

Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 19, 2025

The Board of Trustees met in regular session on Wednesday, November 19, 2025, in the 2nd Floor Conference Room of the Downtown Library. President Will McCoy called the meeting to order at 4:00 p.m. The following trustees answered the roll call: Michael Houser, Lacie Priest, Debbie Seibel, Kim Sherman, Brian Wilfong, and Will McCoy.

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Bob Amato, Building Services Manager; Tracy Groves, Executive Assistant; and Tracey Snyder, Human Resources Officer.

Adoption of Agenda

Mr. Houser MOVED and Mrs. Priest SECONDED to adopt the agenda as presented. All voted aye, and the chair declared the motion passed.

Appointment of New Board Members/Oath of Office

Mrs. Lodge, in her capacity as a notary public, administered the Oath of Office to Mr. Andrew Reardon for his appointment to the Licking County Library Board of Trustees, starting October 1, 2025, and ending August 31, 2031. At the Public Records Commission meeting, Mrs. Lodge administered the Oath of Office to Mrs. Kim Sherman for her appointment to the same board, beginning October 1, 2025, and ending August 31, 2029. All members voted aye, and the chair declared the motion passed.

Public Comments

There was no public participation.

Minutes for the Regular Business Meeting of September 17, 2025

Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the Regular Business Meeting Minutes of September 17, 2025. All voted aye, and the chair declared the motion passed.

Minutes for the Special Board Meeting of September 22, 2025

Mrs. Priest MOVED and Mr. Houser SECONDED to approve the Special Board Meeting Minutes of September 22, 2025. All voted aye, and the chair declared the motion passed.

025-077
Adoption of
Agenda

025-078
Appointment of
Trustees

025-079
Approval of
Regular
Business
Meeting
Minutes

025-080
Approval of
Special Board
Meeting
Minutes

Minutes for the Special Board Meeting of September 22, 2025

Mrs. Seibel MOVED and Mr. Houser SECONDED to approve the Special Board Meeting Minutes of September 25, 2025. All voted aye, and the chair declared the motion passed.

025-081
Approval of
Special Board
Meeting
Minutes

Announcements, Presentations, Correspondence

Ms. Walden shared an article from the front page of the Newark Advocate highlighting the Library's Marketing Department's use of social media to entertain patrons.

Committee Reports

Finance Committee Report

Mr. Houser reported on the October 15, 2025, Finance Committee Meeting. The committee recommended approval of the financial reports for the month of September, which include the General Fund and the Building & Repair Fund. The committee reviewed the Fiscal Officer's reports on bills, payroll, and transfers. Mrs. Seibel MOVED and Mr. Reardon SECONDED that approval be given to accept the September reports as submitted. All voted aye, and the chair declared the motion passed.

025-082 Approval of September Financials

Director's Report

Mr. Houser MOVED and Mrs. Seibel SECONDED that the following Personnel changes be accepted. All voted aye, and the Chair declared the motion passed.

025-083
Approval of
Personnel
Report

Personnel Report - November 2025 for changes in September and October 2025

Hired

Raven Fountain

Circulation Associate FT
Effective: 9.8.25
\$15.00 Hourly

Wendy Rancier

Collection Services Manager FT
Effective: 9.15.25
\$35.00 Hourly

Resigned

Heidi Smith

Collection Services Manager FT Effective 9.5.25

Policy Revision: 3.101 Holiday Leave

Ms. Walden presented for discussion a revision to Policy 3.101 Holiday Leave. The discussion was tabled.

Board of Trustees Bylaws Revision

As of October 1, 2025, a revision to the Ohio Revised Code 3375.22 changed the term length for new appointments to four years. Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the Licking County Library Board of Trustees Bylaws to reflect this revision. All voted aye, and the chair declared the motion passed.

025-084
Approval to
Revise Bylaws

Fiscal Officer's Report

Financial Report for October 2025

The financial reports for October 2025, including bills, payrolls, and transfers, were presented to the Board for their approval. The balance in the General Fund at the end of October was \$9,701,931.11. Receipts in the General Fund for October were \$323,373.17. Disbursements in the General Fund for October totaled \$638,667.75. Receipts in the Building & Repair Fund totaled \$28,002.17, and disbursements totaled \$192,042.76. Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given to accept the October reports as submitted. All voted aye, the Chair declared the motion passed.

025-085
Approval of
October
Financials

Permission to Reallocate Funds Between Categories

Mrs. Seibel MOVED and Mr. Houser SECONDED that approval be given to reallocate funds between categories. All voted aye, the Chair declared the motion passed.

025-086
Approval to
Reallocate
Funds

Gifts–November 2025 received in September and October 2025

Restricted: \$0.00

Unrestricted: \$34.39 from estate of Dorothy Oberfield

 \$50.00 from Unity Reading Circle

 \$20.00 from Women's Bible Study Group

 \$20.00 from Kim Vohs of Women's Bible Study Group

 \$20.00 from Patricia Gibson of Women's Bible Study Group

\$20.00 from Margaret Curtiss of Women's Bible Study Group
\$100.00 from Lawrence Jones
\$1,000.00 from Ruth Isenhart
\$68.47 from anonymous

Mr. Houser MOVED and Mr. Reardon SECONDED that approval be given to accept the November gifts as submitted. All voted aye, the Chair declared the motion passed.

Minimum Wage Increase Effective January 1, 2026

Ohio's minimum hourly wage will increase from \$10.70 to \$11.00, effective January 1, 2026. Mr. Houser MOVED and Mrs. Priest SECONDED to approve the revised salary chart. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

New Policy: Sales Tax Reimbursement Policy

Mrs. Lodge presented a Sales Tax Reimbursement Policy to the Board for discussion. The policy establishes guidelines and controls for the reimbursement of sales tax by tax-exempt public offices. Mr. McCoy MOVED and Mrs. Priest SECONDED to approve the Sales Tax Reimbursement Policy. All voted aye, and the Chair declared the motion passed.

New Policy: Vendor Reward Program Policy

Mrs. Lodge presented a Vendor Reward Program Policy to the Board for discussion. The policy establishes guidelines and controls for personal use of vendor reward program points. Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the Vendor Reward Program Policy. All voted aye, and the Chair declared the motion passed.

2026 Temporary Budget (General Fund, Building & Repair Fund)

The Finance Committee recommended approval of the 2026 Temporary Budgets, which include the General Fund and the Building & Repair Fund. Mr. Houser MOVED and Mr. Reardon SECONDED to approve the 2026 Temporary Budget as submitted. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

025-087
Approval of
Gifts

025-088
Approval to
Revise Salary
Chart

025-089
Approval of
Sales Tax
Policy

025-090
Approval of
Vendor Reward
Policy

025-091
Approval of
2026
Temporary
Budget

Old Business

Schooley Caldwell Update

Mr. McCoy MOVED and Mr. Houser SECONDED the approval to release the remainder of the funds to Schooley Caldwell Architects. All voted aye, and the Chair declared the motion passed.

025-092
Approval to
Release Funds

T-Built Construction Update

Mr. McCoy MOVED and Mr. Houser SECONDED the approval to proceed with assessing liquid damages with T-Built Construction. The Library intends to enforce the liquidated damages clause of the agreement based on a substantial completion date of September 5, 2025. All voted aye, and the Chair declared the motion passed.

025-093
Approval to
Proceed
Assessing
Liquidated
Damages

New Business

Nominating Committee

Mr. Wilfong presented the Nominating Committee's slate of officers for 2026:

*President – Mr. William McCoy
Vice President – Mr. Michael Houser
Secretary – Mr. Brian Wilfong*

025-094
Approval of
Slate of
Officers

Mr. Wilfong MOVED and Mr. Houser SECONDED to approve the slate of officers for 2026. All voted aye, the Chair declared the motion passed. Assignment of committees will be presented at the 2026 January Organizational Meeting.

Public Comments

None

Executive Session

Mr. McCoy MOVED and Mr. Houser SECONDED that the board go into executive session at 5:38 p.m. to discuss the compensation of public employees and the discipline of a public employee. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

025-095
Approval to go
Into Executive
Session

Upon reconvening in public session at 6:15 p.m. Mr. McCoy MOVED and Mr. Houser SECONDED to approve a three percent wage increase

025-096
Approval of
Wage Increase

effective December 22, 2025, for employees who are not at the end of their salary range, employees promoted after August 1, 2025, who did not receive a pay rate increase, and have met expectations in their performance. Additionally, Ms. Walden proposed a wage adjustment pool of up to \$16,500.00 for positions that the market has indicated should be higher. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Mr. McCoy MOVED and Mr. Houser SECONDED to approve a formal written reprimand of the Fiscal Officer for insubordination, failure of good behavior, and dishonesty, based on unilaterally authorizing an extension of FMLA and later removing the extension from the Library's software. Both actions were taken without communicating with or obtaining the Director's approval. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Abstain; Mrs. Seibel, Yes; Mrs. Sherman, Abstain; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

There being no further business, the President declared the meeting adjourned at 6:20 p.m.

The next Regular Business Meeting is Wednesday, January 21, 2026.

025-097
Approval of
Written
Reprimand