



Board of Trustees of the Louisville Public Library  
Board Meeting Minutes  
September 16, 2024 6:01 PM

Board of Trustee members present:

Bill Jeffries, Cindy Walton  
Angie Burick, Becky Kiko,  
Brian Kandel, Courtney Aljancic

Board of Trustee members absent:

Michelle Biery

Staff members present:

Brock Hutchison, Director  
Deb Long, Assistant Director  
Migdalia Soza, Fiscal Officer  
Ambritt Green, Deputy Fiscal Officer  
Emily Severns, Communications Manager

1. The meeting was called to order at 6:01 p.m. by Vice President Brian Kandel.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees – None
4. Motion to approve items on the Consent Agenda:

a. Approval of the Minutes:

i. August 19, 2024 Regular Meeting Minutes

b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

**Gifts, Honoraria, Reimbursements and Claims**

Linda Sackett	Donation for New Bldg.	\$25.00
FOL	Tailgate Party Donation	\$46.95
FOL	Candy for Constitution Parade	\$300.00
W. Mark Sigler & Deborah Sigler	Donation for New Bldg.	\$300.00
Breauna Hughes	Donation for New Bldg.	\$100.00
	<b>Total</b>	<b>\$771.95</b>

c. Acceptance of the Staff Continuing Education Report

Ambritt Green

August 8 – UAN – Payroll EFT Prenotes - Reprint EFT Paystubs – Recreate EFT Files – Set UAN to Auto-Delete Unsecured Files

d. Acceptance of the Personnel Changes

Leah Marsh was hired as Activities & Events Assistant effective August 12, 2024.

Nick Anna resigned as Technology Assistant effective August 14, 2024.

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – August 2024

**R74-2024** Mr. Jeffries moved/Ms. Aljancic seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

6. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of August (Appendix A) and the Payment Listing (Appendix B) have been distributed to the Board.

Cindy Walton arrived at 6:07p.m.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

\$46.95 - To Programming from Donation Received.

\$300 - To Programming from Donation Received.

## 7. Old Business

### a. Follow-Up to Louisville City School District Notice

Prior to the August Regular Board Meeting, the Louisville City School District provided the Library a notice to nullify Section 17 of the 2010 Real Estate Exchange Agreement and Lease-Back.

After discussion, the Board asked Director Hutchison to consult with legal counsel regarding an “as-is” clause.

Appendix A is the opinion of John Lysenko, Assistant Prosecutor from the Office of the Stark County Prosecuting Attorney.

## 8. Report of the Library Director

### a. My Calendar of Events

August 20 – Construction Meeting  
August 20 – Tour of new Library  
August 21 – Tour of new Library  
August 21 – Tour of new Library  
August 22 – Tour of new Library  
August 23 – Tour of new Library  
August 23 – Meet with SILCO  
August 23 – Tailgate Event  
August 26 – Rotary Board Meeting  
August 27 – Meet with Guardian Alarm  
August 29 – New Library furniture meeting  
August 29 – Tour of new Library  
August 30 – Tour of new Library  
September 3 – Construction Meeting  
September 3 – Rotary Board Meeting  
September 3 – Tour of new Library  
September 6 – Fire Department Groundbreaking  
September 6 – Louisville Community Leaders Meeting  
September 10 – Tour of new Library  
September 11 – Community Calendar Meeting with St. Thomas Aquinas  
September 11 – Tour of new Library  
September 13 – Friends of the Library Meeting  
September 13 – Tour of new Library  
September 16 – Community Calendar Meeting with Louisville City Schools

### b. Introduction of Staff

Emily Severns was in attendance to introduce herself to the Board and talk about her

role and duties as Communications Manager.

c. Community Calendar

The Library currently subscribes to LocalHop, which provides our event calendar. Our subscription also covers a community calendar, which means the Library calendar can host events from organizations in Louisville. Several library staff members have been working on this project and meeting with other community organizations.

d. Records Retention

Fiscal Officer Soza and Deputy Fiscal Officer Green have successfully caught up with our records retention schedule.

e. Assistant Director Report

August 2023

Children's Programs: 9	Attendance: 227
Teen Programs: 4	Attendance: 29
Adult/General Interest Programs: 13	Attendance: 299
Sensory Appointments: 6	Attendance: 26
<b>Total Programs: 32</b>	<b>Attendance: 581</b>

August 2024

Children's Programs: 28	Attendance: 502
Teen Programs: 12	Attendance: 69
Adult/General Interest Programs: 6	Attendance: 1621
<b>Total Programs: 46</b>	<b>Attendance: 2192</b>

Sensory Appointments are now counted with the programs for the age range of the patrons served, per new State Library of Ohio reporting guidelines.

Tailgate party fell in September in 2023, but in August of 2024.

**Fall/Winter Programming**

Mondays

- **Story Time** 10:30am @ LPL
- **Sibling Shenanigans** if no LCSD 10:30am @ LPL
- **Pokemon** 3-5pm @ LPL
- One-offs or Monthly programs

Tuesdays

- YCare 3:15pm @ LES
- NEW **Teen Dungeons & Dragons** 1st & 3rd Tuesdays, 3-5pm @ LPL
- NEW 2nd & 4th Tuesdays
  - **Bed Time Story Time** 6pm @ LPL

- **Sleepytime Shenanigans** 6pm @ LPL

### Wednesdays

- **Story Time** 10:30 @ DC
- **Sibling Shenanigans** if no LCSD 10:30 @ DC
- Sensory Appt 2pm @ DC
- **RETURNING Adult Crafting** 6pm @ LPL

### Thursdays

- **NEW Adult programming** 10:30-12 @ LPL
  - 1st Thurs **What Are You Reading? BYOB Book Club**
  - 2nd Thurs **Crafters Unite!**
  - 3rd Thurs **Coloring for Adults**
  - 4th Thurs **In Quiet Company: Introverts' Social Hour**
  - 5th Thurs **Library Speakers Consortium**
- **Teen Chill** 3-5pm @ LPL
- **Game On!** 3-5pm @ LPL, including some special themes:
  - November 7: Game On! Unplugged, scavenger hunt and board games
  - December 19: Reindeer Games, follow the map, play minigames, collect tokens
- *If needed*, Jodi's **Distractionary Tactics** 3-5pm @ LPL
- Sensory Appt 6pm @ DC

### Fridays

- **RETURNING**, New Day & Time, **Adult Chair Yoga** 10am @ DC

### Monthly Programs (starting September 9)

- **RETURNING Painting with Bob Ross** (2nd Monday) 6pm @ LPL
- **NEW Most Delicious Book Club Ever!** (last Monday) 6pm @ LPL
- **RETURNING**, Enhanced: visits to Fairhope & Shepherd's Gate preschools (3rd Friday)
- **NEW Teens After Hours** (3rd Thursday) 7:30-9pm @ LPL
  - September 19: Smashmug
  - October 31: Teen Halloween Fear Factor
  - November 21: Video Game Tournament
  - December 19: Nerf Wars

### **Fall/Winter Events**

- Thursday, September 19 **Talk Like a Pirate Day!** All day
- Monday, September 23 **Medicare 101** 5:30pm @ LPL
- Friday, October 11 **Mole Sewing Classes** (No LCSD classes)
- Monday, October 14 **LNHS Cemetery Walk** (for adults) 6pm @ Union Cemetery
- Saturday, October 19 **Trick or Treat at the Library** 5-8pm @ LPL
- Monday, October 21 **Superstitions** McKinley Museum 6pm @ LPL
- Thursday, October 24 **LNHS Cemetery Walk** (for teens) 6pm @ Union Cemetery
- Monday, November 11 **Medicare 101** 5:30pm @ LPL
- Friday, November 29 **Take-Apart Tech** 12-4pm @ LPL (No LCSD classes)

- Saturday, December 7 **Santa Day!** 3-5pm @ LPL
- *Winter Reading: Special programming in development for LCSD Christmas Break December 23-January 3*

f. Fundraising Update

We have currently raised \$630,136 which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$24,025

Naming Opportunities have raised \$128,700 and \$42,300 in pledges.

**Naming Opportunities Completed:**

Children’s Area

Gardens (4)

**Naming Opportunities Actively In-Progress:**

Gardens (3)

Patio Area A

**Grant Opportunities:**

Ohio Department of Natural Resources (NatureWorks) – Applied - \$72,920

Appendix A – Current State of Donor Recognition Tree

Appendix B – Current State of Naming Opportunity Areas

12. Adjournment

**R75-2024** Ms. Burick moved/Ms. Kiko seconded a motion to adjourn the meeting at 6:36p.m.

Respectfully submitted,

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Brian Kandel, Vice President  
Louisville Public Library Board of Trustees

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Mr. Bill Jeffries, Secretary  
Louisville Public Library Board of Trustees