Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 16, 2026

The Board of Trustees met in regular session on Wednesday, September 16, 2026, in the 2nd Floor Conference Room at the Downtown Newark Library. Brian Wilfong called the meeting to order at 4:07 p.m. The following trustees answered the roll call: Lacie Priest, Andy Reardon, Kim Sherman, and Brian Wilfong.

Excused: Will McCoy

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Sally Gummere, Operations Manager; Tara Hutson, Deputy Director; Wendy Rancier, Collection Services Manager; and Clint Schwartz, Building Services Manager.

Public Comments

The Board received correspondence from Jarrett Janitorial LLC regarding the Library's decision to terminate the contract. The correspondence referenced the company's decade-long service to the Library and its commitment to the community, and expressed appreciation to the Board and the Library for the opportunity to provide cleaning services for the past ten years and for the relationship established during that time.

Mr. Houser entered the meeting.

Announcements, Presentations, Correspondence

Ms. Walden submitted a statistical report on the 2026 Summer Library Program. A total of 2,042 youth, teens, and adults participated. Youth participation increased by 6 percent from 2025, teen participation decreased by 1.2 percent, and adult participation soared by 25.5 percent.

Adoption of Agenda

Mr. Reardon MOVED and Mrs. Priest SECONDED to adopt the agenda as presented. All voted aye. The motion passed.

026-040
Adoption of Agenda

Consent Agenda Items

026-041
Approval of Consent Agenda Items

Approval of Meeting Minutes

Approval of July Financials

Approval of Personnel Report

Mr. Wilfong MOVED and Mrs. Sherman SECONDED a motion to approve the following consent agenda items. All voted aye. The Chair declared the motion passed.

a) Approval of the July 15, 2026, Regular Business Meeting Minutes
b) Approval of August 11, 2026, Personnel Committee Meeting Minutes
c) Approval of August 19, 2026, Finance Committee Meeting Minutes
d) Approval of Personnel Report
e) Gifts: *received in July – August 2026*

Personnel Report – September 2026 for changes in July & August 2026

Hired

Andrew Faris	Technology Trainer PT-20 hours/week Effective: 07.06.26 $17.00 Hourly
William Miller III	Building Services Specialist FT Effective: 07.27.26 $21.00 Hourly
Timothy Allemang	Adult Services Librarian FT Effective: 07.27.26 $21.00 Hourly
Anne Scarberry	Branch Assistant - Lakewood PT 25 hours/week Effective: 08.03.26 $17.00 Hourly
Alicia Neighbarger	Branch Assistant – Utica PT 25 hours/week Effective: 08.03.26 $17.00 Hourly
Scott Zollinger	Circulation Associate FT Effective 08.17.26 $15.50 Hourly
Madeline Ashton McGee	Circulation Associate PT – 25 hours/week Effective 08.17.26 $15.50 Hourly
Hallie Garver	Page – PT 15 hours/week Effective 08.17.26 $15.50 Hourly

Retired

Doug Stout	Local History Coordinator FT Effective 07.03.26

Resigned – Seasonal

Hallie Rine	Seasonal Circulation Associate–PT 25 hours/week Effective: 08.21.26

Resigned

Audrey Ashbrook	Substitute Librarian PT Effective: 07.07.26
Adriana Scarsella	Page – PT 10 hours/week Effective 07.31.26
Sarah Widmore	Circulation Associate FT Effective 08.26.26

Terminated

Roberta Ross	Branch Supervisor FT Effective 08.07.26

Position Change

Kaylynn Weaver	From: Branch Assistant-Miller PT 10 hours/week To: Library Substitute 10 hours/week Effective: 07.06.26 $17.51 Hourly
Andrew Faris	From: Technology Trainer PT 10 hours/week To: Branch Assistant- Utica PT 25 hours/week Effective: 07.20.26 $21.27 Hourly

Promotion

Bethanie Copen	From: Mobile Services Specialist FT To: Automated Services Specialist FT Effective: 08037.26 $21.00 Hourly
Gracie Metz	From: Circulation Associate FT To: Lead Circulation Associate FT Effective: 08.03.26 $19.00 Hourly
Emma Rice	From: Materials Management PT 25 hours/week To: Materials Management FT Effective: 08.03.26 $19.57 Hourly

Gifts – September 2026 *received in July and August 2026*

Approval of Gifts

Restricted:	$79.00 from "Bud" Charles First for Mary E. Babcock Library Branch
	$20.00 from Anonymous for Mary E. Babcock Library Branch

Unrestricted: $3.00 from Anonymous

$250.00 from Walter Preston

$5.00 from Sheree Shaeffer

Director's Report

026-042
Approval of Director's Report

Ms. Walden presented her Director's Report, included in the meeting packet. Mr. Wilfong MOVED, and Mr. Reardon SECONDED, to accept the report as submitted. All voted aye. The Chair declared the motion passed.

026-043
Approval to Remove Policy 5.110

Staff Handbook Policy 5.110 Employee Morale and Unity

Mr. Wilfong MOVED and Mrs. Priest SECONDED a motion to approve removing Staff Handbook Policy 5.110, Employee Morale and Unity. All voted aye. The Chair declared the motion passed.

026-044
Approval to Table Display Policy

Display Policy

Mr. Reardon MOVED and Mrs. Priest SECONDED a motion to postpone consideration of the Display Policy to the November Regular Business Meeting. All voted aye. The Chair declared the motion passed.

Other

Ms. Walden discussed potentially discontinuing the Library circulating The Works: Ohio Center for History, Art and Technology passes due to increased costs and possible changes to delivery structures. The Board discussed the matter and asked the Director to contact The Works to determine whether any alternatives could be negotiated.

Fiscal Officer's Report

026-045
Approval of August Financials

Financial Reports for August 2026

The Board reviewed the August 2026 financial reports, including bills, payroll, and transfers, for approval. The General Fund balance at the end of August was $10,653,133.17. General Fund receipts at the end of August totaled $845,022.24. General Fund disbursements in August totaled $515,313.51. Receipts in the Building & Repair Fund totaled $426.94, and disbursements totaled $275.76. Mr. Wilfong MOVED, and Mrs. Sherman SECONDED, to approve the August reports as submitted. All voted aye. The Chair declared the motion passed.

Procurement Card Policy

The Fiscal Officer presented a proposed Procurement Card Policy for

the Board's consideration. After discussion, Mr. Reardon MOVED and Mr. Wilfong SECONDED to table the proposed policy and asked the Fiscal Officer to present additional procurement card policy options for the Board's consideration at the November meeting. All voted aye. The motion passed.

026-046
Approval to Table Procurement Card Policy

Health Insurance Renewal

026-047
Approval of Insurance Renewal.

The Fiscal Officer presented several options for renewing the Library's health, dental, and vision insurance plans. Following discussion, the Board selected Cigna Healthcare as the new health insurance carrier with coverage effective October 1, 2026, through December 31, 2027. Mrs. Priest MOVED and Mrs. Sherman SECONDED a motion to approve the renewal of employee health insurance with Cigna Health. All voted aye. The motion passed.

Old Business

T-Built Construction Settlement Agreement and Release

026-048
Approval of Settlement Agreement

Mr. Wilfong MOVED and Mrs. Priest SECONDED a motion to approve the settlement proposal received from T-Built Construction, whereby the Library shall pay T-Built $ 4,000.00, resulting in the Library Board retaining $15,600 previously withheld as liquidated damages, as a full and final resolution of the financial portion of the disputed claim. All voted aye. The Chair declared the motion passed.

RFP Evaluation and Recommendation for Architect Contract Award for Roofing Project

026-049
Approval to Table RFP Evaluation

The Board tabled the evaluation of the RFP responses and the recommendation to award the architect contract for the roofing project. The matter will be brought back to the Board for consideration at a future meeting.

New Business
None

Public Comment
No public comments.

Adjournment

With no further business, the meeting adjourned at 5:48 p.m.

The next Regular Business Meeting of the Licking County Library Board of Trustees will be held on Wednesday, November 18, 2026, at 4:00 p.m. in the 2nd Floor Conference Room at the Downtown Newark Library.