

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 16, 2025**

The Board of Trustees met in regular session on Wednesday, July 16, 2025, in the 2nd Floor Conference Room at the Downtown Library. President Will McCoy called the meeting to order at 4:05 p.m. The following trustees answered the roll call: Michael Houser, Debbie Seibel, Brian Wilfong, and Will McCoy.

Excused: Lacie Priest

Staff Present: Julia Walden, Executive Director; Bob Amato, Building Services Manager; Wendy Bittel, Outreach & Program Manager; Meredith Fletcher, Circulation Supervisor; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Heidi Smith, Collection Services Manager; and members of the public.

Adoption of Agenda

Mr. Wilfong MOVED and Mr. Houser SECONDED to adopt the agenda as presented. All voted aye, and the chair declared the motion passed.

Public Comments

None

Minutes for the Regular Business Meeting of May 21, 2025

Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the May 21, 2025, Board Meeting Minutes. All voted aye, and the chair declared the motion passed.

Presentations, Correspondence, Announcements

None

Director's Report

Personnel Report

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

025-048
Adoption of
Agenda

025-049
Approval of
Regular
Business
Meeting
Minutes

025-049
Approval of
Personnel
Report

Personnel Report – July 2025 for changes in May & June 2025

Hired

Meredith Fletcher

Circulation Supervisor FT
Effective: 5.19.25
\$26.00 Hourly

Abby Reeves

Mobile Services Specialist FT
Effective: 6.9.25
\$19.00 Hourly

Emily Kleinhenz

Adult Services Librarian FT
Effective: 6.23.25
\$23.50 Hourly

Grace Will

Adult Services Librarian FT
Effective: 6.23.25
\$22.50 Hourly

Rehired

Jennifer Mitchell

Interim Circulation Trainer PT
Effective: 5.12.25
\$23.00 Hourly

Resigned

Jeff Lentz

Mobile Services Specialist FT
Effective 5.5.25

Chris Lyons

Adult Services Librarian FT
Effective: 5.27.25

Jennifer Mitchell

Interim Circulation Trainer PT
Effective: 6.13.25

Zowie Pritchard

Circulation Associate FT
Effective: 6.20.25

Other

Lakewood Branch Update

The Board of Trustees reviewed and discussed the proposed Memorandum of Understanding between the Friends of the Buckeye Lake Library and Licking County Library. Mr. Wilfong MOVED and Mr. Houser SECONDED the approval of the Memorandum of Understanding, and a copy was provided to the Friends of the Buckeye Lake Library. Roll Call: Mr. Houser, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The chair declared the motion passed.

025-050
Approval of
MOU

Ms. Walden provided an update on the progress of the Lakewood Branch. Several change orders were discussed. The Board requested that the architectural firm, Schooley Caldwell, clarify the \$6,000.00 change order for the ADA door hardware.

Ms. Walden provided an update on several strategic plan initiatives, with an emphasis on defining the six core values.

Committee Reports

Fiscal Officer's Report

Financial Reports for June 2025

The financial reports for June 2025, including bills, payrolls, and transfers, were presented to the board for approval. The balance in the General Fund was \$9,667,262.77. Receipts in the General Fund for June totaled \$393,028.56. Disbursements in the General Fund for June totaled \$448,266.08. The balance in the Building & Repair Fund was \$1,732,115.13. Receipts in the Building & Repair Fund totaled \$44,944.08.37, and disbursements totaled \$88,822.34. Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given to accept the June reports as submitted. All voted aye, and the chair declared the motion passed.

Gifts – July 2025 received in May and June 2025

Restricted: \$0.82 from proceeds of Alice Wing's investment account for Buckeye Lake

 \$25.00 from Mike Gruber for Utica Library branch

Unrestricted: \$500.00 from Nancy & Jack Schmidt for large print books preferably

 \$5.00 from anonymous

Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to accept the July gifts as submitted with appreciation. All voted aye, and the chair declared the motion passed.

Advances from County Auditor

Mr. Houser MOVED and Mr. Wilfong SECONDED that approval be given to request settlement advances against any and all taxes collected in 2025 for the benefit of the Licking County Library, pursuant to ORC § 321.24. All voted aye, and the chair declared the motion passed. The

025-051

Approval of
June
Financials

025-052

Approval of
Gifts

025-053

Approval to
Request
Advances from
County Auditor

request will be forwarded to the County Auditor.

Other

None

Old Business

The Licking County Library Board of Trustees is accepting applications for trustee vacancies. Mr. McCoy announced that they are receiving and reviewing applicants.

Executive Session

Mr. McCoy MOVED and Mr. Houser SECONDED that the Board go into executive session at 5:10 p.m. to discuss the employment of a public employee. Roll Call: Mr. Houser, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Upon reconvening in public session at 5:25 p.m., Mr. McCoy MOVED and Mr. Houser SECONDED the approval of a new position titled Staff Learning & Engagement Coordinator. Roll Call: Mr. Houser, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

New Business

None

Public Comments

None

Adjournment

There being no further business, the meeting was declared adjourned at 5:26 p.m.

The next Regular Business Meeting will be on Wednesday, September 17, 2025, at 4:00 p.m. in the 2nd Floor Conference Room of the Downtown Library.

025-054

Approval to Go
Into Executive
Session

025-055

Approval of
New Position