

**Minutes
Board of Trustees
Licking County Library
Special Board Meeting
December 18, 2024**

The Board of Trustees met in special session on Wednesday, December 18, 2024, in the 2nd Floor Conference Room at the Downtown Newark Library. President Will McCoy called the meeting to order at 4:02 p.m. The following trustees answered the roll call: Lacie Priest, Debbie Seibel, Bill Spurgeon, Brian Wilfong, and Will McCoy.

Trustees Excused: Kathy Myers

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; and Tracey Snyder, Human Resources Officer.

Adoption of Agenda

Mrs. Seibel MOVED and Mr. Spurgeon SECONDED to adopt the agenda as presented. All voted aye. The Chair declared the motion passed.

Public Comments

There was no public participation

Minutes of the November 20, 2024, Regular Business Meeting

Mrs. Priest MOVED and Mr. Wilfong SECONDED to approve the Regular Business Meeting minutes of November 20, 2024. Roll Call: Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, abstain. The Chair declared the motion passed.

Michael Houser entered the meeting at this time.

Financial Reports for November 2024

The financial reports for November 2024, including bills, payroll, and transfers, were presented to the board for approval. The balance in the General Fund at the end of November was \$ 8,971,199.51. Receipts in the General Fund at the end of November totaled \$322,988.55. Disbursements in the General Fund for November totaled \$407,730.48. Receipts in the Building & Repair Fund totaled \$2,401.71 and disbursements totaled \$0.00. Mr. Houser MOVED and Mrs. Priest SECONDED that approval be given to accept the November

024-079

Adoption of
Agenda

024-080

Approval of
Regular
Business
Meeting
Minutes

024-081

Approval of
November
Financials

reports as submitted. All voted aye, and the Chair declared the motion passed.

Executive Session:

Mr. McCoy MOVED and Mr. Houser SECONDED that the board go into executive session at 4:17 p.m. to discuss compensation of public employees. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Upon reconvening in public session at 6:15 p.m. Mr. Wilfong MOVED and Mr. Houser SECONDED to approve the new salary chart. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Mr. Wilfong MOVED and Mr. Spurgeon SECONDED authorizing a one-time bonus of \$250.00 for all staff, excluding the Executive Director. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given for a four percent wage increase to the Fiscal Officer retroactive to May 4, 2024. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Mr. Wilfong MOVED and Mr. Spurgeon SECONDED that approval be given for a four percent wage increase to the Director retroactive to November 14, 2024, and a one-time bonus of \$1,000.00. Roll Call: Mr. Houser, Yes; Mrs. Priest, Yes; Mrs. Seibel, Yes; Mr. Spurgeon, Yes; Mr. Wilfong, Yes; and Mr. McCoy, Yes. The Chair declared the motion passed.

Adjournment

With no further business, Mr. McCoy MOVED and Mr. Houser SECONDED to adjourn the meeting at 6:20 p.m. All voted aye. The Chair declared the meeting adjourned.

The next Regular Business Meeting is Wednesday, January 15, 2024, at 4:00 p.m. in the 2nd Floor Conference Room of the Downtown Newark Library.

024-082
Approval to Go
Into Executive
Session

024-083
Approval of
New Salary
Chart

024-084
Approval of a
One-Time
Bonus

024-085
Approval of
Wage Increase
for Fiscal
Officer

024-086
Approval of
Wage Increase
and Bonus for
the Executive
Director

024-087
Motion to
Adjourn