

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Regular Business Meeting**  
**May 15, 2024**

The Board of Trustees met in regular session on Wednesday, May 15, 2024 in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. Will McCoy called the meeting to order at 4:02 p.m. The following trustees answered the roll call: Michael Houser, Kathy Myers, Brian Wilfong, and Will McCoy.

Excused: Debbie Seibel

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Outreach & Programming Manager; Hannah Ellinger, Youth Services Supervisor; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Ericka Haines, Circulation Supervisor; Heidi Smith, Collection Services Manager; Tracey Wolfle, Human Resources Officer; and members of the public.

Adoption of Agenda

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

024-028  
Adoption of  
Agenda

Appointment of Secretary Pro-Tem

Due to a vacancy in the Board Secretary's position, a secretary pro tem was appointed. Mr. Houser MOVED and Mr. Wilfong SECONDED to appoint Mrs. Myers secretary pro tem. All voted aye. The Chair declared the motion passed.

024-029  
Appointment of  
Secretary  
Pro Tem

Public Comments

Charlie Prince spoke on behalf of the Friends of the Buckeye Lake Library, requesting financial responsibility for rent, utilities, and cleaning services for the property located at 4455 Walnut Rd., Unit B, Buckeye Lake, Ohio, be transferred to Licking County Library immediately.

Minutes for the Board Meeting, March 20, 2024

Mrs. Houser MOVED and Mr. Wilfong SECONDED to approve the March 20, 2024 Board Meeting Minutes. All voted aye. The Chair declared the motion passed.

024-030  
Approval of  
Special  
Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Ms. Walden shared several correspondences recognizing staff members for outstanding customer service.

Committee Reports

Finance Committee

Mr. Houser reported on the April 17, 2024 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of March, which include the General Fund, Building & Repair Fund, and Libraries Accelerating Learning Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Myers MOVED and Mr. Houser SECONDED that approval be given to accept the March reports as submitted. All voted aye. The Chair declared the motion passed.

024-031  
Approval of  
March  
Financials

Building & Grounds Committee Meeting Minutes of April 17, 2024

Mr. McCoy reported on the April 17, 2024, Building & Grounds Committee. The estimated range of construction costs for the Lakewood Branch by Keoni Fleming, architect with Schooley Caldwell, was reviewed. The estimated range was based on a site visit to the space, preliminary discussions about the space's vision with Ms. Walden, and a draft of an interior design prepared by Library Design. The committee discussed the primary differences between the low and high end of the range. The Committee asked if the architect could break down the estimated construction costs between categories so potential alternatives could be proposed and to proceed using the lower cost range of the estimates. Mr. Houser MOVED and Mrs. Myers SECONDED to approve the April 17, 2024 Building & Grounds Committee Meeting Minutes. All voted aye. The Chair declared the motion passed.

024-032  
Approval of  
Building &  
Grounds  
Committee  
Meeting  
Minutes

Personnel Committee Meeting Minutes of November 10, 2023

Mr. McCoy reported on the November 10, 2023 Personnel Committee Meeting. The Committee discussed general personnel matters. Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the November 10, 2023 Committee Meeting Minutes. All voted aye. The Chair declared the motion passed.

024-033  
Approval of  
Personnel  
Committee  
Meeting  
Minutes

Personnel Committee Meeting Minutes of April 30, 2024

Mr. McCoy reported on the April 30, 2024 Personnel Committee Meeting. The Committee discussed the challenges the Library is facing

024-034  
Approval of  
Personnel  
Committee  
Meeting  
Minutes

with recruiting and retaining employees. Mr. Houser MOVED and Mrs. Myers SECONDED to approve the April 30, 2024 Committee Meeting Minutes. All voted aye. The Chair declared the motion passed.

Director's Report

Personnel Report

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

Personnel Report – May 2024 for changes in March & April 2024

Hired

Chelsey Schwartz	Youth Services Assistant FT Effective: 03.25.2024 \$15.00 Hourly
Kathryn Alton	Branch Assistant – Miller PT 25 hours/week Effective: 04.01.2024 \$15.00 Hourly
Ericka Haines	Circulation Supervisor FT Effective 04.29.2024 \$20.00 Hourly

Transfer

Rhonda Adams	From: Mobile Services Supervisor FT To: Mobile Services Assistant FT Effective: 02.05.24 \$18.93 Hourly
Bethanie Copen	From: Circulation Assistant FT To: Mobile Services Assistant FT Effective: 04.01.2024 \$17.00 Hourly

Adjustment

Samantha Brown	Effective: 01.22.2024 \$24.00 Hourly
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Allyson Brickner	Effective: 04.01.2024 \$17.00 Hourly
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Resigned

Leah Nickell	Circulation Supervisor FT Effective: 03.01.2024
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024-035  
Approval of  
Personnel  
Report

Anastasia Nelson

Mobile Services Assistant FT  
Effective 03.01.2024

Christina Sands

Circulation Clerk FT  
Effective 03.28.2024

Terminated

Morgan Stamper

Mobile Services Specialist – Youth Services FT  
Effective: 03.08.2024

Bulletin Board and Literature Spaces Policy Revision

The Board reviewed and discussed the proposed Bulletin Board and Literature Spaces Policy revisions. The Board decided to table this item until further research is conducted. Mr. Houser MOVED and Mr. Wilfong SECONDED to table the decision regarding the revision of the Bulletin Board Policy. All voted aye. The Chair declared the motion passed.

Ms. Walden provided a written report prior to the meeting.

Fiscal Officer’s Report

Financial Reports for April 2024

The financial reports for April 2024, including bills, payrolls, and transfers, were presented to the board for their approval. The balance in the General Fund was \$8,649,784.72. Receipts in the General Fund for the month of April were \$386,188.34. Disbursements in the General Fund for April totaled \$469,727.66. Receipts in the Building & Repair Fund totaled \$12,988.15 and disbursements totaled \$36,241.00. Mr. Houser MOVED and Mr. Wilfong SECONDED that approval be given to accept the April reports as submitted. All voted aye. The Chair declared the motion passed.

PLF Resolution to Licking County Budget Commission

Mr. Houser MOVED, and Mrs. Myers SECONDED the approval to request that the Licking County Budget Commission maintain the current percentage of 62.00% to be allocated to the Licking County Library for the distribution of the total County Public Library Fund (PLF) in 2025. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

024-036  
Approval to  
Table Policy  
Revision

024-037  
Approval of  
April Financials

024-038  
PLF Resolution  
to Licking  
County Budget  
Commission

Gifts – May 2024 received in March and April 2024

Restricted: \$0.00

Unrestricted: \$133.00 from anonymous donors

\$10.00 from Travis Edwards

Mr. McCoy MOVED and Mr. Houser SECONDED that approval be given to accept the May gifts as submitted. All voted aye. The Chair declared the motion passed.

024-039  
Approval  
Of Gifts

Other

Mr. Houser reported that the Finance Committee recommended approval of the updated Procurement Card Policy, which updated job titles and minor allocation adjustments to the cardholders of the \$90,000.00 account limit. Mrs. Myers MOVED and Mr. Houser SECONDED that approval be given to the Procurement Card Policy. All voted aye. The Chair declared the motion passed.

024-040  
Approval of  
Procurement  
Card Policy

Mr. Houser MOVED, and Mrs. Myers SECONDED that approval be given for a three percent wage increase effective May 13, 2024, to full-time and part-time staff members hired or promoted prior to February 19, 2024, who are not at the end of their salary range and who have met expectations in their performance. Employees who have changed positions since February 19, 2024, and have not received a raise and have met expectations in their performance will also receive a three percent increase. Substitutes and other employees who have averaged more than eight hours per week since May 1, 2023, will also receive a three percent increase. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

024-041  
Approval of a  
3% Salary  
Increase

Mr. Houser MOVED and Mr. Wilfong SECONDED approval of the Electronic Fund Transfer Policy, which establishes guidelines and other controls for electronic fund transfers and online banking. All voted aye. The Chair declared the motion passed.

024-042  
Approval of EFT  
Policy

Old Business

None

New Business

Mr. Houser MOVED and Mr. McCoy SECONDED to recommend the appointment of Mrs. Lacie Priest and Mr. Bill Spurgeon. A letter will be sent to the appointing authorities, asking for the Library Board's

024-043  
Approval of  
Trustee  
Appointments

appointments. Roll Call: Mr. Houser, Yes; Mrs. Myers, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

There being no further business, the President declared the meeting adjourned at 5:39 p.m.

Next Scheduled Meetings

*Finance Committee: Wednesday, June 19, 2024 at 4:00 p.m.*

*Regular Bi-Monthly Business Meeting: Wednesday, July 17, 2024 at 4:00 p.m.*