

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 20, 2024**

The Board of Trustees met in regular session on Wednesday, November 20, 2024, in the 2nd Floor Conference Room of the Downtown Library. Vice President Kathy Myers called the meeting to order at 4:00 p.m. The following trustees answered the roll call: Lacie Priest, Debbie Seibel, Bill Spurgeon, Brian Wilfong, and Kathy Myers.

Excused: Will McCoy

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Programming & Outreach Manager; Kerrill Foster, Deputy Fiscal Officer; Gregg Gassman, Mobile Services Supervisor; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Emily Hankinson, Branch Supervisor; Heidi Smith, Collection Services Manager; Tracey Snyder, Human Resources Officer; and members of the public.

A Chair pro tem was appointed in the absence of Board President Mr. McCoy. Mrs. Priest MOVED and Mrs. Seibel SECONDED to appoint Mrs. Myers Chair pro tem. All voted aye, and the chair declared the motion passed.

024-065
Approval of
Chair Pro
Tem

Adoption of Agenda

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

024-066
Adoption of
Agenda

Public Comments

There was no public participation.

Minutes for the Regular Business Meeting of September 18, 2024

Mr. Spurgeon MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of September 18, 2024. All voted aye, and the chair declared the motion passed.

024-067
Approval of
Regular
Business
Meeting
Minutes

Michael Houser entered the meeting at this time.

Announcements, Presentations, Correspondence

Schooley Caldwell Architect Keoni Fleming and Interior Designer Hunter Horton presented proposed conceptual design drawings for the Lakewood Branch project.

Committee Reports

Finance Committee Report

Mr. Houser reported on the October 16, 2024, 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. Spurgeon MOVED and Mrs. Priest SECONDED that approval be given to accept the September reports as submitted. All voted aye, and the chair declared the motion passed.

2025 Temporary Budget (General Fund, Building & Repair Fund)

The Finance Committee recommended approval of the 2025 Temporary Budgets, which include the General Fund and the Building & Repair Fund. Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the 2025 Temporary Budget as submitted. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mrs. Myers, Yes. The Chair declared the motion passed.

Director's Report

Mr. Wilfong MOVED and Mr. Spurgeon SECONDED that the following Personnel changes be accepted. All voted aye, and the Chair declared the motion passed.

Personnel Report – November 2024 for changes in September and October 2024

Hired

| | |
|------------------|--|
| Greggory Gassman | Mobile Services Supervisor FT Effective: 10.14.2024 \$22.15 Hourly |
|------------------|--|

Promotion

| | |
|------------------|---|
| Brooke Snodgrass | From: Circulation Clerk FT To: Circulation Assistant FT Effective: 09.03.2024 \$15.00 Hourly |
|------------------|---|

024-068

Approval of
September
Financials

024-069

Approval of
2025
Temporary
Budget

024-070

Approval of
Personnel
Report

Todd Falkenberg From: Mobile Services Assistant PT-20 hrs /wk
To: Mobile Services Assistant FT
Effective: 10.14.2024
\$17.00 Hourly

Jeff Lentz From: Building Services Assistant FT
To: Mobile Services Assistant FT
Effective: 10.28.2024
\$17.00 Hourly

Rehired
Angela Hammond Temporary Library Substitute
Effective: 10.12.2024
\$15.00 Hourly

Resigned
Lisa Gillespie Circulation Clerk FT
Effective: 10.04.2024

Hannah Ellinger Youth Services Supervisor FT
Effective: 10.18.2024

Other

Mr. Houser MOVED and Mrs. Priest SECONDED to accept the Director's report with a correction of replacing C-TEC with COTC. All voted aye, the Chair declared the motion passed.

024-071
Approval of
Director's
Report

Fiscal Officer's Report

Financial Report for October 2024

The financial reports for October 2024 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 \$9,055,941.45. Receipts in the General Fund for October were \$456,301.73. Disbursements in the General Fund for October totaled \$524,340.22. Receipts in the Building & Repair Fund totaled \$13,160.36, and disbursements totaled \$10,667.75. Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given to accept the October reports as submitted. All voted aye, the Chair declared the motion passed.

024-072
Approval of
October
Financials

Permission to Reallocate Funds Between Categories

Mrs. Seibel MOVED and Mr. Houser SECONDED that approval be given to reallocate funds between categories. All voted aye, the Chair declared the motion passed.

024-073
Approval to
Reallocate
Funds

Gifts–November 2024 received in September and October 2024

Restricted: \$20.00 from anonymous donor for Mary E. Babcock Library Branch

\$50.00 from Lynnda Ramga in memory of Brendan Bittel for outdoor themed books

\$150.00 from Progressive Club for *In the Company of Heroes* project

Unrestricted: \$61.00 from anonymous

\$1,000.00 from Ruth Isenhardt

Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given to accept the November gifts as submitted. All voted aye, the Chair declared the motion passed.

024-074
Approval of
Gifts

Minimum Wage Increase Effective January 1, 2025

Ohio's hourly minimum wage to increase from \$10.45 to \$10.70 per hour effective January 1, 2025. Mr. Houser MOVED and Mrs. Priest SECONDED to approve the revised salary chart. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mrs. Myers, Yes. The Chair declared the motion passed.

024-075
Approval to
Revise Salary
Chart

Other

Mr. Houser MOVED and Mrs. Seibel SECONDED approval be given to authorize the Fiscal Officer to publicly open and read the sealed general contractor bid submissions immediately after the time for filing the bids has expired for the Lakewood project. A report of the tabulation of the bids will be brought to the Board at its next meeting. All voted aye, the Chair declared the motion passed.

024-076
Approval to
Open Sealed
Bids

Old Business

None

New Business

Nominating Committee

Mr. Wilfong presented the Nominating Committee's slate of officers for 2025:

President – Mr. William McCoy
Vice President – Mrs. Kathy Myers
Secretary – Mr. Brian Wilfong

Mr. Wilfong MOVED and Mr. Houser SECONDED to approve the slate of officers for 2025. All voted aye, the Chair declared the motion passed. Assignment of committees will be presented at the 2025 January Organizational Meeting.

024-077
Approval of
Slate of
Officers

Public Comments

Community members asked for clarification on a monetary donation the Licking County Library received and the number of public computers proposed for the new Lakewood Branch.

Executive Session

Mr. Houser MOVED and Mr. Spurgeon SECONDED that the Board go into executive session at 5:23 p.m. to discuss the compensation of a public employee. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mrs. Myers, Yes. The Chair declared the motion passed.

024-078
Approval to go
Into Executive
Session

Upon reconvening in public session at 5:50 p.m., no action was taken.

Mr. Spurgeon and Mrs. Priest thanked Ms. Walden for a tour of the branch locations and commented on the positive relations that the Director has with staff.

There being no further business, the President declared the meeting adjourned at 6:01 p.m.

The next Regular Business Meeting is Wednesday, January 15, 2025.