

Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 17, 2024

The Board of Trustees met in regular session on Wednesday, July 17, 2024, in the 2nd Floor Conference Room at the Downtown Library. President Will McCoy called the meeting to order at 4:04 p.m. The following trustees answered the roll call: Michael Houser, Kathy Myers, Brian Wilfong, and Will McCoy.

Excused: Debbie Seibel

Present: Bill Spurgeon, Lacie Priest, and Elizabeth Pafford

Staff Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Wendy Bittel, Outreach & Program Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; Tracey Snyder, Human Resources Officer; and a member of the public.

Appointment of Secretary

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

024-044
Appointment
of Secretary

Adoption of Agenda

Mr. Houser MOVED and Mrs. Myers SECONDED to adopt the agenda as presented. All voted aye, and the chair declared the motion passed.

024-045
Adoption of
Agenda

Appointment of New Board Members/Oath of Office

Mr. McCoy, in his capacity as a notary public, administered the Oath of Office to Ms. Lacie Priest upon her appointment to the Licking County Library Board of Trustees, commencing June 1, 2024, and ending August 31, 2030, and Mr. Bill Spurgeon upon his appointment to the Licking County Library Board of Trustees, commencing June 1, 2024, and ending August 31, 2031. All voted aye, and the chair declared the motion passed.

024-046
Appointment of
Officers

Public Comments

None

Minutes for the Regular Business Meeting of May 15, 2024

Mr. Houser MOVED and Mr. Wilfong SECONDED to approve the May 15, 2024, Board Meeting Minutes. All voted aye, and the chair declared the motion passed.

Presentations, Correspondence Announcements.

Elizabeth Pafford, Measurement Resources' Managing Director, gave an overview of the 2025- 2028 Strategic Plan, including priorities, initiatives, goals, and status.

Director's Report

Personnel Report

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

Personnel Report – July 2024 for changes in May & June 2024

Hired

Todd Falkenberg Mobile Services Assistant PT 20 hours/week
Effective: 05.13.2024
\$17.00 Hourly

Anthony Acevedo Page PT 10 hours/week
Effective: 06.03.2024
\$10.45 Hourly

Lisa Gillespie Circulation Clerk FT
Effective 06.24.2024
\$14.50 Hourly

Seasonal

Emma Chapman Temporary Library Substitute
Effective: 05.15.24
\$15.00 Hourly

Angela Hammond Temporary Library Substitute
Effective: 05.28.2024
\$15.00 Hourly

Resigned

Amber Hinds Circulation Clerk FT
Effective: 06.07.2024

Julie Scanlon Interim Mobile Services Supervisor FT
Effective 06.11.2024

024-047
Approval of
Personnel
Report

Other

Ms. Walden shared her written report.

Committee Reports

Fiscal Officer's Report

Financial Reports for May 2024

The financial reports for May 2024, including bills, payrolls, and transfers, were presented to the board for approval. The balance in the General Fund was \$8,499,613.92. Receipts in the General Fund for May were \$334,612.41. Disbursements in the General Fund for May totaled \$484,783.21. The balance in the Building & Repair Fund was \$1,802,250.42. Receipts in the Building & Repair Fund totaled \$1,447.27 and disbursements totaled \$0.00. The Librarians Accelerating Learning Fund grant money has not been received as it is a reimbursement system. The balance in the Librarians Accelerating Learning Fund is -\$4,555.52. Mr. Houser MOVED and Mr. Spurgeon SECONDED that approval be given to accept the May reports as submitted. All voted aye, and the chair declared the motion passed.

024-048
Approval of
May
Financials

Financial Reports for June 2024

The financial reports for June 2024, including bills, payrolls, and transfers, were presented to the board for approval. The balance in the General Fund was \$8,452,520.48. Receipts in the General Fund for June were \$410,568.59. Disbursements in the General Fund for June totaled \$457,662.03. The balance in the Building & Repair Fund was \$1,803,169.25. Receipts in the Building & Repair Fund totaled \$1,932.37 and disbursements totaled \$1,013.00. The Librarians Accelerating Learning Fund grant money has not been received as it is a reimbursement system. The balance in the Librarians Accelerating Learning Fund is -\$4,555.52. Mr. Houser MOVED and Mr. Spurgeon SECONDED that approval be given to accept the June reports as submitted. All voted aye, and the chair declared the motion passed.

024-049
Approval of
June
Financials

Gifts – July 2024 received in May and June 2024

Restricted: \$7.00 from Travis Edwards for Emerson R Miller branch

 \$40.00 in memory of Rudy & Irene Sasko from Joyrena Leccia and Donna Craven for children's books

Unrestricted: \$5.00 from anonymous

Mr. Houser MOVED and Mrs. Myers SECONDED that approval be given to accept the July gifts as submitted with appreciation. All voted aye, and the chair declared the motion passed.

Advances from County Auditor

Mr. Houser MOVED and Mrs. Priest SECONDED that approval be given to request settlement advances against any and all taxes collected in 2024 for the benefit of the Licking County Library, pursuant to ORC § 321.24. All voted aye, and the chair declared the motion passed. The request will be forwarded to the County Auditor.

Business Office Disaster Recovery Plan Policy

The board reviewed and discussed the proposed Licking County Library Business Office Disaster Recovery Plan Policy. Mr. Houser MOVED and Mr. Spurgeon SECONDED to approve the Business Office Disaster Recovery Plan Policy. All voted aye, and the chair declared the motion passed.

Cybersecurity Policy

The board reviewed and discussed the proposed Cybersecurity Policy, which establishes procedures for cybersecurity training and prevention steps. Mr. Houser MOVED and Mrs. Myers SECONDED to approve the Cybersecurity Policy. All voted aye, and the chair declared the motion passed.

Other

None

Old Business

None

New Business

Mr. Spurgeon MOVED and Mr. Houser SECONDED the approval of the revised Assignment of Committees as submitted. All voted aye, and the chair declared the motion passed.

Standing Committees 2024

Finance Committee

Michael Houser, *chair*

Kathy Myers

Debbie Seibel

024-050

Approval of Gifts

024-051

Approval to Request Advances from County Auditor

024-052

Approval of Business Office Disaster Recovery Plan Policy

024-053

Approval of Cybersecurity Policy

024-054

Appointment of Standing Committees

Brian Wilfong
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Personnel Committee

Brian Wilfong, *chair*
Lacie Priest
Bill Spurgeon
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Tracey Wolfle, ex officio (non-voting)

Building & Grounds Committee

Kathy Myers, *chair*
Debbie Seibel
Michael Houser
Will McCoy, ex officio (voting)
Julia Walden, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Chris Haines, ex officio (non-voting)

Public Records Commission

Bill Spurgeon, *chair*

The Board discussed establishing quarterly Personnel Committee meetings.

Public Comments

None

There being no further business, the meeting was declared adjourned at 5:43 p.m.

The next Regular Business Meeting will be Wednesday, September 18, 2024, at 4:00 p.m. in the 2nd Floor Conference Room of the Downtown Library.