

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Organizational & Regular Business Meeting**  
**January 15, 2025**

The Board of Trustees met in regular session on Wednesday, January 15, 2025, in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library. Bill Spurgeon called the meeting to order at 4:03 p.m. The following trustees answered the roll call: Michael Houser, Kathy Myers, Lacie Priest, Debbie Seibel, Brian Wilfong, and Bill Spurgeon.

Trustees Excused: Will McCoy

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Outreach & Programming Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; and Tracey Snyder, Human Resources Officer.

A Chair pro tem was appointed in the absence of the Board President, Mr. McCoy. Mrs. Myers MOVED and Mr. Houser SECONDED to appoint Mr. Spurgeon Chair pro tem. All voted aye, and the Chair declared the motion passed.

Adoption of Agenda

Mr. Houser MOVED and Mrs. Seibel SECONDED to adopt the agenda as presented. All voted aye. The Chair declared the motion passed.

Public Comment

There was no public participation.

Appointment of Officers

Mr. Wilfong MOVED and Mr. Houser SECONDED to appoint the following officers for 2025. All voted aye. The Chair declared the motion passed.

President – William McCoy

Vice President – Michael Houser

Secretary – Brian Wilfong

Appointment of Standing Committees 2025

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

025-001

Approval of  
Chair Pro  
Tem

025-002

Adoption of  
Agenda

025-003

Appointment of  
Officers

025-004

Appointment of  
Standing  
Committees

Finance Committee

Michael Houser, *chair*

Kathy Myers

Debbie Seibel

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

Bill Spurgeon

Will McCoy, ex officio (voting)

Julia Walden, ex officio (non-voting)

Sandra Lodge, ex officio (non-voting)

Tracey Snyder, ex officio (non-voting)

Building & Grounds Committee

Debbie Seibel, *chair*

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)

Public Records Commission Committee

Bill Spurgeon, *chair*

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

Mr. Houser MOVED and Mrs. Priest SECONDED that Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary 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. As a notary public, Mrs. Priest administered the Oath of Office to the Fiscal Officer and Deputy Fiscal Officer. All voted aye. The Chair declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mrs. Myers MOVED and Mr. Houser SECONDED 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.

025-005  
Reappointment  
of Fiscal Officer  
and Deputy  
Fiscal Officer

024-006  
Reappointment  
of Purchasing  
Agent & Deputy  
Purchasing  
Agent

### Approval of the 2025 Board Calendar

The Board of Trustees unanimously agreed to approve the following 2025 Board and Committee Meeting dates. All voted aye. The Chair declared the motion passed.

### 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 15, 2025  
Board of Trustees

March 19, 2025  
Board of Trustees

May 21, 2025  
Board of Trustees

July 16, 2025  
Board of Trustees

September 17, 2025  
Board of Trustees

November 19, 2025\*  
*Public Records Commission 3:45 p.m.*  
Board of Trustees

February 11, 2025  
Personnel Committee

February 19, 2025  
Finance Committee

April 16, 2025  
Finance Committee

May 13, 2025  
Personnel Committee

June 18, 2025  
Finance Committee

August 12, 2025  
Personnel Committee

August 20, 2025  
Finance Committee

October 15, 2025  
Finance Committee

November 11, 2025  
Personnel Committee

December 17, 2025  
Finance Committee

025-007  
Approval of  
2024 Board  
Calendar

### Minutes of the Special Board Meeting, December 18, 2024

Michael Houser MOVED and Kathy Myers SECONDED to approve the Special Business Meeting Minutes of December 18, 2024. All vote aye. The Chair declared the motion passed.

### Announcements, Presentations, Correspondence

The Personnel Committee Meeting scheduled for Tuesday, February 11, 2025, will immediately follow the Board Retreat.

025-008  
Approval of  
Special Board  
Meeting  
Minutes

Ms. Walden shared several cards she received acknowledging the appreciation of the Buckeye Lake Branch staff.

Director's Report

Personnel Report – January 2025

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

Personnel Report – January 2025 for changes in November & December 2024

Hired

Nicole Levine	Branch Assistant at Utica FT Effective: 11.11.2024 \$15.00 Hourly
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Karen Kline	Circulation Associate FT Effective: 12.30.2024 \$15.00 Hourly
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Rehired

Emma Chapman	Temporary Library Substitute Effective: 12.23.24 \$17.00 Hourly
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Resigned

Chelsey Schwartz	Youth Services Assistant FT Effective: 12.06.2024
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Terminated

Laura Appleman	Marketing & PR Manager FT Effective 11.13.2024
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Other

Julia Walden shared her written report.

Fiscal Officer's Report

Financial Reports for December 2024

The financial reports for December 2024, including bills, payroll, and transfers, were presented to the board for approval. The balance in the General Fund at the end of December was \$8,864,482.64. Receipts in

025-009  
Approval of  
Personnel  
Report

025-010  
Approval of  
December  
Financials

the General Fund at the end of December totaled \$373,281.51. Disbursements in the General Fund for December totaled \$479,998.38. Receipts in the Building & Repair Fund totaled \$2,186.03, and disbursements totaled \$0.00. Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to accept the December reports as submitted. All voted aye. The Chair declared the motion passed.

Requesting Statement of Qualifications

Under 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 future potential renovation and/or design/construction projects. Mr. Houser MOVED and Mr. Wilfong SECONDED the approval to request a Statement of Qualifications. All voted aye. The Chair declared the motion passed.

Advances from County Auditor

Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to request settlement advances against any taxes collected in 2025 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.

Gifts – January 2025 received in November and December 2024

Restricted:	\$200.00 from Bookmark Babes Book Club for Miller Library branch
	\$10.00 from anonymous for Buckeye Lake Library branch
	\$7.00 from Travis Edwards for the Miller Library branch
Unrestricted:	\$101.51 from anonymous donors
	\$100.00 from Kathleen Horvath

Mr. Houser MOVED and Mrs. Myers SECONDED that approval be given to accept the January gifts as submitted with appreciation. All voted aye. The Chair declared the motion passed.

Other  
None

025-011  
Approval to  
Request  
Statement of  
Qualifications

025-012  
Approval to  
Request  
Advances from  
County Auditor

025-013  
Approval of  
Gifts

### Old Business

Ms. Walden followed up on an email the Board received concerning a patron complaint regarding the security guard.

### New Business

Ms. Walden will meet with the Genealogical Society to discuss lease renewal.

Ms. Walden shared feedback she received from the Lakewood Local School District Interim Superintendent concerning the Lakewood Branch. Mr. Coffey expressed concerns with not only the location but also the name of the branch.

### Public Comment

There was no public participation.

### Adjournment

There being 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 19, 2025

025-014  
Motion to  
Adjourn