

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 21, 2025**

The Board of Trustees met in regular session on Wednesday, May 21, 2025, in the 2nd Floor Conference Room at the Downtown Library. Will McCoy called the meeting to order at 4:00 p.m. The following trustees answered the roll call: Michael Houser, Debbie Seibel, Brian Wilfong, and Will McCoy.

Excused: Lacie Priest

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Bob Amato, Building Services Manager; Olivia Chapman, Head of Marketing; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; and Tracey Snyder, Human Resources Officer.

Adoption of Agenda

Mrs. Seibel MOVED and Mr. Houser SECONDED to adopt the agenda as presented. All voted aye. The Chair declared the motion passed.

Public Comments

None

Minutes for the Special Board Meeting of May 7, 2025

Mr. Wilfong MOVED and Mr. Houser SECONDED to approve the May 7, 2025 Special Board Meeting Minutes. All voted aye. The Chair declared the motion passed.

Announcements, Presentations, Correspondence

Committee Reports

Finance Committee

Mr. Houser reported on the April 16, 2025 Finance Committee Meeting. The committee recommended approval of the financial reports for March, which include the General Fund and the Building and Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Seibel MOVED and Mr. Houser SECONDED that approval be given to accept the March reports as submitted. All voted aye. The chair declared the motion passed.

025-038

Adoption of
Agenda

025-039

Approval of
Special
Board
Meeting
Minutes

025-040

Approval of
March
Financials

Director's Report

Personnel Report

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

Personnel Report – May 2025 for changes in March & April 2025

Hired

Alicia Meyers	Circulation Associate FT Effective: 3.17.25 \$16.50 Hourly
Hallie Rine	Circulation Associate FT Effective: 3.17.25 \$15.00 Hourly
Katie Schumacher	Story Time Librarian PT 20 hours/week Effective: 3.17.25 \$21.00 Hourly
Leah Wagner	Youth Services Librarian FT Effective: 4.14.25 \$21.00 Hourly
Cailyn Brown	Marketing & PR Specialist PT 25 hours/week Effective 4.14.25 \$19.00 Hourly
Sarah Widmor	Circulation Associate FT Effective 4.14.25 \$16.50 Hourly
Emily Dudgeon	Mobile Services Specialist FT Effective: 4.28.25 \$19.00 Hourly
Robert Amato	Building Services Manager FT Effective: 4.28.25 \$34.00 hourly

Transfer

Sally Gummere	From: Library Substitute PT To: Library Operations Manager FT Effective: 3.3.25 \$31.00 Hourly
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025-041
Approval of
Personnel
Report

Resigned

Emma Chapman	Temporary Library Substitute PT Effective 3.07.25
Taylor Powell	Youth Services Librarian FT Effective: 3.14.25
Angela Hammond	Temporary Library Substitute PT Effective: 3.14.25
Allison Whitacre	Adult Services Assistant FT Effective 3.20.25
Joanne Twaddell	Circulation Associate FT Effective: 3.29.25
Sheryl Montgomery	Adult Services Assistant FT Effective: 4.03.25
Ericka Haines	Circulation Supervisor FT Effective: 4.03.25
Christopher Haines	Building Services Manager FT Effective: 4.04.25

Terminated

Rhonda Adams	Mobile Services Specialist FT Effective: 3.05.25
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Strategic Plan Update

A staff committee is being formed to define LCL values. An internal tracking management board has been established, and the marketing team is working to create internal messaging and promote public awareness.

Other

Lakewood – After several meetings with architects, legal firms, and Library Design in March and April to prepare/accept bids, our focus now shifts to finalizing furniture, collections, and developing offboarding plans and timelines.

E-Rate/Cybersecurity – An E-Rate request, which included requests for internet infrastructure and managed services, was submitted, and approval is pending. Our new Managed Services provider, Dataserv begins July 1, 2025. The first-quarter Co-Pilot cybersecurity review is now complete, and Duo multifactor authentication will be launched in June.

Ms. Walden provided a written report prior to the meeting. Mr. Houser MOVED and Mr. Wilfong Seconded to accept the Director's report as submitted. All voted aye. The Chair declared the motion passed.

025-042
Approval of
Director's
Report

Fiscal Officer's Report

Financial Reports for April 2025

025-043
Approval of
April Financials

The financial reports for April 2025, including bills, payrolls, and transfers, were presented to the board for their approval. The balance in the General Fund was \$9,942,537.42. Receipts in the General Fund for the month of April were \$432,592.62. Disbursements in the General Fund for April totaled \$525,365.63. Receipts in the Building & Repair Fund totaled \$18,073.45, and disbursements totaled \$5,437.50. Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to accept the April reports as submitted. All voted aye. The Chair declared the motion passed.

PLF Resolution to Licking County Budget Commission

025-044
PLF Resolution
to Licking
County Budget
Commission

Mr. Houser MOVED, and Mr. Wilfong SECONDED the approval to request that the Licking County Budget Commission maintain the current percentage of 62.00% to be allocated to the Licking County Library for the distribution of the total County Public Library Fund (PLF) in 2026. Roll Call: Mr. Houser, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Gifts – May 2025 received in March and April 2025

Restricted:	\$50.00 from Arlen and Bob Griffith for books in memory of Ted Miller, Jr.
	\$35.00 from anonymous donors for Buckeye Lake library branch
	\$20.00 from anonymous donor for Hebron library branch
	\$1,500.00 from Licking County Foundation for Staff Day Speaker
	\$39,829.06 from proceeds of Alice Wing's investment account for Buckeye Lake
	\$420.00 from Park National Bank for ALS Interpreter at SLP program
	\$10.00 from an anonymous

\$35.00 from Mary Kaschak for book in memory of
Melissa Organiscak

\$5.00 from anonymous donor for Miller library branch

Unrestricted: \$21.61 from anonymous donors

\$20.00 from K. Vohs of Thursday Bible study group

\$60.00 from Thursday Bible study group

\$50.00 from James Estep

\$20.00 from Kailen Nourse

\$20.00 from Constance Ellis

\$6.00 from Penny Holcomb

\$20.00 from Jack Pincelli

Mr. Wilfong MOVED and Mr. Seibel SECONDED that approval be given to accept the May gifts as submitted. All voted aye. The Chair declared the motion passed.

025-046
Approval
Of Gifts

Old Business
None

New Business

The president of the board appointed a nominating committee to identify potential candidates for the Board of Trustees to replace recently resigned trustees Kathy Myers and Bill Spurgeon. Mr. McCoy MOVED and Mr. Wilfong SECONDED to approve the nominating committee assignment. All voted aye. The Chair declared the motion passed.

025-047
Approval of
Nomination
Committee

There being no further business, the President declared the meeting adjourned at 5:26 p.m.

Next Scheduled Meetings

Finance Committee: Wednesday, June 18, 2025, at 4:00 p.m.
Regular Bi-Monthly Business Meeting: Wednesday, July 16, 2025, at 4:00 p.m.