

**Minutes
Board of Trustees
Licking County Library
Special Board Meeting
August 20, 2025**

The Board of Trustees met in special session on Wednesday, August 20, 2025, in the 2nd Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 4:37 p.m. The following trustees answered the roll call: Michael Houser, Lacie Priest, Debbie Seibel, Brian Wilfong, and Will McCoy.

Present: Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Heidi Smith, Collection Development Manager; and a member of the public.

Excused: Julia Walden, Executive Director

Adoption of Agenda

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

Public Comments

A member of the public reported that a phone was found in the women's restroom and turned in to a staff member.

Petty Cash & Change Funds Policy Revision

Following the merger of the Buckeye Lake Library and the Hebron Library, along with the addition of a cash drawer in the Youth Services department and an extra cash bag for the Downtown Library Drive-up, a request has been made to update the Petty Cash & Change Funds Policy. Mr. Houser MOVED and Mrs. Seibel SECONDED to approve a revision to the Petty Cash & Change Funds Policy. All voted aye. The Chair declared the motion passed.

Lakewood Branch Change Order

Change Order #4: Following the inspection of the HVAC units, it was determined that RTU-1 and RTU-3 require coil cleaning, and RTU-2 must be replaced. A cost-sharing clause in the lease agreement defines the financial responsibility for HVAC repairs, ensuring that the Library's total repair costs do not exceed \$3,000.00 within a calendar year. This change order did not exceed the Board-approved individual limit of \$10,000.00 or the cumulative limit of \$25,000.00. Mr. McCoy

025-056

Adoption of
Agenda

025-057

Approval of
Petty Cash &
Change Fund
Policy Revision

025-058

Approval of
Replacement
and Cleaning of
HVAC Units

MOVED and Mr. Houser SECONDED the approval to proceed with the replacement and cleaning of the HVAC units and to seek reimbursement for any amount exceeding \$3,000.00. All voted aye. The Chair declared the motion passed.

Adjournment

With no further business, Mr. McCoy MOVED and Mr. Houser SECONDED to adjourn the meeting at 4:57 p.m. All voted aye. The Chair declared the meeting adjourned.

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

President

Secretary

025-059
Approval to
Adjourn