

**Minutes  
Board of Trustees  
Licking County Library  
Special Board Meeting  
February 21, 2025**

The Board of Trustees met in special session on Friday, February 21, 2025, in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 12:30 p.m. The following trustees answered the roll call: Lacie Priest, Debbie Seibel, Brian Wilfong, and Will McCoy.

Trustees Excused: Kathy Myers and Bill Spurgeon

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; and Tracey Snyder, Human Resources Officer.

Adoption of Agenda

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

Public Comments

There was no public in attendance.

Michael Houser entered the meeting at this time.

Job Description Discussion

Mr. McCoy MOVED and Mr. Houser SECONDED that the following job descriptions be approved: Library Operations Manager, Head of Marketing, and Marketing Specialist. All voted aye. The Chair declared the motion passed.

Revision of Organizational Chart

Mr. Houser MOVED and Mrs. Seibel SECONDED approval to revise the Organizational Chart. All voted aye. The Chair declared the motion passed.

Adjournment

With no further business, Mr. McCoy MOVED and Mr. Houser SECONDED to adjourn the meeting at 1:10 p.m. All voted aye. The Chair declared the meeting adjourned.

025-018  
Adoption of  
Agenda

025-019  
Approval of Job  
Description

025-020  
Approval of  
Organizational  
Chart

025-021  
Motion to  
Adjourn

The next Regular Business Meeting is Wednesday, March 19, 2025, at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Downtown Newark Library.

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President

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Secretary