Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 15, 2026

The Board of Trustees met in regular session on Wednesday, July 15, 2026, in the 2nd Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 4:01 p.m. The following trustees answered the roll call: Michael Houser, Andy Reardon, Kim Sherman, Debbie Seibel, Brian Wilfong, and Will McCoy.

Excused: Lacie Priest

Also in Attendance: Dan Lawrence

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Program & Outreach Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Tara Hutson, Deputy Director; Melissa McDiarmid, Human Resources Officer; Wendy Rancier, Collection Services Manager; and Clint Schwartz, Building Services Manager.

Public Comments Related to Agenda Items
No public comments.

Announcements, Presentations, Correspondence

Dan Lawrence, an engineer with Mays Consulting, presented the findings of an independent evaluation of the condition of the Downtown Newark Library roof. He assessed the roof's current condition and identified areas of concern.

A Board member reported receiving correspondence from a community member expressing concerns about a book display at the library. The Board acknowledged the correspondence, and the Executive Director provided information regarding the Library's collection development and display practices. The Board requested that a Display Policy be presented at the September board meeting for their approval.

A Board member reported receiving correspondence regarding a staff member. The Board affirmed that written comments concerning staff will be referred directly to the Personnel Committee for review. The Personnel Committee will evaluate the matter and recommend action to the Board when appropriate.

Adoption of Agenda

026-030
Adoption of Agenda

Mr. Houser MOVED and Mr. Reardon SECONDED to adopt the agenda as presented. All voted aye. The motion passed.

Consent Agenda Items

026-031 Approval of Consent Agenda Items

Mr. Houser MOVED and Mrs. Sherman SECONDED a motion to approve the following consent agenda items. All voted aye. The Chair declared the motion passed.

a) Approval of the May 13, 2026, Regular Business Meeting Minutes
b) Approval of Personnel Report

Approval of Meeting Minutes

Approval of Personnel Report

Personnel Report – July 2026 for changes in May & June 2026

Hired

| | |
|---|---|
| Brittany Evans | Circulation Supervisor FT<br>Effective: 05.18.26<br>$25.00 Hourly |
| Melissa McDiarmid | Human Resources Officer FT<br>Effective: 06.01.26<br>$38.46 Hourly |
| Tara Hutson | Deputy Director FT<br>Effective: 06.01.26<br>$44.10 Hourly |
| Sydney Ellis | Youth Services Assistant PT 25 hours/week<br>Effective: 06.08.26<br>$17.25 Hourly |
| Halle Thacker | Branch Assistant – Miller PT 25 hours/week<br>Effective: 06.15.26<br>$17.00 Hourly |
| Sianee Hawkins | Youth Services Supervisor FT<br>Effective 06.29.26<br>$29.74 Hourly |

Rehired - Seasonal

| | |
|---|---|
| Hallie Rine | Seasonal Circulation Associate PT 25 hours/week<br>Effective 06.23.26<br>$15.00 Hourly |

Resigned

| | |
|---|---|
| Nicole Levine | Branch Assistant – Utica FT<br>Effective: 05.08.26 |
| Megan Rader | Branch Assistant -Lakewood FT<br>Effective: 05.30.26 |
| Donna Matturri | Adult Services Librarian FT<br>Effective 06.09.26 |

Raven Fountain — Circulation Associate FT
Effective 06.25.26

Brooke Snodgrass — Lead Circulation Associate FT
Effective 06.26.26

Promoted

Clint Schwartz — From: Building Services Specialist FT
To: Building Services Manager FT
Effective: 06.22.26
$31.79 Hourly

Approval of May Financials

c) Approval of the Finance Committee Meeting Minutes of June 18, 2026

d) Gifts

Approval of Gifts

Gifts – July 2026 *received in May and June 2026*

Restricted:

$50.00 from Deanna Hill for *In the Company of Heroes*

$30.00 from Anonymous for Mary E. Babcock library branch

$50.00 from Arlene & Bob Griffith in memory of Vi Schaaf

Unrestricted:

$40.00 from Anonymous

$100.00 from Caroline Meyer in honor of Jerry Ross and Bobbi Gaskin

Director's Report

Staff Handbook Policy Revisions

026-032
Approval of Policy Revisions

Mr. Houser MOVED and Mrs. Sherman SECONDED a motion to approve revisions to the following policies: 3.101 Holiday Leave; 3.103 Emergency Leave; 3.104 Personal Leave; 3.105 Bereavement Leave; 3.106 Sick Leave; 3.107 Sick Leave Pool; 3.113 Unpaid Leave for Part-Time Staff Members; 3.212 Reemployment After Retirement; 3.301 Professional Meetings and Workshops; and the Glossary of Terms. All voted aye. The Chair declared the motion passed.

026-033
Approval of Director's Report

Ms. Walden presented her Director's Report, which was included in the meeting packet. Mr. Houser MOVED and Mrs. Sherman SECONDED a motion to accept the report as submitted. All voted aye. The Chair declared the motion passed.

Other

026-034 Approval to Revise Job Description

Mr. Houser MOVED and Mrs. Seibel SECONDED a motion to approve the revised job description for the Materials Management Specialist, reflecting the expanded duties and responsibilities of the position, and authorize the position to be changed from part-time to full-time, effective August 3, 2026. All voted aye. The Chair declared the motion passed.

026-035 Approval of New Job Title

Mr. Houser MOVED and Mr. Wilfong SECONDED a motion to approve the new full-time job description of Automated Services Specialist, effective August 3, 2026. All voted aye. The Chair declared the motion passed.

Mr. Wilfong left the meeting.

Fiscal Officer's Report

Financial Reports for June 2026

026-036 Approval of June Financials

The board reviewed the June 2026 financial reports, including bills, payroll, and transfers, for approval. The General Fund balance at the end of June was $9,572,525.44. Receipts in the General Fund at the end of June totaled $321,433.53. General Fund disbursements in June totaled $576,632.10. Receipts in the Building & Repair Fund totaled $4,861.68, with disbursements totaling $2,890. Mrs. Seibel MOVED and Mr. Reardon SECONDED a motion to approve the June reports as submitted. All voted aye. The Chair declared the motion passed.

Advances from County Auditor

026-037 Approval to Request Advances from County Auditor

Mrs. Seibel MOVED and Mrs. Sherman SECONDED that approval be given to request settlement advances against any and all taxes collected in 2026 for the benefit of the Licking County Library, pursuant to ORC § 321.24. All voted aye, and the chair declared the motion passed. The request will be forwarded to the County Auditor.

The Fiscal Officer reported that insurance-eligible staff completed the FormFire enrollment process. The information submitted through FormFire will be used to obtain quotes for the Library's employee medical insurance coverage.

Old Business

Downtown Library Roof

Mr. McCoy MOVED and Mr. Reardon SECONDED a motion to authorize the Fiscal Officer to prepare and issue a Request for Proposal (RFP) for architectural services related to the replacement of the Library's roof, and return to the Board with a recommendation for the contract award upon completion of the proposal evaluation process. All voted aye. The Chair declared the motion passed.

026-038
Approval to Prepare an RFP

T-Built Construction

Mr. McCoy MOVED and Mrs. Sherman SECONDED a motion to approve the settlement proposal received from T-Built Construction, whereby the Library will retain the $15,600 previously withheld as liquidated damages as a full and final resolution of the financial portion of the disputed claim. The motion further provides that all warranties related to T-Built Construction's work on the project shall expire on October 13, 2026, in accordance with the terms of the settlement agreement. All voted aye. The Chair declared the motion passed.

New Business
None

Public Comment
No public comments.

Adjournment

There being no further business, the meeting was adjourned at 5:48 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be held on Wednesday, September 16, 2026, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.