

**Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 17, 2024**

The Board of Trustees met in regular session on Wednesday, January 17, 2024, 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: Ruth Campolo, Michael Houser, Kathy Myers, Brian Wilfong, and Will McCoy.

Trustees Excused: Debbie Seibel

Will McCoy announced the resignation of Library Board of Trustee, Barry Riley, effective January 17, 2024.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Laura Appleman, PR & Marketing Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Emily Hankinson, Branch Supervisor; Heidi Smith, Collection Services Manager; Tracey Wolfle, Human Resources Officer; and members of the public.

Adoption of Agenda

Brian Wilfong MOVED and Michael Houser SECONDED to adopt the agenda as presented. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-001
Adoption of
Agenda

Public Comment

None

Appointment of Officers

Michael Houser MOVED and Brian Wilfong SECONDED to appoint the following officers for 2024. Roll Call: Ruth. Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-002
Appointment of
Officers

President – William McCoy
Vice President – Kathy Myers
Secretary – Ruth Campolo

Appointment of Standing Committees 2024

Michael Houser MOVED and Ruth Campolo SECONDED the approval of the Assignment of Committees as submitted. The vacancies on these

024-003
Appointment of
Standing
Committees

standing committees will be filled at such time when a new board member is appointed. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

Finance Committee

Michael Houser, *chair*
Debbie Seibel
Vacant
Kathy Myers
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Personnel Committee

Ruth Campolo, *chair*
Brian Wilfong
Debbie Seibel
Vacant
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Tracey Wolfle, ex officio (non-voting)

Building & Grounds Committee

Vacant, *chair*
Debbie Seibel
Michael Houser
Kathy Myers
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Chris Haines, ex officio (non-voting)

Marketing & Library Services

Brian Wilfong, *chair*
Ruth Campolo
Michael Houser
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Laura Appleman, ex officio (non-voting)

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

Michael Houser MOVED and Brain Wilfong SECONDED that Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary

024-004
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

and posting a \$250,000 surety bond and Kerrill Foster be reappointed to serve as Deputy Fiscal Officer at her current salary and posting a \$250,000 surety bond. In his capacity as a notary public, Will McCoy administered the Oath of Office to the Fiscal Officer and Deputy Fiscal Officer. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Michael Houser MOVED and Kathy Myers SECONDED to appoint Executive Director Julia Walden as Purchasing Agent and Fiscal Officer Sandra Lodge as Deputy Purchasing Agent. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Mr. Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-005
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

Approval of the 2024 Board Calendar

The Board of Trustees unanimously agreed to approve the following 2024 Board and Committee Meeting dates. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-006
Approval of
2024 Board
Calendar

List of Board and Committee Meeting Dates

Unless otherwise noted, all meetings are on the third Wednesday of the month at 4:00 p.m. in the Conference Room on the 2nd Floor of the Downtown Newark Library.

January 17, 2024
Board of Trustees

February 21, 2024
Finance Committee

March 20, 2024
Board of Trustees

April 17, 2024
Finance Committee

May 15, 2024
Board of Trustees

June 19, 2024
Finance Committee

July 17, 2024
Board of Trustees

August 21, 2024
Finance Committee

September 18, 2024
Board of Trustees

October 16, 2024
Finance Committee

November 20, 2024*
Public Records Commission 3:45 p.m.
Board of Trustees

December 18, 2024
Finance Committee

Minutes of the Special Board Meeting, December 13, 2023

Michael Houser MOVED and Kathy Myers SECONDED to approve the

Transfer
 Andrew Scaggs \$15.00 Hourly
 From: Outreach & Programming Manager FT
 To: Mobile Services Specialist – Seniors FT
 Effective: 11.27.2023
 \$21.00 Hourly

Retired
 Shirley Smith Materials Management Supervisor FT
 Effective: 11.17.2023

Resigned
 Caitlynn Hurst Youth Services Supervisor FT
 Effective: 12.01.2023

Wendy Laughery Youth Services Assistant FT
 Effective 12.07.2023

Terminated
 Daniel Spray Security Specialist FT
 Effective: 12.06.2023

Other

Julia Walden shared her written report.

Committee Reports

Finance Committee Report

Kathy Myers reported on the December 13, 2023, Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November which include the General Fund, Building & Repair Fund, and Libraries Accelerating Learning Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Michael Houser MOVED and Brian Wilfong SECONDED that approval be given to accept the November reports as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-009
 Approval of
 November
 Financials

Fiscal Officer’s Report

Financial Reports for December 2023

The financial reports for December 2023, including bills, payroll, and transfers, were presented to the board for their approval. The balance in the General Fund at the end of December was \$ 7,752,204.64. Receipts in the General Fund at the end of December totaled \$339,265.39. Disbursements in the General Fund for December totaled \$469,250.98. Receipts in the Building & Repair Fund totaled \$2,297.62 and disbursements totaled \$29,979.00. The balance in the Libraries Accelerating Learning Fund is -\$17,266.99. The remaining

024-010
 Approval of
 December
 Financials

balance of the grant will be spent in the first half of 2024. Final reimbursements will be received after spending is completed. Michael Houser MOVED and Ruth Campolo SECONDED that approval be given to accept the December reports as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

Requesting Statement of Qualifications

In accordance with Ohio Revised Code sections 153.68 and 153.65(D), the Licking County Library asks architectural and design firms to submit annually a statement of qualifications to be kept on file for purposes of future potential renovation and or design/construction projects. Michael Houser MOVED and Brian Wilfong SECONDED the approval to request a Statement of Qualifications. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

Advances from County Auditor

Ruth Campolo MOVED and Michael Houser SECONDED that approval be given to request settlement advances against any and all taxes collected in 2024 for the benefit of the Licking County Library. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed. The request will be forwarded to the County Auditor.

Gifts – January 2024 received in November and December 2023

Restricted:	\$100.00 from Giddean & Sharon Marcum for Buckeye Lake Branch
	\$50.00 from Energy Co-Op for <i>In the Company of Heroes</i>
	\$1.00 from anonymous donor for the Miller branch
	\$250.00 from First Federal for youth development
Unrestricted:	\$39.85 from anonymous donors

Ruth Campolo MOVED and Michael Houser SECONDED that approval be given to accept the January gifts as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

024-011
Approval to
Request
Statement of
Qualifications

024-012
Approval to
Request
Advances from
County Auditor

024-013
Approval of
Gifts

Other

None

Old Business

A capacity-building assistance proposal from Gladegy Consulting was reviewed and discussed. Feedback collected during the Cultural Survey assessment revealed the need for executive coaching. Gladegy Consulting will offer expert executive coaching, transition support, personality assessment, and board development services. Kathy Myers MOVED and Brian Wilfong SECONDED the approval to proceed with the Gladegy Consulting proposal. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

New Business

Board Vacancy | Nomination Committee

A nominating committee was appointed by the board president to bring forward potential Board of Trustee candidates to replace recently resigned trustee Barry Riley. Will McCoy MOVED and Michael Houser SECONDED the approval of the nominating committee assignment. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy Myers, Yes; Brian Wilfong, Yes; and Will McCoy, Yes. The Chair declared the motion passed.

- Ruth Campolo
- Kathy Myers
- Brian Wilfong

Public Comment

Several community members shared comments and questions, including the Board recruitment process, notification of an RFP, a potential merger of two branch locations, and whether the capacity-building assistance from Gladegy Consulting will provide quantitative metrics. The Board fielded the questions.

Adjournment

There being no further business, Kathy Myers MOVED and Michael Houser SECONDED to adjourn the meeting at 5:20 p.m.

The next Regular Business Meeting is Wednesday, March 20, 2024

024-014

Approval to Proceed with Gladegy Consulting

024-015

Approval of Nomination Committee