

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 20, 2024**

The Board of Trustees met in regular session on Wednesday, March 20, 2024, in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 4:02 p.m. The following trustees answered the roll call: Michael Houser, Kathy Myers, Debbie Seibel, Brian Wilfong, and Will McCoy.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Laura Appleman, PR and Marketing Manager; Wendy Bittel, Outreach and Program Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; Tracey Wolfle, Human Resources Officer; and members of the public.

Adoption of Agenda

Michael Houser MOVED and Debbie Seibel SECONDED to adopt the agenda as amended. All voted aye. The Chair declared the motion passed.

Ruth Campolo entered the meeting at this time.

Public Comment

Community members shared comments and concerns about the potential consolidation of the Buckeye Lake and Hebron Branches.

Minutes of the Special Board Meeting, February 21, 2024

Michael Houser MOVED and Brian Wilfong SECONDED to approve the Special Business Meeting Minutes of February 21, 2024. All voted aye. The Chair declared the motion passed.

Announcements, Presentations, Correspondence

Aaron Davis, Assistant Principal of Licking Heights North Elementary and Central Preschool, discussed the *Little Free Library* partnership with the Licking County Library. Mr. Davis shared ongoing challenges with literacy barriers in the school district and expressed the need for more library services.

Committee Report

024-021  
Adoption of  
Agenda

024-022  
Approval of  
Special Board  
Meeting

Finance Committee Report

Michael Houser reported on the February 21, 2024, Finance Committee Meeting. The committee recommended approval of the financial reports for the month of January which include the General Fund, Building & Repair Fund, and Libraries Accelerating Learning Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Kathy Myers MOVED and Debbie Seibel SECONDED that approval be given to accept the January reports as submitted. All voted aye. The Chair declared the motion passed.

024-023  
Approval of  
January  
Financials

Director's Report

Michael Houser MOVED and Brian Wilfong SECONDED that the following Personnel changes be approved. All voted aye. The Chair declared the motion passed.

024-024  
Approval of  
Personnel  
Report

Personnel Report – March 2024 for changes in January & February 2024

Hired

Emma Rice  
Materials Management Assistant PT  
Effective: 01.02.2024  
\$15.00 Hourly

Wendy Bittel  
Outreach & Programming Manager FT  
Effective: 01.15.2024  
\$25.00 Hourly

Hannah Ellinger  
Youth Services Supervisor FT  
Effective 01.22.2024  
\$24.00 Hourly

Brent Mitchell  
Security Specialist FT  
Effective 02.26.2024  
\$19.00 Hourly

Seasonal - Resigned

Emma Chapman  
Temporary Library Substitute PT  
Effective: 01.04.2024

Transfer

Whitney Harkavy  
From: Branch Assistant @ Mary E. Babcock PT  
To: Branch Assistant @ Mary E. Babcock FT  
Effective: 02.19.2024  
\$16.17 Hourly

Stephen Hildreth  
From: Technology Trainer PT  
To: IT Project Specialist  
Effective: 02.19.2024  
\$19.00 Hourly

Resigned

Raeanne Anthony

IT Project Manager FT  
Effective: 01.19.2024

Andrew Jarvi

Security Specialist FT  
Effective 01.26.2024

Terminated

Meghin Kenefic

Mobile Services Assistant FT  
Effective: 02.19.2024

Other

Strategic Planning: Measurement Resources is collecting data to draft a “State of the Union” report and preparing staff and Board surveys. The surveys are expected to be available by March 30, 2024.

Literacy Council: A new internal task force consisting of Wendy Bittel, Kent Daniels, and Julia Walden was formed to explore collaborative efforts to increase and enhance the Library’s literacy initiatives and services.

Local History Task Force: A new task force was convened to create a 3-year plan for addressing the many challenges presented by our current collection of local history materials, resources, and ephemera.

Downtown Refresh, Phase Two: Planning with Library Designs has begun, and quotes are in process for lowering the shelving on the Main Level and carpeting the Upper Level.

Fiscal Officer’s Report

Financial Reports for February 2024

The financial reports for February 2024, including bills, payroll, and transfers, were presented to the board for their approval. The balance in the General Fund at the end of February was \$ 8,469,739.54. Receipts in the General Fund at the end of February totaled \$1,402,468.72. Disbursements in the General Fund for February totaled \$454,673.67. Receipts in the Building & Repair Fund totaled \$1,054.44, and disbursements totaled \$0.00. The balance in the Libraries Accelerating Learning Fund is -\$9,342.60. Final reimbursements will be received after spending is completed. Michael Houser MOVED and Kathy Myers SECONDED that approval be given to accept the February reports as submitted. All voted aye. The Chair declared the motion passed.

Gifts – March 2024 received in January and February 2024

024-025  
Approval of  
February  
Financials

Restricted: \$1,412.00 from the Licking County Foundation  
Jessie C. Thomas Fund for children's books

\$40.00 from anonymous donor for Mary E.  
Babcock branch

\$15.00 from Ruby & Robert Sillin for Buckeye  
Lake branch

Unrestricted: \$40.06 from anonymous donors

\$100.00 from Kim Vohs Women's Bible Study

\$20.00 from Bowring Products and Services

\$75.00 from Anthony Winkler in memory of Jill  
Ashley Wollenberg

Ruth Campolo MOVED and Michael Houser SECONDED that approval  
be given to accept the March gifts as submitted. All voted aye. The  
Chair declared the motion passed.

024-026  
Approval of  
Gifts

Other  
None

Old Business

A merger of Hebron and Buckeye Lake Branches

Kathy Myers MOVED and Brian Wilfong SECONDED approval to  
consolidate the Buckeye Lake Branch and the Hebron Branch into one  
space located at 620 E. Main Street, Suite G & H, Hebron, Ohio  
43025. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Kathy  
Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Will McCoy,  
Yes. The Chair declared the motion passed.

024-027  
Approval to  
Consolidate the  
Buckeye Lake  
and Hebron  
Branch Into a  
Single Location

New Business  
None

Public Comment

Several community members shared their disappointment with the  
Board's decision to merge the Buckeye Lake Branch and the Hebron  
Branch into one location

Adjournment

There being no further business, Will McCoy MOVED and Michael

Houser SECONDED to adjourn the meeting at 5:42 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be Wednesday, May 15, 2024, at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library.