

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 15, 2023**

The Board of Trustees met in regular session on Wednesday, March 15, 2023 in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. President Mr. Barry Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry Riley: Mrs. Ruth Campolo, Mr. Will McCoy, Mrs. Kathy Myers, Mrs. Debbie Seibel, Mr. Brian Wilfong, and Mr. Barry Riley.

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Julia Walden, Deputy Director; Raeanne Anthony, IT Project Manager; Laura Appleman, Marketing & PR Manager; Samantha Brown, Adult Services Supervisor; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Heidi Smith, Collection Services Manager; and Allison Whitacre, Adult Services Assistant.

Adoption of Agenda

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to adopt the agenda as presented. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-014  
Adoption of  
Agenda

Public Comments

There was no public participation.

Michael Houser entered the meeting at this time.

Minutes for the Board Meeting of January 18, 2023

Mr. McCoy MOVED and Mr. Wilfong SECONDED to approve the Regular Business Meeting Minutes of January 18, 2023. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-015  
Approval of  
Regular  
Business  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Julia Walden presented emerging matters concerning the Ohio Digital Library reported statistical data relating to Licking County Library card holders.



Transferred

Cheryl Abbott

From: Public Services Clerk PT  
To: Library Substitute  
Effective: 02.06.2023  
\$15.00 Hourly

Resigned

Emma Chapman

Temporary Circulation Clerk PT  
Effective: 01.05.23

Shannon Williams

Public Services Clerk PT 20 hours / wk  
Effective: 01.11.2023

Richard Rice

Technology Trainer PT 20 hours / wk  
Effective: 02.17.2023

Jack Goodman

Local History Specialist FT  
Effective 02.17.2023

Strategic Plan 2025-2027 Facilitator

Mr. Houser MOVED and Mr. McCoy SECONDED to approve the hiring of Measurement Resources Company (MRC) for a fee up to \$43,500.00 to facilitate the creation of the 2025-2027 Strategic Plan. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-018  
Approval to  
Hire Consultant

Other

Staff Development Day will be held on Friday, April 28, 2023 at the Grove by the River. The day will include a library update, a panel discussion on the state of Licking County and the impact of Intel, and active shooter training.

Written report provided in Board packet by Mrs. Simpson.

Fiscal Officer's Report

Financial Reports for February 2023

The financial reports for February 2023 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of February was \$6,360,248.64. Receipts in the General Fund at the end of February were \$391,309.84. Disbursements in the General Fund for February was \$478,362.16. Receipts in the Building & Repair Fund totaled

023-019  
Approval of  
February  
Financials

\$2,032.10 and disbursements totaled \$0.00. The balance in the Building & Repair Fund at the end of February was \$2,040,341.06. Mr. McCoy MOVED and Mrs. Campolo SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

2023 Permanent Budget

Mr. McCoy MOVED and Mrs. Campolo SECONDED that approval be given to accept the 2023 Permanent Budget for the General Fund, Building & Repair Fund and Librarians Accelerating Learning Fund. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. President declared the motion passed.

Gifts – March 2023 received in January and February 2023

Restricted:                    \$1380.00 from Licking County Foundation’s Thomas Fund for children’s books  
  
    \$200.00 from Monday Talks in honorarium of Doug Stout for Veteran’s Program  
  
    \$10.00 from anonymous donor for Buckeye Lake  
  
Unrestricted:                \$270.00 from anonymous donors

Mr. Houser MOVED and Mr. Wilfong SECONDED that approval be given to accept the March gifts as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Compensation Adjustment for LCL Staff

Mr. McCoy MOVED and Mrs. Campolo SECONDED that approval be given for a 4.5% wage increase effective May 1, 2023 to regular staff members hired or promoted prior to November 1, 2022 that are not at the end of their salary range and who have met expectations in their performance. Employees who changed positions since November 1, 2022 and did not receive a raise will also receive a 4.5% increase who have met expectations in their performance. Substitutes and other employees who average greater than 8 hours per week since May 2, 2022 will also receive a 4.5% increase. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr.

023-020  
Approval of  
2023  
Permanent  
Budget

023-021  
Approval of  
Gifts

023-022  
Approval of  
4.5% Salary  
Increase

Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Other  
None

Old Business

Mr. McCoy MOVED and Mrs. Myers SECONDED the approval of the proposed Memorandum of Understanding between Licking County Library and Luconda Dager, Trustee of the Hervey Memorial Library Trust of Utica, Ohio. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

New Business  
None

Executive Session: Discuss Compensation of Public Employees

Mr. McCoy MOVED and Mr. Wilfong SECONDED that the Board go into executive session at 5:29 p.m. to discuss the compensation of public employees. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Upon reconvening in public session at 6:06 p.m. Mr. McCoy MOVED and Mrs. Myers SECONDED that approval be given for a 4.5% salary increase to the Fiscal Officer effective May 1, 2023 and a one-time merit bonus of \$2,500.00 for the Director. Roll Call: Mrs. Campolo, Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

There being no further business, the President declared the meeting adjourned at 6:08 p.m.

The next Regular Business Meeting will be Wednesday, May 17, 2023 at 4:00 p.m.

023-023  
Approval of  
Memorandum

023-024  
Approval to go  
into  
Executive  
Session

023-025  
Approval of  
salary increase  
for Fiscal  
Officer and a  
one-time merit  
bonus for  
Director