

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 18, 2024**

The Board of Trustees met in regular session on Wednesday, September 18, 2024, in the 2nd Floor Conference Room at the Downtown Newark Library. President Will McCoy called the meeting to order at 4:04 p.m. The following trustees answered the roll call: Kathy Myers, Lacie Priest, Debbie Seibel, Bill Spurgeon, and Will McCoy.

Excused: Michael Houser and Brian Wilfong

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Outreach & Program Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; Tracey Snyder, Human Resources Officer, and members of the public.

Appointment of Secretary Pro Tem

A secretary pro tem was appointed in the absence of Board Secretary Mr. Wilfong. Mr. McCoy MOVED and Mrs. Seibel SECONDED to appoint Mrs. Priest secretary pro tem. All voted aye, and the chair declared the motion passed.

024-055
Approval of
Secretary Pro
Tem

Adoption of Agenda

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

024-056
Adoption of
Agenda

Public Comments

Inquiries from former affiliated Friends of the Buckeye Lake Library.

Minutes for the Regular Business Meeting of July 17, 2024

Mr. Spurgeon MOVED and Mrs. Priest SECONDED to approve the Regular Business Meeting Minutes of July 17, 2024. All voted aye, the chair declared the motion passed.

024-057
Approval of
Board
Meeting
Minutes

Announcements, Presentations, Correspondence

Ms. Walden shared correspondence received, recognizing the Mobile Services Department's Home Delivery Program for outstanding customer service.

Committee Reports

Finance Committee Meeting Minutes of August 21, 2024

Mrs. Lodge reported on the August 21, 2024 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of July, which include the General Fund, Building & Repair Fund, and the Libraries Accelerating Learning Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Myers MOVED and Mrs. Seibel SECONDED that approval be given to accept the July reports as submitted. All voted aye, the chair declared the motion passed.

Mrs. Lodge informed the finance committee of the medical insurance renewal rates for the policy year October 1, 2024, through September 30, 2025. She explained the renewal quotes to keep the plan as is would have been an averaged premium increase of 8.19%. However, by increasing the deductible and out-of-pocket limits, the average premium increase was 1%. A portion of the savings the Library incurred by choosing the alternative plan was used to increase the employer's monthly HSA contributions.

Personnel Committee Meeting Minutes of September 10, 2024

Ms. Walden reported on the September 10, 2024 Personnel Committee Meeting. An HR consulting firm had been hired to review the staff handbook for wording, reduction, applicable labor laws, and other related laws. The current staff handbook was sent electronically to personnel committee members. Mr. Wilfong requested another Personnel Committee Meeting to be scheduled to review the proposed policy changes.

Mrs. Lodge presented a draft of a potential salary chart with comparisons to the current salary chart and the results of the Northeast Ohio Regional Library System (NEORLS) 2024 salary survey. The potential salary chart noted the page position hourly wage will be updated to the 2025 Ohio Minimum Wage when it is announced. The Department of Labor's new salary threshold for exempt positions, effective January 1, 2025, was mentioned. In addition, Mrs. Lodge presented charts detailing employee separations from January 2021 to August 2024. Mr. McCoy stated the possibility of the minimum hourly wage for the salary chart being adjusted each year when the Board of Trustees approve an annual raise percentage. It was recommended to the full Board that the Fiscal Officer prepare the 2025 temporary budget using the potential new salary chart. The Finance Committee will evaluate the impact of the potential new salary chart when the draft of the 2025 temporary budget is presented at the Finance

024-058

Approval of
July Financials

024-059

Approval of
Personnel
Committee
Meeting
Minutes

Committee Meeting in October. Mrs. Myers MOVED and Mrs. Priest SECONDED that approval be given to accept the September Personnel Committee Meeting minutes. All voted aye, the chair declared the motion passed.

Board of Trustees By-Laws Revision

The Board reviewed the suggested edits to the Board of Trustees By-Laws. Mr. Spurgeon MOVED and Mrs. Myers SECONDED the approval to revise the Board of Trustees By-Laws. All voted aye, the chair declared the motion passed.

Strategic Plan 2025-2028

Ms. Walden, along with staff, have been working together to revise the strategic plan and are proposing a revision to the mission statement as well as priorities and goals. Co-chairs will be assigned to focus on a goal and form committees of up to five additional staff to address the tactics over the course of the next three years. The Board reviewed and discussed the Library's plan. Mr. Spurgeon MOVED and Mrs. Myers SECONDED to approve the 2025-2028 Strategic Plan. All voted aye, the chair declared the motion passed.

Director's Report

Mr. Spurgeon MOVED and Mrs. Priest SECONDED that the following Personnel changes be accepted. All voted aye, the chair declared the motion passed.

Personnel Report: September 2024 for changes in July & August 2024

Hired

Zowie Pritchard	Circulation Clerk FT Effective: 07.08.2024 \$13.00 Hourly
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Nancy Johnson	Library Substitute Effective: 07.18.2024 \$15.00 Hourly
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Promotion

Laura Riley	From: Branch Assistant – Utica FT To: Branch Supervisor – Utica FT \$21.00 Hourly
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Seasonal End

Emma Chapman	Temporary Library Substitute Effective: 08.03.2024
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024-060

Approval of
2025-2028
Strategic Plan

024-061

Approval of
Personnel
Report

Angela Hammond

Temporary Library Substitute
Effective: 07.31.2024

Retired

Jennifer Mitchell

Branch Supervisor - Utica FT
Effective: 08.31.2024

Terminated

Desmond Cook

Cargo Clerk PT
Effective 08.26.2024

Other

Summer Library Program

Mrs. Bittel provided a 2024 Summer Library Program statistical report. A total of 998 youth, teens, and adults participated. Teen and adult participation increased by 48 percent from 2023, and the youth reading tracker completion rate increased by 48 percent from 2023. A total of 878 adult and teen book reviews was submitted.

Summer Lunch Program

Provided in partnership with the Mid-Ohio Food Collective, the Summer Lunch Program ensures the continued nourishment of children ages birth to 18 during the summer months. A total of 1,296 meals were distributed between May 27, 2024, and August 9, 2024 at the Downtown Newark Library.

Fiscal Officer's Report

Financial Report for August 2024

The financial reports for August 2024, including bills, payrolls, and transfers, were presented to the Board for their approval. The balance in the General Fund at the end of August was \$9,224,040.35. Receipts in the General Fund for August were \$1,534,431.69. Disbursements in the General Fund for August totaled \$425,954.34. Receipts in the Building & Repair Fund totaled \$1,569.73 and \$17,169.00 disbursements. Receipts in the Librarians Accelerating Learning Fund totaled \$5,450.00. The balance in the Librarians Accelerating Learning Fund is \$0.00. Mrs. Priest MOVED and Mrs. Seibel SECONDED that approval be given to accept the August reports as submitted. All voted aye, the chair declared the motion passed.

024-062
Approval of
August
Financial

Tax Budget Resolution

Mrs. Seibel MOVED and Mr. Spurgeon SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mrs. Myers, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; and Mr. McCoy, Yes. The chair declared the motion passed.

Gifts –September 2024 received in July & August 2024

Restricted:	\$500.00 from Jack & Nancy Schmidt for large print books
	\$100.00 from Unity Reading Circle for <i>In the Company of Heroes</i> project
	\$45.00 from anonymous for <i>In the Company of Heroes</i> project
	\$43,277.25 from the life insurance policy of Alice Wing for the Buckeye Lake library branch
Unrestricted:	\$79.00 from anonymous donors
	\$20.00 from Patricia Gibson
	\$80.00 from Kim Vohs
	\$10.00 from Travis Edwards

Mrs. Myers MOVED and Mrs. Priest SECONDED that approval be given to accept the September gifts as submitted. All vote aye, the chair declared the motion passed.

Other
None

Old Business

Gladey Consulting will continue executive coaching through the end of the year with the Library Director.

New Business

A Board Retreat is scheduled for Wednesday, November 20, 2024, at 12:00 – 3:45 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.

024-063
Approval of
Tax Budget
Resolution

024-064
Approval of
Gifts

There being no further business, the President declared the meeting adjourned at 5:04 p.m.

Public Records Commission Meeting Wednesday, November 20, 2024 @ 3:45 p.m.

The next Regular Business Meeting will be Wednesday, November 20, 2024, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.