

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 19, 2025**

The Board of Trustees met in regular session on Wednesday, March 19, 2025, in the 2<sup>nd</sup> 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, Kathy Myers, Lacie Priest, Bill Spurgeon, Brian Wilfong, and Will McCoy.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Outreach and Program Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Sally Gummere, Library Operations Manager; Deirdre McIntyre, Branch Supervisor; Heidi Smith, Collection Services Manager; Tracey Snyder, Human Resources Officer; and members of the public.

Adoption of Agenda

Mr. Spurgeon MOVED and Mr. Houser SECONDED to adopt the agenda as amended. All voted aye. The Chair declared the motion passed.

Public Comment

No public comments.

Minutes of the Organizational & Regular Business Meeting, January 15, 2025

Mr. Wilfong MOVED and Mrs. Priest SECONDED to approve the Organizational and Regular Meeting Minutes of January 15, 2025. All voted aye. The Chair declared the motion passed.

Minutes of the Special Board Meeting, February 11, 2025

Mr. Spurgeon MOVED and Mr. Wilfong SECONDED to approve the Special Business Meeting Minutes of February 11, 2025. All voted aye. The Chair declared the motion passed.

Minutes of the Special Board Meeting, February 21, 2025

Mr. Houser MOVED and Mrs. Priest SECONDED to approve the Special Business Meeting Minutes of February 21, 2025. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mrs. Priest, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes, and Mr. McCoy, Abstain. The Chair declared the motion passed.

025-022

Adoption of  
Agenda

025-023

Approval of  
Organizational  
& Regular  
Business  
Meeting  
Minutes

025-024

Approval of  
Special Board  
Meeting

025-025

Approval of  
Special Board  
Meeting

Debbie Seibel entered the meeting at this time.

Schooley Caldwell – Lakewood Branch

Keoni Fleming of Schooley Caldwell presented design documents of the Lakewood Branch Project. Mr. Fleming stated that the estimated construction cost of the Lakewood Branch is \$690,000.00, based on current market costs. Once all documents are received, the Director will work with the Architect and legal counsel to prepare the bidding package, which includes the design drawings and specifications, as well as the legal bidding and contract documents. The Director will then place a legal notice for the Project in a local newspaper, as required by Ohio Revised Code 3375.41. Mr. McCoy MOVED and Mr. Houser SECONDED approval to proceed with Request for Proposal (RFP) for up to \$700,000.00. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes, and Mr. McCoy, Yes. The Chair declared the motion passed.

The required legal notice will be placed for two weeks, and bids will be accepted until noon on April 29, 2025. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the deadline for submitting such bids has expired. The bids will be tabulated following opening, and a report will be provided to the Board at its next regular or special meeting.

Announcements, Presentations, Correspondence

None

Committee Report

Finance Committee Report

Mr. Houser reported on the February 18, 2025, Finance Committee Meeting. The committee recommended approval of the January financial reports, including the General Fund and the Building & Repair Fund. The committee reviewed the Fiscal Officer's reports regarding bills, payroll, and transfers. Mr. Wilfong MOVED and Mrs. Myers SECONDED that approval be given to accept the January reports as submitted. All voted aye. The Chair declared the motion passed.

Permanent Budget

Mr. Wilfong MOVED and Mrs. Myers SECONDED to approve the 2025 Permanent Budgets for the General Fund and Building & Repair Fund. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mrs. Priest, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

025-026

Approval to  
Proceed with  
RFP

025-027

Approval of  
January  
Financials

025-028

Approval of  
Permanent  
Budget

## Director's Report

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

## Personnel Report – March 2025 for changes in January & February 2025

### Hired

Julia O'Brien	Cargo Associate PT 25 hours/week Effective: 1.6.25 \$15.00 Hourly
Gabrielle Jones	Technology Trainer PT 20 hours/week Effective: 2.3.25 \$16.50 Hourly
Mark Mykulyn	Building Services Specialist FT Effective: 2.3.25 \$19.00 Hourly
Joanne Twaddell	Circulation Associate FT Effective: 2.10.25 \$15.00 Hourly

### Transfer

Ginny Ellinger	From: Library Substitute PT To: Youth Services Assistant FT Effective: 2.3.25 \$18.75 Hourly
----------------	---

### Resigned

Karen Kline	Circulation Associate FT Effective: 1.7.25
Jacqueline Johnson	Lead Circulation Assistant FT Effective 1.18.25

### Other

Julia Walden shared her written report. Mr. Houser MOVED and Mrs. Myers SECONDED to accept the Executive Director's report. All voted aye. The Chair declared the motion passed.

Mrs. Priest and Mrs. Seibel left the meeting at 5:04 pm.

## Fiscal Officer's Report

## Financial Reports for February 2025

025-029

Approval of  
Personnel  
Report

025-030

Approval of  
Director's  
Report

The financial reports for February 2025, including bills, payroll, and transfers, were presented to the board for their approval. The balance in the General Fund at the end of February was \$ 9,354,035.07. Receipts in the General Fund at the end of February totaled \$1,117,556.82. Disbursements in the General Fund for February totaled \$445,239.59. Receipts in the Building & Repair Fund totaled \$1,999.59, and disbursements totaled \$16,800.00. Mr. Houser MOVED and Mr. Spurgeon SECONDED that approval be given to accept the February reports as submitted. All voted aye. The Chair declared the motion passed.

025-031  
Approval of  
February  
Financials

Gifts – March 2025 received in January and February 2025

Restricted:               \$60.00 from anonymous donors for Mary E. Babcock library branch  
  
                                  \$27.00 from anonymous donors for Buckeye Lake library branch  
  
                                  \$1417.00 from Licking County Foundation Jessie C. Thomas Fund for children's books  
  
                                  \$750.00 from Pam Wheeler for Dolly Parton's Imagination Library

Unrestricted:           \$3.43 from anonymous donors

                                  \$25.00 from Ardetta Spear

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

025-032  
Approval of  
Gifts

Other

Post-Tax Supplemental Retirement Account

Mr. Houser MOVED and Mr. Wilfong SECONDED to authorize the Library to offer a Post-Tax Supplemental Roth Retirement option through Ohio Deferred Compensation. All voted aye. The Chair declared the motion passed.

025-033  
Approval of  
Post Tax  
Supplemental  
Roth  
Retirement  
Option

Old Business

None

New Business

House Bill 257

Legislation to allow certain public bodies to meet virtually was recently signed into law and will take effect on April 8, 2025. Discussions on

House Bill 257 has been tabled. We are currently working with the Ohio Library Council (OLC) to determine the restrictions and limitations.

Public Comment

Community members shared comments and concerns about the proposed number of computers and color schemes at the Lakewood Branch location.

Adjournment

There being no further business, the meeting was adjourned at 5:30 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be Wednesday, May 21, 2025, at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library.