

**Minutes
Board of Trustees
Licking County Library
Special Board Meeting
November 8, 2023**

The Board of Trustees met in special session on Wednesday, November 8, 2023, in the 2nd Floor Conference Room of the Downtown Library. President Barry Riley called the meeting to order at 4:10 p.m. The following trustees answered the roll call of President Barry Riley: Ruth Campolo, Michael Houser, Will McCoy, Debbie Seibel, Brian Wilfong, and Barry Riley.

Excused: Kathy Myers

Staff Present: Julia Walden, Interim Director; Sandra Lodge, Fiscal Officer; Raeanne Anthony, IT Project 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.

Adoption of Agenda

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

Public Comments

There was no public participation.

Minutes for the Regular Business Meeting of September 20, 2023

Michael Houser MOVED and Will McCoy SECONDED to approve the Regular Business Meeting Minutes of September 20, 2023. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Minutes for the Special Board Meeting of October 18, 2023

Brian Wilfong MOVED and Michael Houser SECONDED to approve the Special Meeting Minutes of October 18, 2023. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-072
Adoption of
Agenda

023-073
Approval of
Regular
Business
Meeting
Minutes

023-074
Approval of
Special Board
Meeting
Minutes

Announcements, Presentations, Correspondence

Will McCoy will be notified of future Downtown Newark Special Improvement District meetings.

Committee Reports

Finance Committee Report

Debbie Seibel reported on the October 18, 2023, Finance Committee Meeting. The committee recommended approval of the financial reports for the month of September, which include the General Fund, the Building & Repair Fund, and the Librarians Accelerating Learning Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Michael Houser MOVED and Ruth Campolo SECONDED that approval be given to accept the September reports as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-075
Approval of
September
Financials

2024 Temporary Budget (General Fund, Building & Repair Fund, and Librarians Accelerating Learning Fund)

The Finance Committee recommended approval of the 2024 Temporary Budgets, which include the General Fund, Building & Repair Fund, and Librarians Accelerating Learning Fund. Michael Houser MOVED and Will McCoy SECONDED to approve the 2024 Temporary Budget as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-076
Approval of
2024
Temporary
Budget

Director’s Report

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

023-077
Approval of
Personnel
Report

Personnel Report – November 2023 for changes in September and October 2023

Hired

Gena Rowe	Branch Assistant PT 25 hours/wk Effective: 09.18.2023 \$15.00 Hourly
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Thomas Moosbrugger	Adult Services Librarian FT Effective: 10.02.2023 \$20.75 Hourly
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Allyson Brickner	Mobile Services Assistant FT Effective: 10.16.2023 \$15.00 Hourly
Anastasia Nelson	Mobile Services Assistant FT Effective: 10.16.2023 \$15.00 Hourly
<u>Resigned</u>	
Amanda Bone-Gee	Youth Services Assistant PT 20 hours/wk Effective: 09.15.2023

Other

Julia Walden reported that a request was made for an item in the Library’s collection to be reviewed for being suitable for a young audience. The request for reconsideration was reviewed by the Library Director and the Collection Development Manager. A decision was provided to the individual.

Fiscal Officer’s Report

Financial Report for October 2023

The financial reports for October 2023 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 \$8,102,778.41. Receipts in the General Fund for October were \$460,015.53. Disbursements in the General Fund for October totaled \$452,393.24. Receipts in the Building & Repair Fund totaled \$9,197.76, and disbursements totaled \$255,074.06. The balance in the Librarians Accelerating Learning Fund is -\$23,027.09. The remaining grant balance will be spent in the first half of 2024. Final reimbursements will be received after spending is completed. Debbie Seibel MOVED and Will McCoy SECONDED that approval be given to accept the October reports as submitted. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Permission to Reallocate Funds Between Categories

Will McCoy MOVED and Michael Houser SECONDED that approval be given to reallocate funds between categories. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-078
Approval of
October
Financials

023-079
Approval to
Reallocate
Funds

Gifts–November 2023 *received in September and October 2023*

Restricted: \$175.00 from Julia Walden for professional
Development of staff

 \$50.00 from Kendal for *In the Company of
Heroes*

 \$5.00 from anonymous donors for Empowered
Minds

 \$150.00 from Jim & Pam Vogel for *In the
Company of Heroes*

Unrestricted: \$500.00 from Ruth Isenhart

 \$50.00 from anonymous

 \$150.00 from Geraldine Marston

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

023-080
Approval of
Gifts

Minimum Wage Increase Effective January 1, 2024

Ohio’s hourly minimum wage to increase from \$10.10 to \$10.45 per hour effective January 1, 2024. Brian Wilfong MOVED and Will McCoy SECONDED to approve the revised salary chart. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-081
Approval to
Revise Salary
Chart

Depository Agreements for 2024-2028

As required, the library requests approval every five years for the bank depository. Sandra Lodge, Fiscal Officer presented a summary of Depository Agreements. Based on analysis, Mrs. Lodge proposed that the Library choose Huntington Bank as its main Depositor for a five-year period, beginning January 1, 2024. Will McCoy MOVED and Brian Wilfong SECONDED to accept Huntington Bank as its main Depositor. Roll Call: Ruth Campolo, Abstain; Michael Houser, Abstain; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-082
Approval of
Depository
Agreements

Other

Old Business

Lakewood Branch Lease

A proposed Lakewood Branch lease between Shai Hess Commercial Real Estate LLC and the Licking County Library Board of Trustees was reviewed and discussed. Will McCoy MOVED and Michael Houser SECONDED the approval to submit the lease agreement to the Licking County Prosecutor for review. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-083
Approval to
Submit
Proposed
Lease
Agreement to
Prosecutor's
Office

New Business

Nominating Committee

Ruth Campolo presented the Nominating Committee's slate of officers for 2024:

President – Mr. William McCoy
Vice President – Mrs. Kathy Myers
Secretary – Mrs. Ruth Campolo

Ruth Campolo MOVED and Debbie Seibel SECONDED to approve the slate of officers for 2024. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-084
Approval of
2024 Elected
Officers

Assignment of Committees will be presented at the January 2024 Organizational Meeting.

Executive Session

Will McCoy MOVED and Ruth Campolo SECONDED that the Board go into executive session at 5:21 p.m. to discuss the employment and compensation of a public employee. Roll Call: Ruth Campolo, Yes; Michael Houser, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-085
Approval to go
Into Executive
Session

Michael Houser left the meeting at this time.

023-086
Approval to
Hire Executive
Director

Upon reconvening in public session at 6:14 p.m., Brian Wilfong MOVED and Ruth Campolo SECONDED to hire Ms. Julia Walden as Executive Director of the Licking County Library, effective Monday, November 13, 2023, with the terms outlined in the contract Ms. Walden signed on

Wednesday, November 8, 2023. Roll Call: Ruth Campolo, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Will McCoy MOVED and Brian Wilfong SECONDED to approve the revision of the Executive Director's salary to reflect \$89,000.00 retroactively to the Interim Director's appointment date of May 31, 2023. Roll Call: Ruth Campolo, Yes; Will McCoy, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

A Personnel Committee is scheduled for Friday, November 10, 2023 at 9:00 a.m.

A Special Board Meeting is scheduled for Wednesday, December 20, 2023 immediately following the Finance Committee Meeting at 4:00 p.m.

There being no further business, the President declared the meeting adjourned at 6:25 p.m.

The next Regular Business Meeting is Wednesday, January 17, 2024.

023-087
Approval of
Interim Director
Salary Revision
Retroactively