

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 20, 2023**

The Board of Trustees met in regular session on Wednesday, September 20, 2023, in the 2nd Floor Conference Room at the Downtown Library. President Barry Riley called the meeting to order at 4:03 p.m. The following trustees answered the roll call of President Barry Riley: Michael Houser, Will McCoy, Kathy Myers, Debbie Seibel, Brian Wilfong, and Barry Riley.

Excused: Ruth Campolo

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

Also in attendance: Park Shai, Shai-Hess Commercial Real Estate

Appointment of Secretary Pro Tem

A secretary Pro Tem was appointed in the absence of Board Secretary Ruth Campolo. Will McCoy MOVED and Michael Houser SECONDED to appoint Kathy Myers Secretary Pro Tem. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Adoption of Agenda

Michael Houser MOVED and Debbie Seibel SECONDED to adopt the agenda as presented. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Public Comments

None

Minutes for the Special Board Meeting of August 28, 2023

Michael Houser MOVED and Kathy Myers SECONDED to approve the Special Board Meeting Minutes of August 28, 2023. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes;

023-061
Approval of
Secretary Pro
Tem

02-062
Adoption of
Agenda

023-063
Approval of
Special Board
Meeting
Minutes

Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Park Shai, in his capacity as managing partner, discussed a Letter of Intent and optional lease terms pertaining to the Lakewood Branch.

Director's Report

Debbie Seibel MOVED and Kathy Myers SECONDED that the following Personnel changes be accepted. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed

023-064
Approval of
Personnel
Report

Personnel Report: September 2023 for changes in July & August 2023

Hired

Andrew Jarvi Security Specialist FT
Effective: 07.03.2023
\$19.00 Hourly

Leah Taynor Circulation Supervisor FT
Effective: 08.07.2023
\$19.00 Hourly

Daniel Spray Security Specialist FT
Effective: 08.14.2023
\$19.00 Hourly

Resigned

Emma Chapman Temporary Circulation Clerk PT 25 hours/wk
Effective: 08.02.2023

Kaitlynn Sims Circulation Clerk FT
Effective: 08.11.2023

Angela Drumm Cargo Clerk PT 25 hours/wk
Effective: 08.16.2023

Promoted

Meghin Kenefick From: Circulation Clerk FT
To: Mobile Services Assistant FT
Effective: 07.24.2023
\$15.00 Hourly

Transfer

Ginny Ellinger From: Branch Assistant PT 25 hours/wk
To: Library Substitute PT
Effective: 07.24.2023

Other

Summer Library Program

Julia Walden provided a 2023 Summer Library Program statistical report. A total of 927 youth and teens participated. Teen participation increased by 208 percent from 2022 and youth reading tracker completion rate increased 12 percent from 2022.

Summer Lunch Program

Provided in partnership with the Mid-Ohio Food Collective, the Summer Lunch Program ensures the continued nourishment of children ages birth to 18 during the summer months. A total of 1,205 meals were distributed between June 5, 2023, and August 11, 2023.

A cultural assessment survey for staff was conducted by Measurement Resources in late August. The Library had a very high completion rate of 95.7 percent. Measurement Resources will present their findings to the Board in mid-October.

Fiscal Officer's Report

Financial Report for August 2023

The financial reports for August 2023 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 \$8,371,138.85. Receipts in the General Fund for August were \$1,477,704.97. Disbursements in the General Fund for August totaled \$418,530.82. Receipts in the Building & Repair Fund totaled \$2,803.10 and no disbursements. Receipts in the Librarians Accelerating Learning Fund totaled \$4,555.52. Reimbursement was received for the first submission of grant spending. The balance in the Librarians Accelerating Learning Fund is -\$17,739.14. Michael Houser MOVED and Will McCoy SECONDED that approval be given to accept the August reports as submitted. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Tax Budget Resolution

Michael Houser MOVED and Debbie Seibel SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-065
Approval of
August
Financial

023-066
Approval of
Tax Budget
Resolution

Gifts –September 2023

received in July & August 2023

- Restricted:
- \$15.00 from anonymous donor for *Empowered Minds*
 - \$20.00 from anonymous donor for Mary E. Babcock branch
 - \$50.00 from Jennifer Turick for Hebron branch
 - \$18.00 from anonymous donation for Buckeye Lake branch
 - \$500.00 from Pam Wheeler for the *Dolly Parton’s Imagination Library*
 - \$100.00 from Ruby Sillin for Buckeye Lake branch
- Unrestricted:
- \$60.00 from Women’s Bible Study
 - \$50.00 from Kim Vohs Women’s Bible Study
 - \$28.55 from anonymous donors

Debbie Seibel MOVED and Will McCoy SECONDED that approval be given to accept the September gifts as submitted. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Other

Investment Transfer

Sandra Lodge requested permission to transfer \$3,000,000.00 from the Park National Bank Sweep account to the account managed by RedTree Investment Group. She explained the interest earned from investments managed by RedTree Investment Group was higher than those through the sweep account. Michael Houser MOVED and Will McCoy SECONDED to approve the transfer of \$3,000,000.00 from Park National Bank sweep account to the account managed by RedTree Investment Group. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Building & Repair Fund

023-067
Approval of
Gifts

023-068
Approval to
Transfer Funds

Sandra Lodge requested permission to redesignate the Event Space Reserve to the Building Development Reserve in the Building & Repair Fund. Michael Houser MOVED and Kathy Myers SECONDED to approve the name change from Event Space Reserve to Building Development Reserve. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-069
Approval of
Name Change

Old Business

The Metal Roof Company will begin repair work on the roof at the Downtown Library in mid-October.

New Business

None

There being no further business, the President declared the meeting adjourned at 5:41 p.m.

Public Records Commission Meeting Wednesday, November 15, 2023 @ 3:45 p.m.

Regular Business Meeting Wednesday, November 15, 2023 @ 4:00 p.m.