

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
January 18, 2023**

The Board of Trustees met in regular session on Wednesday, January 18, 2023 in the 2nd 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.

Also in attendance: Michael Houser

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Julia Walden, Deputy Director; Raeanne Anthony, IT Project Manager; Laura Appleman, PR & Marketing Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; and Tracey Wolfle, Human Resources Officer.

Adoption of Agenda

Mr. McCoy MOVED and Mrs. Seibel SECONDED to adopt the agenda as amended. 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.

Public Comments

None

Appointment of New Board Member/Oath of Office

Sandra Lodge, in her capacity of notary public, administered the Oath of Office to Mr. Michael Houser upon his appointment to the Licking County Library Board of Trustees, commencing January 1, 2023 and ending August 31, 2027.

Appointment of Officers

Mrs. Seibel MOVED and Mr. McCoy SECONDED to appoint the following officers for 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.

President – Barry Riley
Vice President – Kathy Myers
Secretary – Ruth Campolo

023-001
Adoption of
Agenda

023-002
Appointment of
Officers

Appointment of Standing Committees 2023

The Board of Trustees unanimously agreed that the following 2023 Standing Committees be approved: 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.

Finance Committee

Debbie Seibel, *chair*
Michael Houser
Will McCoy
Kathy Myers
Barry Riley, ex officio (voting)
Susanne Simpson, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Personnel Committee

Ruth Campolo, *chair*
Brian Wilfong
Debbie Seibel
Will McCoy
Barry Riley, ex officio (voting)
Susanne Simpson, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Tracey Wolfle, ex officio (non-voting)

Building & Grounds Committee

Will McCoy, *chair*
Debbie Seibel
Michael Houser
Kathy Myers
Barry Riley, ex officio (voting)
Susanne Simpson, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Chris Haines, ex officio (non-voting)

Marketing & Library Services

Brian Wilfong, *chair*
Ruth Campolo
Michael Houser
Barry Riley, ex officio (voting)
Susanne Simpson, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Laura Appleman, ex officio (non-voting)

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

023-003
Appointment of
Standing
Committees

Mr. McCoy MOVED and Mr. Houser SECONDED that Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 surety bond and Kerrill Foster be reappointed to Deputy Fiscal Officer at her current salary and posting a \$250,000.00 surety bond. Mr. McCoy, in his capacity of notary public, administered the Oath of Office to the Fiscal Officer and Deputy Fiscal Officer. Roll Call: Mrs. Campolo Yes; Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Debbie Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Michael Houser left the meeting at this time.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Riley MOVED and Mrs. Campolo SECONDED to reappoint Director, Susanne Simpson as Purchasing Agent and Fiscal Officer, Sandra Lodge as Deputy Purchasing Agent. 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.

Approval of 2023 Board Calendar

The Board of Trustees unanimously agreed that the following 2023 Board and Committee Meeting dates be approved. 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.

List of Board and Committee Dates

All meetings on third Wednesdays of the month at 4:00 p.m. in the Conference Room on the 2nd Floor of the Downtown Library unless otherwise noted.

January 18, 2023

Board of Trustees

February 15, 2023

Finance Committee

March 15, 2023

Board of Trustees

April 19, 2023

Finance Committee

May 17, 2023

Board of Trustees

June 21, 2023

Finance Committee

July 19, 2023

Board of Trustees

August 16, 2023

Finance Committee

September 20, 2023

Board of Trustees

October 18, 2023

Finance Committee

November 15, 2023*

Public Records Commission 3:45 p.m.

Board of Trustees

December 20, 2023

Finance Committee

023-004

Reappointment of Fiscal Officer & Deputy Fiscal Officer

023-005

Reappointment of Purchasing Agent & Deputy Purchasing Agent

023-006

Approval of Board Calendar

Minutes for the Special Board Meeting, December 21, 2022

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

Announcements, Presentations, Correspondence

None

Director's Report

Personnel Report – January 2023

Mr. McCoy MOVED and Mrs. Seibel SECONDED that the following Personnel changes be approved. 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.

Personnel Report – January 2023 for changes in November and December 2022

Hired

Jeffrey Lentz Building Services Assistant PT 25 hours/wk
Effective: 11.14.2022
\$15.00 Hourly

Charles Doan Security Specialist FT
Effective: 11.14.2022
\$19.00 Hourly

Andrew Scaggs Outreach & Programming Manager FT
Effective: 12.05.2022
\$25.00 Hourly

Emma Chapman Temporary Circulation Clerk PT
Effective: 12.12.2022
\$13.00 Hourly

Transferred

Tammy Britton From: Public Services Clerk FT
To: Youth Services Clerk FT
Effective: 11.13.2022

Kaylynn Weaver From: Public Services Clerk PT 10 hours/wk
To: Branch Clerk at Miller PT 10 hours/wk
Effective: 11.13.2022

023.007

Approval of
Special Board
Meeting
Minutes

023-008

Approval of
Personnel
Report

Morgan Stamper

From: Youth Services Specialist FT
To: Mobile Services Specialist (Youth-Focused)
FT
Effective: 12.08.2022

Resigned

Craig Snyder

Building Services Manager FT
Effective: 12.4.2022

Aryton Wise

Branch Services Assistant at Miller
PT 25 hours/wk
Effective: 12.21.2022

Robin Arter

Public Services Clerk PT 20 hours/wk
Effective: 12.30.2022

Retired

Linda Wilkins

Circulation Assistant FT
Effective: 12.16.2022

Requesting Statement of Qualifications

The Director and Fiscal Officer annually request a Statement of Qualifications from the architectural and engineering industries interested in providing services to Licking County Library. Mrs. Myers MOVED and Mrs. Campolo SECONDED the approval to request Statement of Qualifications. 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.

Other

Discussed direction regarding strategic planning process.

The implementation of Library Market is underway and will launch in March 2023. This platform is used for room reservations and program/events calendar.

An upgrade to security cameras and software is in process.

The Downtown Newark Library Youth Services Department received a grant from the Ohio Department of Education. This grant will allow the department to expand the selection of educational resources available for use in the Library Lab.

The Friends of the Licking County Library held their first book sale at their new location in the former State Farm building on December 3, 2022. There were 682 in attendance.

Revisions were made to the drawings for the new mobile library. The anticipated date of delivery is September 2023.

023-009

Approval to
Request
Statement of
Qualifications

Fiscal Officer's Report

Financial Reports for December 2022

The financial reports for December 2022 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$6,470,784.05. Receipts in the General Fund at the end of December were \$347,817.82. Disbursements in the General Fund for December totaled \$529,299.69. Receipts in the Building & Repair Fund totaled \$1,888.46 and disbursements totaled \$0.00. Mrs. Seibel MOVED and Mrs. Myers SECONDED that approval be given to accept the December reports as submitted. 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.

Advances from County Auditor

Mr. McCoy MOVED and Mrs. Seibel SECONDED that approval be given to request settlement advances against any and all taxes collected in 2023 for the benefit of the Licking County Library. 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. The request will be forwarded to the County Auditor.

Gifts – January 2023 received in November and December 2022

Restricted:	\$100.00 from Lancer Car Wash for holiday program at Hebron Library
	\$50.00 from Arlene & Bob Griffith in memory of Tatla Dager for books
	\$50.00 from Arlene & Bob Griffith in memory of Deborah Rickels for books
	\$10.00 from anonymous donor for Empowered Minds program
Unrestricted	\$8.00 from anonymous donors

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

Special Revenue Fund

023-010
Approval of
December
Financials

023-011
Approval to
Request
Advances from
County Auditor

023-012
Approval of
Gifts

Consideration of approval of establishing a special revenue fund to report Libraries Accelerating Learning Grant Fund-related transactions. The Ohio Department of Education awarded Libraries Accelerating Learning Grants to Ohio libraries planning to create or expand literacy programs for Ohio's Pre-K-12 students. This would be a temporary revenue fund as all funds must be obligated by September 30, 2024. Mr. McCoy MOVED and Mrs. Myers SECONDED to approve the formation of a Special Revenue Fund to track the receipt and expenditures of Libraries Accelerating Learning funds. 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.

Other

None

Old Business

None

New Business

None

Adjournment

There being no further business, the President declared the meeting adjourned at 5:25 p.m.

The next Regular Business Meeting is Wednesday, March, 15, 2023.

023-013
Formation of a
Special
Revenue Fund