

**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 2<sup>nd</sup> 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.

025-077  
Adoption of  
Agenda

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.

025-078  
Appointment of  
Trustees

Public Comments

There was no public participation.

025-079  
Approval of  
Regular  
Business  
Meeting  
Minutes

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.

025-080  
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.

### 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.

#### 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.

#### Personnel Report – November 2025 for changes in September and October 2025

##### Hired

Raven Fountain	Circulation Associate FT Effective: 9.8.25 \$15.00 Hourly
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Wendy Rancier	Collection Services Manager FT Effective: 9.15.25 \$35.00 Hourly
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##### Resigned

Heidi Smith	Collection Services Manager FT Effective 9.5.25
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## 025-081

Approval of  
Special Board  
Meeting  
Minutes

## 025-082

Approval of  
September  
Financials

## 025-083

Approval of  
Personnel  
Report

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.

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.

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.

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

025-084  
Approval to  
Revise Bylaws

025-085  
Approval of  
October  
Financials

025-086  
Approval to  
Reallocate  
Funds

<p>\$20.00 from Margaret Curtiss of Women's Bible Study Group</p> <p>\$100.00 from Lawrence Jones</p> <p>\$1,000.00 from Ruth Isenhardt</p> <p>\$68.47 from anonymous</p>	
<p>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.</p>	<p><u>025-087</u> Approval of Gifts</p>
<p><u>Minimum Wage Increase Effective January 1, 2026</u></p> <p>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.</p>	<p><u>025-088</u> Approval to Revise Salary Chart</p>
<p><u>New Policy: Sales Tax Reimbursement Policy</u></p> <p>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.</p>	<p><u>025-089</u> Approval of Sales Tax Policy</p>
<p><u>New Policy: Vendor Reward Program Policy</u></p> <p>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.</p>	<p><u>025-090</u> Approval of Vendor Reward Policy</p>
<p><u>2026 Temporary Budget (General Fund, Building &amp; Repair Fund)</u></p> <p>The Finance Committee recommended approval of the 2026 Temporary Budgets, which include the General Fund and the Building &amp; 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.</p>	<p><u>025-091</u> Approval of 2026 Temporary Budget</p>

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.

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.

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*

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.

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

025-092

Approval to  
Release Funds

025-093

Approval to  
Proceed  
Assessing  
Liquidated  
Damages

025-094

Approval of  
Slate of  
Officers

025-095

Approval to go  
Into Executive  
Session

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