



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, February 17, 2026 at 5:00 PM
@ 2800 Tremont Road – Friends Theater

In Attendance

Present: Kevin Fix, Kate Hare, Matthew Courser, Peter Hahn, William Shkurti, John Yesso, Susan Ralph

Also Present: Beth Pfahler, Director; Greg Ramage, Assistant Director; Julie Whitt, Human Resources Manager; Jen Jimison, Executive Assistant; Kayla Toon, Program and Outreach Coordinator; Jen Downing, Librarian - Community Relations

Guests: Cindy Radford, Audrey Harkonen, Jennifer Faure, Sara Coles

Call Meeting to Order

The meeting was called to order at 5:03p.m.

Consent Agenda

The consent agenda included excused absences, the minutes from the January Board of Trustees meeting, the Board Organizational meeting and the January Donations Resolution included here.

RESOLUTION 06-26 JANUARY 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	Annual Report Name	Campaign
\$ 25.75	130 - General Fund	Amanda Wheeler	In Honor of Julie Weeks
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 30.00	130 - General Fund	Kim Boscan	
\$ 250.00	130 - General Fund	Metropolitan Columbus Daylily Society	Annual Daylily Sale
\$ 100.00	130 - General Fund	Susan Dunlap Potts	
\$ 750.00	130 - General Fund	Tremont Center Company	
\$ 1,201.35	Total		

SIGNATURE SHEET

Resolution No. 06-26

2/17/2026

Upon the motion of Trustee John Yesso, seconded by Trustee Susan Ralph to accept donations listed for December:

Voting:

Kevin Fix	Aye
Kate Hare	Aye

John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye
Susan Ralph	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, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Outreach Presentation

Kayla Toon, Program and Outreach Coordinator and Jen Downing, Librarian - Community Relations spoke about the activities and events they have for reaching people outside of the Library as well as plans for the future.



Outreach Is...



Where We Go

Senior Programming:

- Abbington Assisted Living
- The Coventry
- The Estates at Knightsbridge
- Bob Crane Community Center

Community Partner Events:

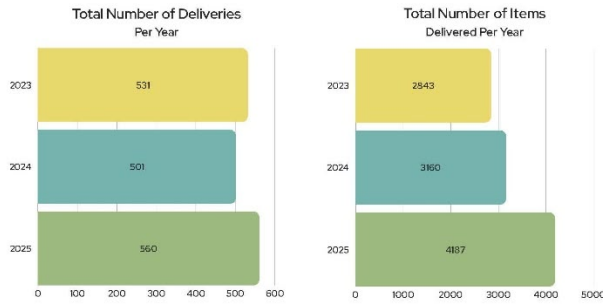
- Columbus Book Festival
- Spring Fling
- Fall Fest
- Arts on Arlington
- Ohioana Book Festival
- UA Farmers Market



What We Do



By the Numbers - Deliveries



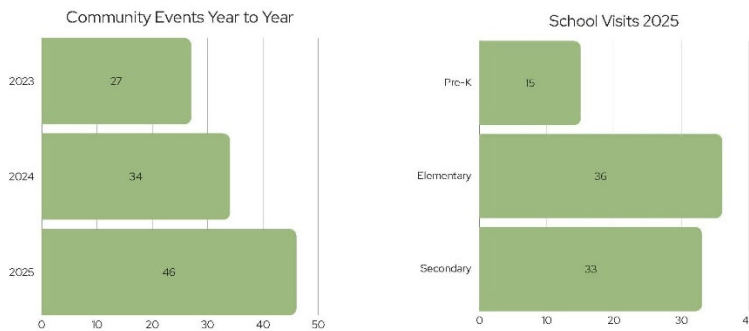
Currently serve 61 Home Delivery patrons (Jan 2026).

Our delivery programs have also:

- Delivered a total of 4187 items to homes and facilities in 2025.
- Enlisted the help of 6 home delivery and 2 school delivery volunteers per month.
- Logged 108 volunteer hours for the year.
- Made 83 deliveries to teachers within UA Schools totaling 1392 items (2025).



By the Numbers - Events



In 2025, we were able to bring along 10 staff members from across all 3 branches to community events in addition to those of us in Community Relations!



What People Are Saying

"As always, thank you for all that you do for our wonderful residents. You are simply amazing!"

"As always, we greatly appreciate you and the library team making an appearance at the event."

"It's such a joy to collaborate with you."

"Thanks for absolutely killin' it this weekend at Spring Fling. You guys were busy the entire time and absolutely rocked it."

"Everyone at Wickliffe loves the library!"

"You are my favorite librarian, and I hope you will forever be so!!"

"Hey, look, it's our favorite librarian!"



The Future

Outreach/Volunteers:

- Library Sticker Club
- Library Ambassador volunteers at events
- Service Request Menu

Seniors/Home Delivery:

- Partnering with Bob Crane Community Center
- Lobby Stops at Facilities
- Continue to promote and expand deliveries



Kayla Toon

Program and Outreach Coordinator, Community Relations

Jen Downing

Librarian, Community Relations



Assistant Director's Report

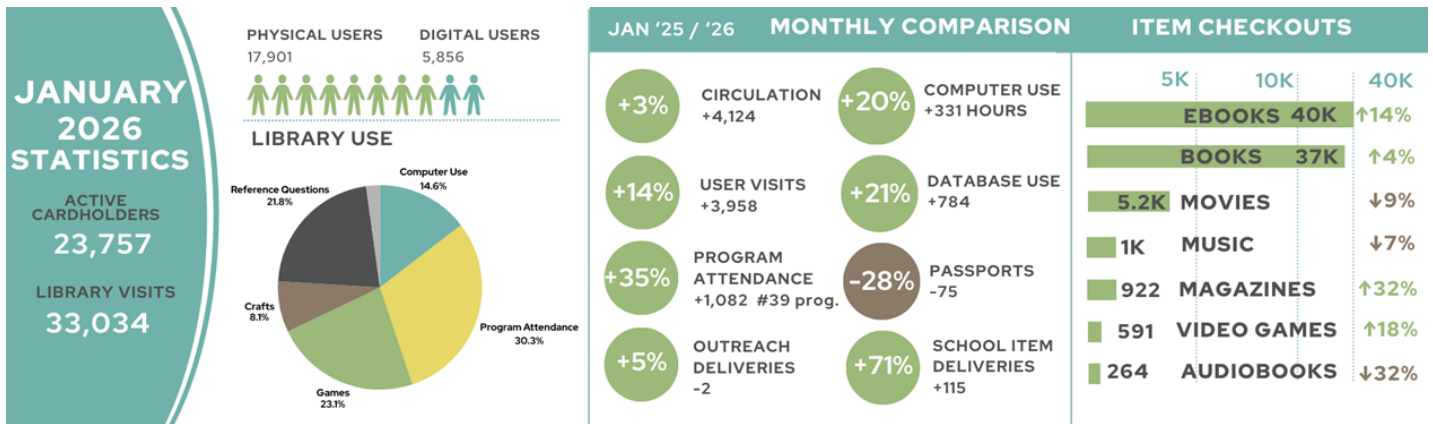
The Assistant Director reported that as of February 17th all of the Library's staff has completed the Cyber Security Training. He also gave an update on the Tremont Roof project stating that we are reviewing roof material samples. He also went over the resolution being presented regarding bidding on the project in March and in hopes to start the project in April, to last approximately one month.

Director's Report

The Director reported that circulation and user visits were up. She reviewed the 2025 Tremont Usability Study results, highlighting the new uses for the Commons. The Director also shared information regarding networking opportunities for Trustees through OLC

UPL Director's Report

We build connections that make lives better.



2025 Tremont Usability Study Results

The 2025 usability study, conducted in October using hourly observational tracking across all public departments, continues to show that adults make up the majority of library visitors, followed by children and older adults. Young adults remain the smallest demographic group, though only slightly lower than older adult usage. Cardholder data mirrors this trend, with adults and older adults making up the largest share of registered users.

One of the most significant shifts between the 2022 and 2025 studies was the restructuring of the Media Department. Due to declining collection use and low space activity, media materials were right-sized and integrated into the Adult Department. The former Media space was repurposed into the Commons, a flexible public space that also supports service continuity during renovation phases.

These changes corresponded with strong increases in use across major public service areas. The Adult Department experienced a 68% increase in use and now represents approximately one-third of total visitors, with most patrons using the space for laptop work, studying, and browsing consolidated collections. Youth Department use increased 37%, with strong activity centered around play, programming, and social interaction. Research Department use increased 17%, with most activity focused on computer use, reading, and individual study.

The Commons, while currently flexible in function, showed modest but notable growth in use and is primarily used for laptop work, study, and program overflow. This space will be an important focus for future service and design planning.

Overall, results indicate that consolidating collections, expanding computer access in high-use areas, and creating flexible multi-use space has improved overall public space utilization and better aligned services with current patron behavior.

OLC Hosts Training and Networking Opportunities for Trustees

Trustees play a vital role in the strength and success of Ohio's public libraries. In recognition of this responsibility, the OLC is committed to providing trustees with the information, training, and resources they need to effectively fulfill their roles.

The OLC will host the Library Trustee Workshop on Sat., March 7, from 10 a.m.-4:30 p.m. Trustees can attend the workshop in person at the OLC office in Dublin (Northwest Columbus) or online.

This comprehensive training is designed for new trustees as well as those with years of board experience. Attendees will learn the essential elements of effective boardmanship, including legal issues, library funding, financial oversight, and working with directors and staff.

Key topics include:

- Understanding library finances and funding in Ohio.
- Updates on financial and policy issues affecting libraries, including property tax developments.
- Guidance on common legal questions.
- An overview of OLC services available to trustees.

The full agenda will be available soon. In addition, all participants will receive a free digital copy of the Ohio Public Library Trustees' Handbook. The registration fee is \$100 for trustees and staff of OLC Institutional Member Libraries (Non-member fee: \$200). The deadline to register is March 2.

Spring Trustee Programs

Trustees are also invited to attend special regional programs this spring. OLC Executive Director Michelle Francis and Jay Smith, Director of Government and Legal Services, will host three trustee dinners and one lunch across the state, providing opportunities for learning and discussion, and connection.

Southwest Ohio Trustee Lunch — April 9 (11 a.m.-1 p.m.)

Northwest Ohio Trustee Dinner — April 16 (6-8 p.m.)

Eastern Ohio Trustee Dinner — April 30 (6-8 p.m.)

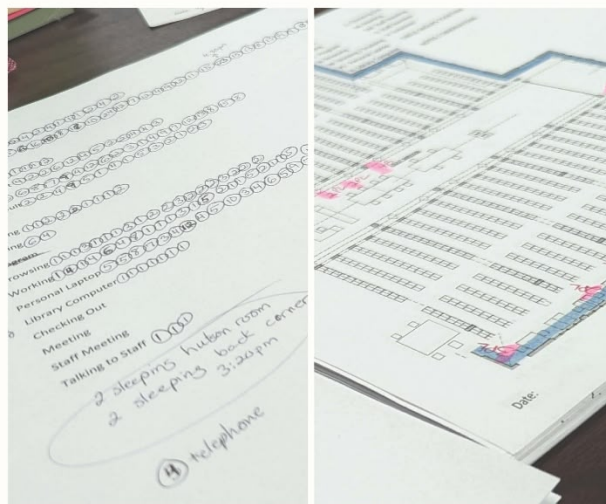
Northeast Ohio Trustee Dinner — May 7 (6-8 p.m.)

Tremont Usability Study



How did we do it?

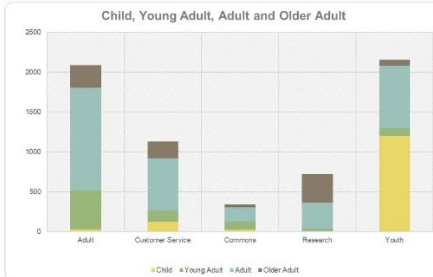
Between October 23 and November 6, 2022 and then again October 5 through October 18, 2025 staff used floor plans to go around every hour at each of our departments and track patron activity, writing down relative ages of individuals and number of groups. The intent was to capture activity happening in the library in order to determine hot spots and inactive zones, as well as how patrons enjoy spending their time here.



Overview

Taking a look at our visitors in all the departments in 2025, adults continue to make up the majority of visitors, followed by children and older adults. Our smallest demographic of users are young adults but only by 2% compared to older adults.

This is also reflective of our cardholder: 48% of cardholders are adults; 39% are older adults. Only 4% of our cardholders are between the ages of 13-17.



50% Adults



22% Children



15% Older Adults



13% Young Adults



What changed?

One of the most significant changes in public space use between our 2022 and 2025 usability studies was the restructuring of the Media Department. In 2022, the media collection operated as its own standalone department. However, usability observations and circulation trends showed that this space was not experiencing high patron use, and the media collection was steadily declining.

Because of these patterns, we made the decision to consolidate the adult and media collections into a single, unified Adult Department. Staff that worked in Media transferred to either the Adult Department or the Research department. The media collection was right-sized and moved to Adult.

Repurposing Media to "The Commons"

As a result of this consolidation, the former Media Department was reimagined as a flexible public space now called the Commons. This area served as an important swing space during the early phases of renovation, giving us the ability to maintain service continuity while construction work began elsewhere in the building.



Staff and Service Areas

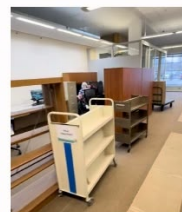
Renovation work at Tremont began with staff spaces first. We invested significantly in the lower level by renovating key operational departments, including:

- Technical Services
- Facilities
- Information Technology
- Adult Department

The footprint of the Adult office space was relatively small, we were able to improve staff functionality without reducing the public collection in any major way.

Technology Adjustments

We expanded computer access in the Adult Department. While the Media Department previously housed several computers that were not consistently being used, we relocated and added four computers directly into the Adult space. We are now tracking usage closely to better understand patron demand and support future planning.

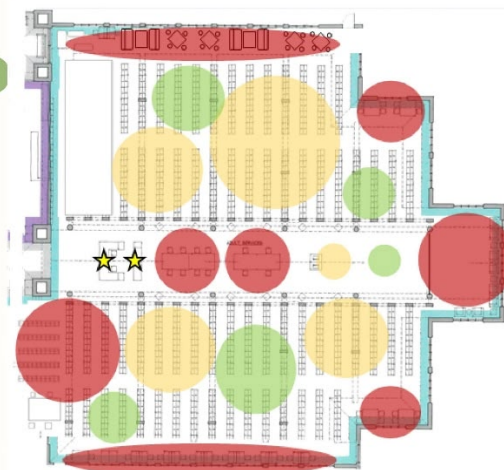
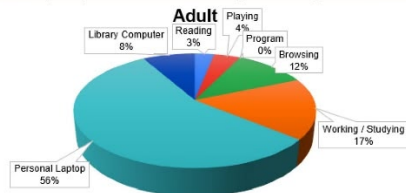


Adult Department Observations

32% of total visitors

This department houses our entire adult fiction, nonfiction, videogame, music, and movies collections. It has four public computers, lots of study tables, group work area, study carrels, and a Reading Room. Use of the space increased by 68% in comparison between the two usability studies.

- The most people in the space at one time was 39.
- 73% of use are personal laptops and working / studying
- 23% of people using the space are young adults.
- Only one person was observed using the listening station.



Light Medium High

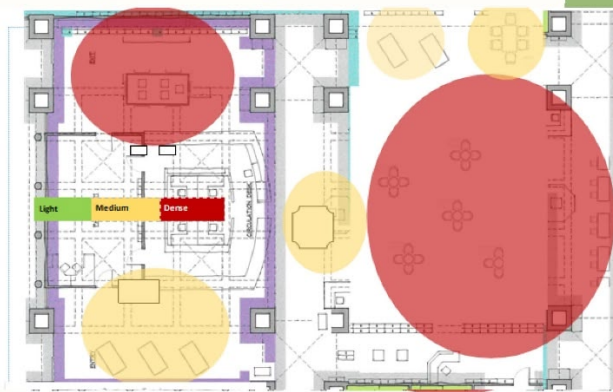
Customer Service & Friends

18% of total visitors

Circulation and processing of items, new adult books, Quick Pick, videogames and magazines, Friends of the Library bookstore, programming space, passport "office," and self-checkout.

The largest amount of people in the space was 39 for the Small Business Fair in the atrium. When the atrium is not being used for programming average number of people in the space is 9, usually laptop users or patron checking out and browsing.

The average use of the self-checkout machines at one time is 2. The friends sale area had about 1/2 the browsing of the new books but still popular.



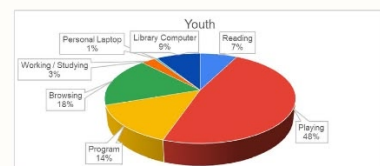
Light Medium Dense

Youth Department

34% of total visitors

This department houses our entire youth and teen collections. It is where the youth staff hold most of the youth programs and storytimes. There are also six youth library computers and a large play area that was built in 2021. Use of the space increased by 37% between the two studies.

- Highest number in the space was 65, with 40 children between the play area and activity area.
- There are a considerable amount of people engaged in conversations with each other or on their phone; virtually no laptop users
- Tutors and work tends to happen in the alcove by teen.



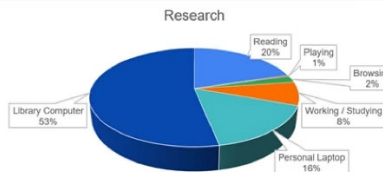
Light Medium High

Research Department

11% of total visitors

This department houses our newspaper, magazine, the majority of library computers, and our bound periodical collection, maps, microfilm, and local history room. Meeting Room B and the Friends Theatre were counted for observation purposes. The Memory Lab was not installed yet as of the last observation. Use of the space increased by 17%.

- The most people in the space at one time was 15. History room is usually empty.
- 89% of use is reading, library computers, and personal laptop.
- The number of people browsing at one time was 2.

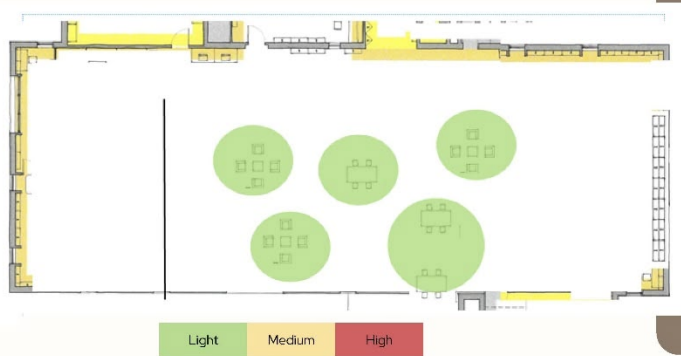
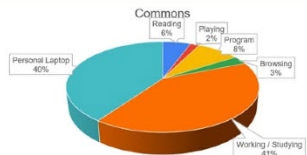


The Commons

5% of total visitors

This space now houses only tables and chairs and is used for large programs, study, and swing space for storage. However, surprising use of the space increased by 8%.

89% of people are mostly working or using a laptop. This space will be a hot topic when it comes to redesign. It is a prime location for large programs but what does it become when it is not that?



Finance Committee

Trustee William Shkurti reviewed the February Finance Committee meeting minutes.



Finance Committee Meeting Minutes

Upper Arlington Public Library
 2/11/2026 5:00 PMEST
 @ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: William Shkurti, John Yesso, Kate Hare

Also Present: Lori Piergallini, Greg Ramage, Jen Jimsion

- I. Call to Order

The meeting was called to order at 5:01pm.

The Fiscal Officer shared a document that she received from the Ohio Office of Budget and Management regarding the proposed amendment that would eliminate property taxes and permanently ban them in Ohio. She stated eliminating property taxes severely affect libraries as a whole. Libraries would be eliminated or face severe cuts. Property taxes support 65% of local tax revenue in the state.

II. Review Month Financials

The committee approved the monthly financial reports.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

III. Review Month Checks

The committee reviewed and approved the monthly check report.

 [Check Report - Jan. 2026.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2026.

 [HNB Bank Statement Register Jan. 2026.pdf](#)

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

 [Star Ohio Restricted Bank Statement Register Jan. 2026.pdf](#)

 [FMB Bank Statement Register- Jan. 2026.pdf](#)

The Fiscal Officer did report that there will be a resolution presented at the February Board meeting authorizing the Library to seek bids for the new roof at Tremont. She also reminded the Committee that there will be no March meeting, but the monthly packet will be sent out to the committee for review.

V. Adjournment

The meeting was adjourned at 5:14pm.

SIGNATURE SHEET

Trustee Matthew Courser made a motion to pass the January Financial Reports. Trustee Susan Ralph seconded the motion.

Voting:

Kevin Fix

Aye

Kate Hare

Aye

John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye
Susan Ralph	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, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

M____. _____ introduced the following resolution and moved its passage:

Resolution No. 07-26

AUTHORIZING BID PACKAGE FOR THE TREMONT BRANCH ROOF REPLACEMENT PROJECT, LEGAL NOTICE OF BIDS FOR THE WORK, AND OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking the Tremont Branch Roof Replacement Project (the "Project"); and

WHEREAS, Legat Architects (the "Design Professional") is preparing design documents for the Project; and

WHEREAS, the Assistant Director is working with the Design Professional and construction legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Bid Package for the Project, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until 12:00 Noon on a date as may be determined by the Director, Assistant Director, or Fiscal Officer as the Board's authorized representatives, and to authorize the Fiscal Officer or their designee to open and publicly read the bids aloud immediately thereafter, at the place identified in the legal notice, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Upper Arlington Public Library Board of Trustees as follows:

1. The Board authorizes the Assistant Director, working with the Design Professional and the Library's construction legal counsel, to prepare the Bidding Package for the Project.

2. After finalization of the Bidding Package by the Assistant Director, the Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until 12:00 Noon on a date as may be determined by the Director, Assistant Director, or Fiscal Officer, as the Board's authorized representatives, by addendum, or by operation of law. A copy of the legal notice will be entered in full on the record of proceedings at a future meeting of the Board.
3. The Board authorizes the Fiscal Officer or their designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, as designated in the finalized legal notice. The bids will be tabulated following opening, and a report of the tabulation will be provided to the Board at its next regular meeting or at a specially called meeting.

M____. _____ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: _____

Nays: _____

SIGNATURE SHEET

Resolution No. 07-26

2/17/2026

Upon the motion of Trustee Susan Ralph, seconded by Trustee John Yesso, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye
Susan Ralph	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

Lori Piergallini
2026-04-23 17:08 UTC

Operations Committee

Trustee Matthew Courser reported that due to a lack of a quorum there was no February meeting. He did state that we currently have 11 members for the community task force, looking to start meeting in April.



Operations Committee Minutes

Upper Arlington Public Library

2/3/2026 5:00 PM

2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Matthew Courser - A quorum was not present

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

- I. Due to the absence of a quorum all agenda items were table and will be discussed at the full February Board Meeting.

Public Comments

No Public Comment

President's Report

The President had nothing to report.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

Upon the motion of Trustee William Shkurti, seconded by Trustee Kate Hare, the Board entered into an executive session.

Roll Call Vote:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye
Susan Ralph	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

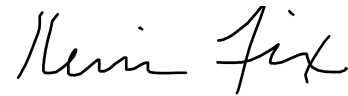
Adjournment

Trustee Matthew Courser made a motion to adjourn the meeting. Trustee Peter Hahn seconded the motion.

Voting:

Kevin Fix	Aye
Kate Hare	Aye
John Yesso	Aye
Matthew Courser	Aye
Peter Hahn	Aye
William Shkurti	Aye
Susan Ralph	

The meeting was adjourned at 5:35p.m.



Kevin Fix
2026-04-24 01:46 UTC

Kevin Fix, President



Matthew Courser
2026-04-23 17:28 UTC

Matthew Courser, Secretary