

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 13, 2026**

The Board of Trustees met in regular session on Wednesday, May 13, 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, Brian Wilfong, and Will McCoy.

Excused: Lacie Priest, Debbie Seibel, and Kim Sherman

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Program & Outreach Manager; Olivia Chapman, Head of Marketing; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Sally Gummere, Library Operations Manager; Deirdre McIntyre, Learning & Engagement Coordinator; and Cailyn Mitchell, Marketing & PR Specialist.

Public Comments Related to Agenda Items

No public comments.

Announcements, Presentations, Correspondence

None

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

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

- a) Approval of the March 18, 2026, Regular Business Meeting Minutes
- b) Approval of Personnel Report

Personnel Report

New Hires

Alanah Smith Branch Assistant - Miller PT 25 hours/week
Effective: 02.10.26
\$17.00 Hourly

026-024

Adoption of
Agenda

026-025

Approval of
Consent
Agenda Items

Approval of
Meeting
Minutes

Approval of
Personnel
Report

Allison Parrott-Puffpaff	Branch Assistant – Mary E. Babcock FT Effective: 04.06.26 \$17.00 Hourly
Donna Matturri	Adult Services Librarian FT Effective: 04.13.26 \$24.00 Hourly
Delaney Kerstetter	Circulation Associate PT 25 hours/week Effective: 04.27.26 \$15.00 Hourly
Lynne Siegwein	Branch Assistant–Lakewood PT 25 hours/week Effective: 04.27.26 \$17.00 Hourly

Resigned

Robert Amato	Building Services Manager FT Effective: 04.17.26
Gena Rowe	Branch Assistant -Miller PT 25 hours/week Effective: 04.22.26

Promoted

Kathryn Alton	From: Branch Assistant – Miller PT 25 hours/week To: Branch Assistant – Miller FT Effective: 03.01.26
Cailyn Mitchell	From: Marketing & PR Specialist PT 25 hours/week To: Marketing & PR Specialist FT Effective: 03.01.26

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

d) Gifts

Gifts – May 2026 received in March and April 2026

Restricted:	\$100.00 from Marsha Moore for Downtown Newark library
	\$750.00 from Pam Wheeler for Dolly Parton's Imagination Library
	\$10.00 from Anonymous for Lakewood library branch
	\$17.00 from Anonymous for Mary E. Babcock library branch

March
Financials

Approval of
Gifts

\$5.00 from Anonymous for Miller library branch

Unrestricted: \$19.50 from Anonymous

Director's Report

Staff Handbook Policy Revisions

Ms. Walden presented several Staff Handbook policies for revision. Mr. Houser MOVED and Mr. Reardon SECONDED to table the discussion until the June Finance Committee Meeting. All voted aye. The Chair declared the motion passed.

Cybersecurity Policy

This policy establishes a formal cybersecurity program in accordance with Ohio Revised Code Section 9.64 and applicable state and federal laws. Mr. Houser MOVED and Mr. Reardon SECONDED a motion to approve Policy 1.186: Cybersecurity Program. All voted aye. The Chair declared the motion passed.

Ms. McIntyre reported on the staff development day held on April 24. Activities included a tornado drill, an interactive session focused on understanding and working across generations in the workplace, and a presentation by a representative from the Central Ohio Chapter of the Alzheimer's Association. The presentation emphasized the increasing number of community members affected by Alzheimer's disease and related dementias and offered information on available resources and tips for managing persons with dementia in a library setting.

Fiscal Officer's Report

Financial Reports for April 2026

The financial reports for April 2026, including bills, payroll, and transfers, were presented to the board for approval. The balance in the General Fund at the end of April was \$9,977,494.36. Receipts in the General Fund at the end of April totaled \$333,561.65. Disbursements from the General Fund in April totaled \$627,882.78. Receipts in the Building & Repair Fund totaled \$16,683.10, with disbursements totaling \$6,605.82. Mr. Houser MOVED and Mr. Reardon SECONDED a motion to approve the April reports as submitted. All voted aye. The Chair declared the motion passed.

PLF Resolution to Licking County Budget Commission 2027

Mr. Houser MOVED and Mr. Reardon SECONDED a motion to approve a request for the Licking County Budget Commission to maintain the current percentage of 62.00% to be allocated to Licking County

026-026

Approval of
Cybersecurity
Program Policy

026-027

Approval of
April Financials

026-028

PLF Resolution
to Licking
County Budget
Commission

Library for the distribution of the total County Public Library Fund (PLF) in 2027. Roll Call: Mr. Houser, Yes; Mr. Reardon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Discover Card Merchant Class Action Settlement

Licking County Library received a Discover Card Merchant Class Action Settlement form, which must be executed to participate in the settlement with Discover Financial Services, DFS Services, LLC, and Discover Bank. Mr. Houser MOVED and Mr. Reardon SECONDED a motion to participate in these settlements and authorize any staff member of the Licking County Library or any assistant prosecuting attorney of the Licking County Prosecutor's Office to submit a claim on behalf of the Board on or before May 26, 2026. All voted aye. The Chair declared the motion passed.

Old Business

None

New Business

None

Public Comment

No public comments.

Adjournment

There being no further business, the meeting was adjourned at 4:54 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be held on Wednesday, July 15, 2026, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.

026-029

Approval to
Participate in
Discover Card
Merchant Class
Action
Settlement