

Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 21, 2026

The Board of Trustees met in regular session on Wednesday, January 21, 2026, in the 2nd Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 4:03 p.m. The following trustees answered the roll call: Michael Houser, Lacie Priest, Andy Reardon, Debbie Seibel, Kim Sherman, Brian Wilfong, and Will McCoy.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Bob Amato, Building & Services Manager; Wendy Bittel, Outreach & Programming Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Sally Gummere, Library Operations Manager; and Deirdre McIntyre, Learning & Engagement Coordinator.

Adoption of Agenda

Mr. Wilfong MOVED and Mr. Houser SECONDED to adopt the agenda as amended to include an executive session. All voted aye. The Chair declared the motion passed.

Public Comment

There was no public participation.

Appointment of Officers

Mr. Reardon MOVED and Mrs. Priest SECONDED a motion to appoint the following officers for 2026. All voted aye. The Chair declared the motion passed.

President – William McCoy

Vice President – Michael Houser

Secretary – Brian Wilfong

Appointment of Standing Committees 2026

Mr. Houser MOVED and Mrs. Sherman SECONDED the approval of the Assignments of Committees as submitted. All voted aye. The Chair declared the motion passed.

Finance Committee

Michael Houser, *chair*

Debbie Seibel

Kim Sherman

026-001

Adoption of
Agenda

026-002

Appointment of
Officers

026-003

Appointment of
Standing
Committees

Brian Wilfong
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Personnel Committee

Brian Wilfong, *chair*
Lacie Priest
Andy Reardon
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Building & Grounds Committee

Debbie Seibel, *chair*
Michael Houser
Andy Reardon
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Bob Amato, ex officio (non-voting)

Public Records Commission Committee

Lacie Priest, *chair*

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

Mr. Houser MOVED and Mr. Reardon SECONDED a motion to reappoint Sandra Lodge as Fiscal Officer at her current salary, with a \$250,000 surety bond, and Kerrill Foster as Deputy Fiscal Officer at her current salary, with a \$250,000 surety bond. Mrs. Priest, Notary Public, administered the Oath of Office to both the Fiscal Officer and the Deputy Fiscal Officer. All voted aye. The Chair declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Houser MOVED and Mr. Reardon SECONDED a motion to appoint Executive Director Julia Walden as Purchasing Agent and Fiscal Officer Sandra Lodge as Deputy Purchasing Agent. All voted aye. The Chair declared the motion passed.

Approval of the 2026 Board Calendar

The Board of Trustees unanimously approved the following 2026 Board and Committee dates. All voted aye. The Chair declared the motion passed.

026-004
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

026-005
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

026-006
Approval of
2026 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.

Regular Business Meeting

January 21, 2026

Board of Trustees

March 18, 2026

Board of Trustees

May 20, 2026

Board of Trustees

July 15, 2026

Board of Trustees

September 16, 2026

Board of Trustees

November 18, 2026*

Public Records Commission 3:45 p.m.

Board of Trustees

Committee Meetings

February 10, 2026

Personnel Committee

February 18, 2026

Finance Committee

April 15, 2026

Finance Committee

May 12, 2026

Personnel Committee

June 17, 2026

Finance Committee

August 11, 2026

Personnel Committee

August 19, 2026

Finance Committee

October 21, 2026

Finance Committee

November 10, 2026

Personnel Committee

December 16, 2026

Finance Committee

Minutes of the November 19, 2025, Regular Business Meeting

Mrs. Seibel MOVED and Mr. Houser SECONDED a motion to approve the Regular Business Meeting Minutes of November 19, 2025. All vote aye. The Chair declared the motion passed.

Announcements, Presentations, Correspondence

Ms. Walden followed up on an email she received from the Hebron Bookmark Book Club regarding the installation of a memorial plaque.

Director's Report

Mr. Houser MOVED and Mrs. Sherman SECONDED that the following

026-007
Approval of
Board
Meeting
Minutes

026-008
Approval of
Personnel
Report

Requesting Statement of Qualifications

Under Ohio Revised Code sections 153.68 and 153.65(D), the Licking County Library requests that architectural and design firms submit an annual Statement of Qualifications to be kept on file for future renovation and/or design/construction projects. Mr. Houser MOVED and Mrs. Priest SECONDED a motion to request a Statement of Qualifications. All voted aye. The Chair declared the motion passed.

026-012
Approval to
Request
Statement of
Qualifications

Advances from County Auditor

Mr. Houser MOVED and Mr. Wilfong SECONDED a motion to request settlement advances against any taxes collected in 2026 for the benefit of the Licking County Library. All voted aye. The Chair declared the motion passed. The request will be forwarded to the County Auditor.

026-013
Approval to
Request
Advances from
County Auditor

Gifts – January 2026 received in November and December 2025

Restricted: \$250.00 from Dale & Cynthia Crane for Dolly Parton’s Imagination Library

 \$120.00 from anonymous donor for Miller library branch

 \$35.00 from anonymous donor for Mary E. Babcock library branch

Unrestricted: \$20.00 from Women's Bible Study Group

 \$20.00 from Kim Vohs of Women's Bible Study Group

 \$50.00 from Ronald Sherwood

 \$500.00 from Newark Kiwanis

 \$20.00 from anonymous

Mr. Houser MOVED and Mrs. Sherman SECONDED a motion to accept the January gifts as submitted, with appreciation. All voted aye. The Chair declared the motion passed.

026-014
Approval of
Gifts

Other

Mrs. Lodge presented a summary of the reallocation of funds.

026-015
Approval of
2026
Permanent
Budget

2026 Permanent Budget

Mr. Houser MOVED and Mr. Reardon SECONDED to approve the 2026

permanent budget. All voted aye. The Chair declared the motion passed.

Old Business

Executive Session

Mr. Houser MOVED and Mr. Wilfong SECONDED that the Board enter into executive session to discuss compensation of public employees. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Upon reconvening in public session at 5:25 p.m., Mrs. Priest MOVED and Mr. Reardon SECONDED a motion to approve a three percent wage increase for the Fiscal Officer retroactive to December 22, 2025, and a six percent wage increase for the Executive Director, retroactive to December 22, 2025. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mr. Reardon, Yes; Mrs. Seibel, Yes; Mrs. Sherman, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

New Business

Mr. McCoy suggested moving to a consent agenda, grouping routine agenda items into a single item. In doing so, the grouped items can be approved with a single action rather than by filing multiple motions.

Public Comment

There was no public participation.

Adjournment

With no further business, Mr. Houser MOVED, and Mrs. Seibel SECONDED, to adjourn the meeting at 5:20 p.m.

The next Regular Business Meeting is Wednesday, March 18, 2026, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library

026-016
Approval to Go
Into Executive
Session

026-017
Approval of
Wage Increase
for Fiscal
Officer &
Executive
Director

026-018
Motion to
Adjourn