

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Regular Business Meeting**  
**May 17, 2023**

The Board of Trustees met in regular session on Wednesday, May 17, 2023 in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. President Mr. Barry Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry Riley: Mr. Michael Houser, Mr. Will McCoy, Mrs. Kathy Myers, Mrs. Debbie Seibel, Mr. Brian Wilfong and Mr. Barry Riley.

Excused: Ruth Campolo

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Raeanne Anthony, IT Project Manager; Laura Appleman, Marketing & PR Manager; Samantha Brown, Adult Services Supervisor; Bobbi Galvin, Branch Supervisor; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Heidi Smith, Collection Services Manager; and Julia Walden, Deputy Director.

Adoption of Agenda

Mr. Houser MOVED and Mr. McCoy SECONDED to adopt the agenda as amended to include an executive session to discuss personnel matters. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-034  
Adoption of  
Agenda

Appointment of Secretary Pro-Tem

In the absence of Board Secretary Mrs. Campolo, a Secretary Pro Tem was appointed. Mr. Houser MOVED and Mr. McCoy SECONDED to appoint Mr. Wilfong Secretary Pro Tem. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-035  
Appointment of  
Secretary  
Pro Tem

Public Comments

No members of the public were present.

Minutes for the Special Board Meeting, May 3, 2023

Mrs. Seibel MOVED and Mr. Houser SECONDED to approve the Special Board Meeting Minutes of May 3, 2023. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-036  
Approval of  
Special  
Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mr. Riley announced the resignation of Director, Susanne Simpson effective June 13, 2023.

Director's Report

Personnel Report

Mr. Houser MOVED and Mr. McCoy SECONDED that the following Personnel changes be accepted. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed

Personnel Report – May 2023 for changes in March & April 2023

Hired

Beth Haines                                      Youth Services Assistant PT 25 hours/wk  
Effective: 04.03.2023  
\$15.00 Hourly

Resigned

Julia Bourjaily                                      Circulation Clerk PT  
Effective: 04.06.2023

Transfer

Amanda Bone-Gee                                      From: Youth Services Assistant PT 25 hours/wk  
To: Youth Services Assistant PT 20 hours /wk  
Effective: 03.13.2023

Other

Mrs. Simpson reported circulation statistics on new materials have increased after moving to their new location.

Fiber optic service is being upgraded at Mary E. Babcock Library, Emerson R. Miller Library, and Buckeye Lake Library.

Friends of the Licking County Library had a successful book sale on April 28 and 29, 2023 with approximately 600 in attendance and raised over \$2,600. Their next board meeting is scheduled for Monday, June 19 at the Downtown Library.

Contracts have been signed with Measurement Resources Company for an organizational culture assessment to begin in July 2023 and strategic planning to begin in January 2024.

Fiscal Officer's Report

023-037  
Approval of  
Personnel  
Report

Financial Reports for April 2023

The financial reports for April 2023 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$7,483,615.29. Receipts in the General Fund for the month of April were \$278,126.64. Disbursements in the General Fund for April totaled \$338,978.42. Receipts in the Building & Repair Fund totaled \$7,753.16 and disbursements totaled \$4,000.00. Mr. McCoy MOVED and Mrs. Seibel SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-038  
Approval of  
April Financials

PLF Resolution to Licking County Budget Commission

Mr. McCoy MOVED and Mr. Wilfong 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 2024. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-039  
PLF Resolution  
to Licking  
County Budget  
Commission

Gifts – May 2023 received in March and April 2023

Restricted:                 \$10.00 from Ruby Sillin for Buckeye Lake

Unrestricted:             \$56.50 from anonymous donors

Mrs. Seibel MOVED and Mr. Houser SECONDED that approval be given to accept the May gifts as submitted. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-040  
Approval of  
Gifts

Other

None

Old Business

The Board requested a follow-up on the status of the Buckeye Lake lease when an update becomes available. As of this date, the Friends of the Buckeye Lake Library have not signed the submitted lease agreement.

New Business

Upcoming Board Member Term Expiration: Ruth Campolo, August 31, 2023

Mr. Houser MOVED and Mr. McCoy SECONDED to recommend the reappointment of Mrs. Ruth Campolo. Mr. Riley asked Tracy Groves to send a letter to the Licking County Commissioners respectively asking for the reappointment to the Library Board for a 7-year term commencing September 1, 2023 and ending August 31, 2030. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-041  
Approval to Recommend the Reappointment of Mrs. Campolo

Executive Session: To Consider the Employment, Promotion, Demotion, and/or Compensation of Public Employees

Mr. Wilfong MOVED and Mr. Houser SECONDED that the Board go into executive session to consider the employment, promotion, demotion, and/or compensation of a public employee at 5:20 p.m. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-042  
Approval to Go into Executive Session

Upon reconvening in public session at 6:45 p.m., Mr. Wilfong MOVED and Mr. Houser SECONDED to approve Julia Walden as interim director effective May 31, 2023. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-043  
Approval of Interim Director

Mr. Wilfong MOVED and Mr. Houser SECONDED that approval be given to revise the Board and Committee Meeting schedule. In place of the June 21, 2023 Finance Committee Meeting, finance reports will be included in the June 2, 2023 Special Board Meeting. Roll Call: Mr. Houser, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; Mr. Wilfong, Yes; and Mr. Riley, Yes. The President declared the motion passed.

023-044  
Approval to Revise Board and Committee Meetings Schedule

There being no further business, the President declared the meeting adjourned at 7:00 p.m. .

Next Scheduled Meetings

*Special Board Meeting: Friday, June 2, 2023 @3:00 p.m.  
Building & Grounds Committee: Friday, June 2, 2023 immediately following the Special Board Meeting  
Regular Bi-Monthly Business Meeting: Wednesday, July 19, 2023 @4:00 p.m.*