

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Special Board Meeting**  
**July 12, 2023**

The Board of Trustees met in special session on Wednesday, July 12, 2023, in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. President Barry Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Barry Riley: Michael Houser, Will McCoy, Kathy Myers, Debbie Seibel, Brian Wilfong, and Barry Riley.

Excused: Ruth Campolo

Staff Present: Julia Walden, Interim Director; Sandra Lodge, Fiscal Officer; Rhonda Adams, Mobile Services Supervisor; Raeanne Anthony, IT Project Manager; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Chris Haines, Building Services Manager; Andy Scaggs, Outreach & Programming Manager; Heidi Smith, Collection Services Manager; and Tracey Wolfle, Human Resources Officer.

Appointment of Secretary Pro Tem

In the absence of Board Secretary Ruth Campolo, a secretary Pro Tem was appointed. Will McCoy MOVED and Brian Wilfong SECONDED to appoint Kathy Myers Secretary Pro Tem. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

Adoption of Agenda

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

Public Comments

None

Minutes for the Special Board Meeting of June 2, 2023

Kathy Myers MOVED and Brian Wilfong SECONDED to approve the Special Board Meeting Minutes of June 2, 2023. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-049  
Appointment  
of Secretary  
Pro Tem

023-050  
Adoption of  
Agenda

023-051  
Approval of  
Special  
Board  
Meeting  
Minutes



Bookmobile Change Order

Techops Specialty Vehicles submitted a change order in the amount of \$35,108.66. The suggested adjustments are an attempt to stay close to the original project budget. The change orders are primarily the result of material and labor increases based on body manufacturer pricing and overall material price increases. In order to avoid delaying the project, the Board approved proceeding with the change order and requested a review of the original contract scope and if the change was included in the original price. Will McCoy MOVED and Michael Houser SECONDED to approve the Mobile Library change order. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-053  
Approval of  
Change Order

Downtown Library Roof

The Downtown Library roof was built in 1999. Between then and 2023, the roof has sustained many leaks. Staff had roofers frequent the facility to address the leaks. The Board agreed to proceed with completing repairs to mitigate damage going on now and to research liability with the original contractor/installer and pursue a long-term solution.

Update on Culture Assessment Survey

Eliza Gardiner of Measurement Resources met with Julia Walden, Sandra Lodge, Tracey Wolfle, Will McCoy, and Brian Wilfong to review the Library's organizational chart and discuss the format for the Culture Assessment survey.

Other

Written report provided in Board packet submitted by Julia Walden.

Committee Reports

Building & Grounds Committee

Will McCoy reported on the June 5, 2023, Building & Grounds Committee meeting. Multiple quotes for three projects related to the detached garage at the Downtown Library were reviewed. The projects include a new roof, electrical upgrades and exterior lighting, and asphalt on the north end of the garage. The committee recommended approval to proceed with the work as long as the quotes did not exceed the respective approved budget amounts.

Fiscal Officer's Report

Financial Reports for May 2023

The financial reports for May 2023 including bills, payrolls, and transfers were presented to the board for approval. The balance in the General Fund was \$7,535,072.05. Receipts in the General Fund for the month of May were \$502,459.39. Disbursements in the General Fund for May totaled \$451,002.63. The balance in the Building & Repair Fund was \$2,096,458.05. Receipts in the Building & Repair Fund totaled \$3,707.32 and disbursements totaled \$13,994.48. 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. Debbie Seibel MOVED and Michael Houser SECONDED that approval be given to accept the May reports as submitted. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-054  
Approval of  
May  
Financials

Financial Reports for June 2023

The financial reports for June 2023 including bills, payrolls, and transfers were presented to the board for approval. The balance in the General Fund was \$7,359,283.23. Receipts in the General Fund for the month of June were \$378,058.36. Disbursements in the General Fund for June totaled \$553,892.18. The balance in the Building & Repair Fund was \$2,099,038.25. Receipts in the Building & Repair Fund totaled \$2,729.20 and disbursements totaled \$149.00. 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. Debbie Seibel MOVED and Michael Houser SECONDED that approval be given to accept the June reports as submitted. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-055  
Approval of  
June  
Financials

Gifts – July 2023 received in May and June 2023

Restricted:	\$100.00 from Women of Service for <i>In the Company of Heroes</i>
	\$100 from Unity Reading Circle for <i>In the Company of Heroes</i>
Unrestricted:	\$50.00 from Kim Vohs Women's Bible Study
	\$500.00 from Jack Schmidt
	\$11.10 from anonymous

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

023-056  
Approval of  
Gifts

Other

The 2021/2022 financial audit is complete. The auditors found no weakness or deficiencies in its financial management and record keeping. In addition, the library was found to be in compliance with the laws, regulations, contracts, and other agreements it is required to meet. Will McCoy MOVED and Debbie Seibel SECONDED to waive the post-audit review. Roll Call: Michael Houser, Yes; Will McCoy, Yes; Kathy Myers, Yes; Debbie Seibel, Yes; Brian Wilfong, Yes; and Barry Riley, Yes. The President declared the motion passed.

023-057  
Approval to  
Waive  
Post-Audit  
Review.

Old Business

The Board asked Michael Houser to research potential lease terms to be shared at the next board meeting.

New Business

None

There being no further business, the meeting was declared adjourned at 6:06 p.m.

The next Regular Business Meeting will be Wednesday, September 20, 2023, at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Downtown Library.