecurity Law in Ohio. He went on to say that by July 1, 2026 the Board and Library will need to pass a resolution to adopt a compliant security program that will be developed by UAPL staff according to industry standards.

## **CYBER SECURITY**

On September 30, 2025, public libraries and other local government entities in Ohio will be required to comply with new cybersecurity incident reporting requirements under ORC 9.64. The new reporting requirements include any qualifying cybersecurity incident to be reported to:

- Ohio Cyber Reserve Integration Center (OCIC) within 7 days
- Auditor of State (AOS) within 30 days

These reporting requirements are part of Ohio's broader effort to strengthen cybersecurity readiness across local government and public institutions, including libraries.

### Community Task Force

Director, Beth Hatch gave an update on the status of the task force. Currently there are 22 submissions for candidates for the task force, with a good mix of professionals and community members. Looking at a possible start time of March 2026.

### Adjournment

The meeting was adjourned at 5:30pm.

## **Public Comments**

Vice-President Kate Hare welcomed guests. During the public comments the following statements were made.

Dana Grimes, former UAPL employee and Upper Arlington resident spoke of why she left her position at the Library. She noted her lack of faith in management and concerns with library leadership as the main reasons for leaving.

John Novak, Upper Arlington resident spoke in regards to his concerns with the turnover at the Library, as he had heard there had been an increase in Library employees leaving their jobs.

Jane Federer, Upper Arlington resident spoke about Freedom to Read and her concerns in the fewer displays at the Library regarding cultural events and banned books.

### **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 Matthew Courser, the Board entered into an executive session.

#### Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

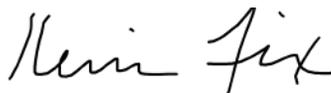
### **Adjournment**

Trustee Peter Hahn made a motion to adjourn the meeting. Trustee John Yesso seconded the motion.

#### Voting:

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

The meeting was adjourned at 5:28p.m.



Kevin Fix, President



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b7C

Matthew Courser, Secretary