

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 17, 2025**

The Board of Trustees met in regular session on Wednesday, September 17, 2025, in the 2nd Floor Conference Room at the Downtown Newark Library. President Will McCoy called the meeting to order at 4:04 p.m. The following trustees answered the roll call: Michael Houser, Lacie Priest, Brian Wilfong, and Will McCoy.

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Bob Amato, Building Services Manager; Wendy Bittel, Outreach & Program Manager; Tracy Groves, Executive Assistant; Wendy Rancier, Collection Services Manager; and Tracey Snyder, Human Resources Officer.

Adoption of Agenda

Mr. Houser MOVED and Mr. Wilfong SECONDED to adopt the agenda as presented. All voted aye. The chair declared the motion passed.

Public Comments

None

Minutes for the Regular Business Meeting of July 16, 2025

Mrs. Priest MOVED and Mr. Houser SECONDED the approval of the Regular Business Meeting Minutes from July 16, 2025. All voted aye. The chair declared the motion passed.

Minutes for the Special Board Meeting of August 20, 2025

Mr. Houser MOVED and Mrs. Priest SECONDED to approve the minutes of the Special Board Meeting held on August 20, 2025. All voted aye. The chair declared the motion passed.

Announcements, Presentations, Correspondence

Ms. Walden shared correspondence received, acknowledging Gabby Jones, Technology Trainer, for outstanding customer service.

Debbie Seibel entered the meeting at this time.

Summer Library Program 2025

025-059

Adoption of
Agenda

025-060

Approval of
Board
Meeting
Minutes

025-061

Approval of
Special
Board
Meeting
Minutes

Wendy Bittel submitted a 2025 Summer Library Program statistical report. A total of 1,784 youth, teens, and adults participated. Youth participation increased by 26.5 percent from 2024, and teen participation rose by 48.5 percent. Adult participation soared by 492 percent.

Summer Lunch Program

Provided in partnership with the Salvation Army, the Summer Lunch Program provides ongoing nourishment for children from birth to 18 during the summer months. A total of 1,144 meals were distributed at the Downtown Library from June 2, 2025, to July 26, 2025.

Committee Reports and Minutes

Finance Committee Meeting Minutes of August 20, 2025

Mr. Houser reported on the August 20, 2025, Finance Committee Meeting. The committee recommended approval of the financial reports for the month of July, which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Seibel MOVED and Mr. Wilfong SECONDED that approval be given to accept the July reports as submitted. All voted aye. The chair declared the motion passed.

The Board discussed the renewal of Employee Health and Dental Insurance, effective October 1, 2025. The Fiscal Officer recommended choosing UnitedHealthcare as it reduced the monthly premium and annual out-of-pocket costs. The Board agreed to proceed with the renewal.

Director's Report

Personnel Report

Mr. Houser MOVED and Mr. Wilfong SECONDED that the following Personnel changes be accepted. All voted aye. The chair declared the motion passed.

Personnel Report: September 2025 for changes in July & August 2025

Hired

Jacquelyn Corbett

Adult Services Assistant FT
Effective: 7.7.25
\$20.00 Hourly

025-062

Approval of
July
Financials

025-063

Approval of
Personnel
Report

Nicole Raines
Circulation Associate FT
Effective: 7.7.25
\$15.00 Hourly

Olivia Hartman
Branch Assistant FT
Effective: 7.21.25
\$17.00 Hourly

Resigned

Hallie Rine
Circulation Associate FT
Effective 8.15.25

Other

Lakewood Library Branch

Mr. Houser MOVED and Mr. Wilfong SECONDED approval to engage Bricker Graydon LLP for legal insight on enforcing the liquidated damages clause of the agreement with T-Built Construction Services, based on a substantial completion date of September 5, 2025. All voted aye. The chair declared the motion passed.

025-064
Approval To
Pursue
Liquidated
Damages

Mr. Houser MOVED and Mr. Wilfong SECONDED approval of Bricker Graydon LLP, if appropriate, to prepare a letter to Schooley Caldwell regarding a claim for withholding partial payment for the costs associated with Change Order 1. All voted aye. The chair declared the motion passed.

025-065
Approval to
Pursue Claim

Extending Hours

Julia Walden discussed expanding the public service hours systemwide.

Fiscal Officer's Report

Financial Report for August 2025

The financial reports for August 2025, including bills, payrolls, and transfers, were presented to the Board for their approval. The balance in the General Fund at the end of August was \$10,467,020.88. Receipts in the General Fund for August were \$763,668.33. Disbursements in the General Fund for August totaled \$585,824.24. Receipts in the Building & Repair Fund totaled \$3,013.54, and \$151,941.60 in disbursements. Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to accept the August reports as submitted. All voted aye. The chair declared the motion passed.

025-066
Approval of
August
Financial

Tax Budget Resolution

Mr. Houser MOVED and Mr. Wilfong SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The chair declared the motion passed.

025-067
Approval of
Tax Budget
Resolution

Gifts –September 2025 *received in July & August 2025*

Restricted: \$50.00 from Arlene & Bob Griffith in memory of
 William Atkinson

 \$25.00 from anonymous for Mary E. Babcock branch

 \$50.00 from Saturday Review Club for Utica branch in
 memory of Mike Fry

 \$5.00 from Travis Edwards for Miller branch

Unrestricted: \$10,552.24 from estate of Dorothy Oberfield

 \$30.20 from anonymous

Mr. Houser MOVED and Mrs. Seibel SECONDED that approval be given to accept the September gifts as submitted. All voted aye. The chair declared the motion passed.

025-068
Approval of
Gifts

Other
None

Old Business
None

New Business

Mr. Wilfong MOVED and Mr. Houser SECONDED to recommend the appointment of Mr. Andrew Reardon to the Licking County Library Board of Trustees to fill the unexpired term of Bill Spurgeon, from October 1, 2025, to August 31, 2031. A letter will be sent to the appointing authorities requesting the appointment. All voted aye. The chair declared the motion passed.

025-069
Approval of
Trustee
Appointment

Mr. Wilfong MOVED and Mr. Houser SECONDED to recommend the appointment of Mrs. Kimberly Sherman to the Licking County Library Board of Trustees for a term from October 1, 2025, to August 31, 2029. A letter will be sent to the appointing authorities requesting her appointment. All voted aye. The chair declared the motion passed.

025-070
Approval of
Trustee
Appointment

There being no further business, the President declared the meeting adjourned at 5:32 p.m.

Public Records Commission Meeting Wednesday, November 19, 2025 @ 3:45 p.m.

The next Regular Business Meeting is scheduled for Wednesday, November 19, 2025, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.