

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
November 16, 2022**

The Board of Trustees met in regular session on Wednesday, November 16, 2022 in the 2<sup>nd</sup> Floor Conference Room of the Downtown Library. Vice President Mrs. Kathy Myers called the meeting to order at 3:56 p.m. The following trustees answered the roll call of Vice President Mrs. Myers: Mrs. Ruth Campolo, Mr. Will McCoy, Mr. Barry Riley, Mrs. Debbie Seibel, and Mrs. Kathy Myers.

Excused: Thad Claggett.

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Tracey Wolfle, Human Resources Officer; Raeanne Anthony, IT Project Manager; Laura Appleman, Marketing & PR Manager; Heidi Smith, Collection Services Manager, and Craig Snyder, Building Services Manager.

Also, in attendance: Brian Wilfong

Adoption of Agenda

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

Public Comments

There was no public participation.

Minutes for the Regular Business Meeting of September 21, 2022

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of September 21, 2022. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

Announcements, Presentations, Correspondence

None

Committee Reports

022-051  
Adoption of  
Agenda

022-052  
Approval of  
Regular  
Business  
Meeting  
Minutes

Finance Committee Report

Mrs. Seibel reported on the October 19, 2022 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of September which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mr. Riley MOVED and Mr. McCoy SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

022-053  
Approval of  
September  
Financials

Mr. Claggett and Mr. Riley met with Mr. Brian Wilfong along with Mrs. Campolo and Mrs. Simpson. Mr. Wilfong requested to be considered a potential candidate to fill the current board of trustees' vacancy. The four interviewers recommend the Board to endorse Mr. Wilfong as a new Licking County Library Board of Trustees member to the Licking County Commissioners who has the authority to appoint the person to fulfill the current board vacancy. Mr. Claggett MOVED and Mr. McCoy SECONDED to endorse Mr. Wilfong as a Licking County Library Board of Trustees member to the Licking County Commissioners. All voted aye.

022-054  
Approval to  
Endorse new  
Board of  
Trustees  
Member

2023 Temporary Budget (General Fund and Building & Repair Fund)

The Finance Committee recommended approval of the 2023 Temporary Budgets, which include the General Fund and Building & Repair Fund. The Board asked for clarity for the increase in the Marketing temporary budget. Mr. McCoy MOVED and Mr. Riley SECONDED to approve the 2023 Temporary Budget as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

022-055  
Approval of  
2023  
Temporary  
Budget

Fiscal Officer's Report

Financial Report for October 2022

The financial reports for October 2022 including bills, payrolls, and transfers were presented to the Board for their approval. The balance in the General Fund at the end of October was \$6,649,499.22. Receipts in the General Fund for October were \$307,374.03. Disbursements in the General Fund for October totaled \$500,569.90. Receipts in the Building & Repair Fund totaled \$8,029.66 and disbursements totaled \$32,105.40. Mr. McCoy MOVED and Mrs. Campolo SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr.

022-056  
Approval of  
October  
Financials

Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

Permission to Reallocate Funds Between Categories

Mrs. Seibel MOVED and Mrs. Campolo SECONDED that approval be given to reallocate funds between categories. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

Gifts–November 2022 received in September and October 2022

- Restricted:
- \$25.00 from Cynthia Deal and Daniel Wright in memory of Jane Ann Kelly for book
  - \$50.00 from Arlene & Bob Griffith in memory of Terri Savely for books
  - \$30.00 from anonymous donors for Buckeye Lake Library branch
  - \$12.00 from anonymous donor for downtown Newark Library
- Unrestricted:
- \$17.15 from anonymous donors
  - \$657.07 from Licking County Child Support Agency

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

Minimum Wage Increase Effective January 1, 2023

Ohio’s hourly minimum wage to increase from \$9.30 to \$10.10 per hour effective January 1, 2023. Mr. McCoy MOVED and Mrs. Campolo SECONDED to approve the revised salary chart. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

Other

A request was made to increase the price of public copies/print service due to the rising cost of supplies. It is noted that there hasn’t been an

022-057  
Approval to  
Reallocate  
Funds

022-058  
Approval of  
Gifts

022-059  
Approval to  
Revise Salary  
Chart

022-060  
Approval to  
Increase the  
Price of  
Copy/print  
Services

increase in over 15 years. The increase requested is from \$.10 to \$.15 for black and white copies/print and from \$.20 to \$.25 for color copies/print. Mr. McCoy MOVED and Mrs. Seibel SECONDED to approve the price increase of copy/print services effective January 2023. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

Director's Report

Personnel Report – November 2022 for changes in September and October 2022

Mr. McCoy MOVED and Mr. Riley SECONDED that the following Personnel changes be accepted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

022-061  
Approval of  
Personnel  
Report  
Policy tabled

Hired

Christina Lyons                      Adult Services Librarian FT  
Effective: 09.07.2022  
\$20.75 Hourly

Promoted

Samantha Brown                      From: Adult Services Librarian FT  
To: Adult Services Supervisor FT  
Effective: 10.31.2022  
\$22.15 Hourly

Amber Hinds                              From: Circulation Clerk FT  
To: Circulation Assistant FT  
Effective: 10.31.2022  
\$15.00 Hourly

Resignation

Jared Willard                              Security Specialist FT  
Effective: 10.21.2022

Other

Written report provided in board packet by Mrs. Simpson.

Old Business

Firearm Policy revisions was tabled for discussion at a later time.

Parental Responsibility Policy tabled for discussion at a later time.

New Business

Nominating Committee

Mr. Riley MOVED and Mr. McCoy SECONDED the approval of the Assignment of Committees as submitted. The vacancies on these standing committees will be filled at such time when a new board member is appointed. Roll Call: Mrs. Campolo, Yes; Mr. McCoy , Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mrs. Myers, Yes. The Vice President declared the motion passed.

There being no further business, the Vice President declared the meeting adjourned at 5:26 p.m.

The next Regular Business Meeting is Wednesday, January 19, 2023.

022-062  
Approval of  
Assignment of  
Committees