

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
March 18, 2026**

The Board of Trustees met in regular session on Wednesday, March 18, 2026, in the 2nd Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 4:01 p.m. The following trustees answered the roll call: Michael Houser, Lacie Priest, Andy Reardon, Debbie Seibel, Kim Sherman, Brian Wilfong, and Will McCoy.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Bob Amato, Building Services Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; and Wendy Rancier, Collection Services Manager.

Public Comment

No public comments.

Announcements, Presentations, Correspondence

None

Adoption of Agenda

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

Consent Agenda Items

Mr. Houser MOVED and Mrs. Seibel SECONDED a motion to approve the following consent agenda items. All voted aye. The Chair declared the motion passed.

- a) Approval of the January 21, 2026, Organization & Regular Business Meeting Minutes
- b) Approval of Personnel Report

Personnel Report

New Hires

Adriana Scarsella Page PT
Effective: 02.10.26
\$11.00 Hourly

Resigned

Tracey Snyder Human Resources Officer FT
Effective: 01.02.26

026-019

Adoption of
Agenda

026-020

Approval of
Consent
Agenda Items

Approval of
Meeting
Minutes

Approval of
Personnel
Report

Director's Report

Ms. Walden presented her Director's Report, which was included in the meeting packet. Mr. Reardon MOVED and Mr. Houser SECONDED a motion to accept the report as submitted. All voted aye. The Chair declared the motion passed.

026-021
Approval of
Director's
Report

Fiscal Officer's Report

Financial Reports for February 2026

The financial reports for February 2026, including bills, payroll, and transfers, were presented to the board for approval. The balance in the General Fund at the end of February was \$9,967,778.05. Receipts in the General Fund at the end of February totaled \$1,199,597.09. Disbursements from the General Fund in February totaled \$490,725.96. Receipts in the Building & Repair Fund totaled \$1,460.90, with disbursements totaling \$28,300.00. Mr. Houser MOVED and Mrs. Sherman SECONDED a motion to approve the February reports as submitted. All voted aye. The Chair declared the motion passed.

026-022
Approval of
February
Financials

Other

The Board reviewed draft correspondence from Bricker Graydon regarding T-Built Construction. Mr. McCoy will revise the initial draft to include the project completion date and provisions for withholding payment through issuance of the Certificate of Occupancy.

Request for Proposal (RFP) for Roof and Cupola Window Replacement

A discussion was held on developing a Request for Proposal (RFP) to replace the roof and cupola windows at the Downtown Library. Staff was directed to review past bids to help define the project's scope.

Old Business

None

New Business

Ms. Walden submitted revisions to the Human Resources Officer and Fiscal Officer job descriptions for the Board's review. Mr. Houser MOVED and Mrs. Priest SECONDED a motion to approve the revisions. All voted aye. The Chair declared the motion passed.

026-023
Approval of Job
Description
Revisions

Public Comment

None

Adjournment

There being no further business, the meeting was adjourned at 5:20 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be on Wednesday, May 20, 2026, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.