

**Minutes  
Board of Trustees  
Licking County Library  
Special Board Meeting  
December 21, 2022**

The Board of Trustees met in special session on Wednesday, December 21, 2022 in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. President Mr. Thad Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Thad Claggett: Mr. Will McCoy, Mrs. Kathy Myers, Mr. Barry Riley, and Mr. Thad Claggett.

Also, in attendance: Brian Wilfong and Michael Houser

Excused: Debbie Seibel

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Tracy Groves, Executive Assistant; Tracey Wolfle, Human Resources Officer; Raeanne Anthony, IT Project Manager; Andy Scaggs, Outreach & Programming Manager; and Heidi Smith, Collection Services Manager.

Adoption of Agenda

Mr. Riley MOVED and Mr. McCoy SECONDED to adopt the agenda as presented. Roll Call: Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Oath of Office

Sandra Lodge, in her capacity of notary public, administered the Trustee Oath of Office to Brian Wilfong.

Public Comments

None

Minutes for the Board Meeting, November 16, 2022

Mr. McCoy MOVED and Mrs. Myers SECONDED to approve the Regular Business Meeting Minutes of November 16, 2022. Roll Call: Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Wilfong, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Ruth Campolo entered the meeting at this time, 4:05 p.m.

Announcements, Presentations, Correspondence

Susanne Simpson and Sandra Lodge submitted their 2022 goals to the Board as part of their annual performance review.

Fiscal Officer's Report

022-063  
Adoption of  
Agenda

Financial Report for November 2022

The financial reports for November 2022 including bills, payrolls, and transfers were presented to the Board for their approval. The balance in the General Fund at the end of November was \$6,652,265.92. Receipts in the General Fund for November were \$430,503.48. Disbursements in the General Fund for November totaled \$427,736.78. Receipts in the Building & Repair Fund totaled \$11,738.88 and disbursements totaled \$18,737.60 Mrs. Myers MOVED and Mr. McCoy SECONDED that approval be given to accept the November reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Wilfong, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Old Business

Susanne Simpson provided an update on the Hervey Memorial Trust Memorandum of Understanding. A meeting is scheduled in January 2023 with Luconda Dager and her council to discuss the proposed MOU.

New Business

Mr. McCoy MOVED and Mr. Riley SECONDED to recommend the appointment of Mr. Michael Houser to the Licking County Library Board of Trustees. Mr. Claggett asked Mrs. Groves to send a letter to the Licking County Commissioners respectively asking for the appointment to the Library Board for a term commencing January 1, 2023 and ending August 31, 2027. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Wilfong, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mr. Claggett reflected on his seventeen years of service to the Licking County Library as a trustee and acknowledged individuals who have served with him. Mr. Claggett reminded the Board that their commitment to the Library is essential to fulfill its mission and how, as Board members, they are uniquely positioned to be ambassadors within the community.

There being no further business, the President declared the meeting adjourned at 5:50 p.m.

The next Regular Business Meeting is Wednesday, January 18, 2023.

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President

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Secretary

022-064  
Approval of  
November  
Financials

022-065  
Approval to  
Recommend  
the  
Appointment  
of Mr. Houser