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Board of Trustees of the Louisville Public Library
Board Meeting Minutes
September 15, 2025 6:00 PM

Board of Trustee members present:

Michelle Biery, Brian Kandel,
Courtney Aljancic, Bill Jeffries

Board of Trustee members absent:

Angie Burick, Becky Kiko,
Cindy Walton

Staff members present:

Brock Hutchison, Director
Migdalia Soza, Fiscal Officer

1. The meeting was called to order at 6:01 p.m. by President Michelle Biery.
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. July 14, 2025 Regular Meeting Minutes
 - ii. August 7, 2025 Special Meeting Minutes
 - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

Gifts, Honoraria, Reimbursements and Claims

Deborah & Thomas Garnick	Donation for New Bldg.	\$300.00
Geraldine Morgan	Donation for New Bldg.	\$100.00
Lois Marks	Donation for New Bldg.	\$500.00
Beth Marks	Donation for New Bldg.	\$100.00
Nimishillen Grange	Donation for Demo Kitchen	\$2,500.00
Joan Aljancic	Donation for New Bldg.	\$5,000.00
Beth Marks	Donation for New Bldg.	\$100.00
		Total: \$8,600.00

c. Acceptance of the Staff Continuing Education Report

Developing Major Gifts Course – Brock Hutchison

d. Acceptance of the Personnel Changes

Rebecca Mehler resigned as Patron Services Assistant effective August 4, 2025.

Christy Green resigned as Shelver effective August 8, 2025.

Lori Woodring resigned as Activities & Events Assistant effective August 22, 2025.

Stephanie Phillips was promoted as the Patron Services Manager effective July 28, 2025.

Evelyn Yoder was promoted Full-Time/Patron Services Assistant effective August 4, 2025.

Victoria Zorger was hired as Activities & Events Assistant effective August 25, 2025.

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – July & August 2025

R47-2025 Mr. Jeffries moved/Mr. Kandel seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtny Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

5. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of July (Appendix A) and August (Appendix B) as well as the Payment Listing's for July (Appendix C) and August (Appendix D) have been distributed to the Board.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

None

d. Then and Now PO

All Then & Now PO's for \$3,000 or more must have a resolution adopted by the board approving the PO within 30 days. The following PO was approved:

Caplea Studio Architects \$11,295 Professional Services

R48-2025 Mr. Jeffries moved/Ms. Aljancic seconded a motion to approve a Then & Now PO for Caplea Studio Architects in the amount of \$11,295.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

e. Credit Card Policy

Updates were made to the Credit Card Policy (old policy Appendix E), (new policy Appendix F). These changes include removing the Huntington Bank Master card, Staples credit card and Sam's Club credit card from the policy. Two Consumer Visa credit cards, an increase to the library's Amazon Business account as well as a Pitney Bowes credit account were added to the policy.

A resolution was passed for the updated Credit Card Policy.

R49-2025 Mr. Jeffries moved/Mr. Kandel seconded a motion to approve the updated Credit Card Policy.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

6. Old Business

a. Landscaping

Planting at the Gardenwalk Project is ongoing and remaining landscape issues are scheduled to be remedied after the Gardenwalk Project is complete.

This includes: replacing withered plants, re-seeding and re-working troubled soil areas.

b. Gardenwalk Project

At the May 19, 2025 Regular Board Meeting, Director Hutchison was approved to complete the Gardenwalk Project for an amount not-to-exceed \$75,000.

The project is nearly complete, but not all invoices have been received. The final project is estimated to conclude as follows:

Boswell Concrete - Sidewalk for the Gardenwalk - \$18,767

Enviroscapes – Excavate beds, install plants, drainage, seed, topsoil - \$32,600

North Coast Perennials – Plants for Gardenwalk - \$4,765.05

Caplea Studio Architects – Design and Construction Management - \$15,000

Rohr's Nursery – Plants for Gardenwalk - \$2,369.59

TOTAL: \$73,501.64

7. New Business

a. Outreach Services

Director Hutchison ramped up the Outreach program several years ago and it has not taken off as anticipated. With the state budget cuts and a current Outreach staff member leaving, Director Hutchison feels it is a good time to reorganize and right-size the Outreach operation. This will allow better focus on staff being used in the building where it is busiest.

- Homebound Patrons

There are seven. They have transitioned from a human delivery person to books-by-mail. Any new customers can receive books by mail also.

- Senior Centers

Three senior centers used to receive lobby library collections. This has been discontinued.

- Daycares

There are nine receiving classroom collections and four receiving outreach story-time programs.

The classroom collection deliveries will continue. The outreach story-time programs have been discontinued.

With these changes, there is no longer a need for the Library to own a vehicle.

R50-2025 Mr. Kandel moved/Ms. Aljancic seconded a motion to authorize Director Hutchison and Fiscal Officer Soza to sell the Library's Kia Sportage on Govdals.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

b. Food For Fines

The Library would like to offer a food for fines program in October. This program allows late fees to be waived for bringing in food items. This only allows for late fees to be waived, not missing, lost or damaged fines.

All items brought in will be given to the Louisville Community Cupboard.

R51-2025 Mr. Jeffries moved/Ms. Aljancic seconded a motion to approve the Food for Fines program.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

c. Board Vacancy

Mrs. Aljancic's term expires on December 31, 2025. A notice will be posted for the term of January 2026-December 2032.

d. Staff Development Day 2025

Director Hutchison is in the process of planning Staff Development Day 2025. The day will include:

- Guest Speaker(s)
- Updates from the Library Director
- Team building breakouts
- Recognition of staff anniversaries
- Department meetings and project time
- Lunch

Director Hutchison stated that he would like to host staff development day on Veteran's Day (*state observed day*), November 11, 2025.

R52-2025 Mr. Jeffries moved/Mr. Kandel seconded a motion to close the library on November 11, 2025 for Staff Development Day.

ROLL CALL:

AYES: Michelle Biery, Brian Kandel, Bill Jeffries, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

e. Board Officers Nomination Committee

In accordance with Article III, Section 2 of the library by-laws:

A nominating committee shall be appointed by the president at the October meeting who shall present a slate of candidates for election to office at the annual organizational meeting. Since we do not have an October meeting this year, the nominations will be made at the September meeting.

Additional nominations may be made from the floor.

f. Set Meeting Dates

These meetings typically take place in mid-November, before the November Board Meeting.

Officer Nominations Committee – Jeffries, Walton, Burick

a. Selecting 2026 Board Officers

Finance Committee – Biery, Kandel, Burick, Kiko

- a. 2026 Payroll Budget
- b. 2026 Temporary Budget

Personnel Committee – Biery, Kandel, Walton, Aljancic

- a. 2026 Payroll Budget

Property Committee – Biery, Kandel, Jeffries

8. Directors Report

a. My Calendar of Events

July 17 – Meet with FE Technologies
July 17 – Developing Major Gifts Course
July 18 – Landscaping Meeting – Library, Envirosapes, Caplea Studio Architects,
Fred Olivieri Construction Company
July 24 – Meet with Envisionware
July 24 – Developing Major Gifts Course
July 30 – Ohio Library Council – State Budget Wrap-Up Webinar
July 31 – Developing Major Gifts Course
August 5 – Rotary Board Meeting
August 6 – Nimishillen Grange Meeting
August 7 – SARTA Planning Breakfast Meeting
August 7 – Special Library Board Meeting
August 7 – Developing Major Gifts Course
August 8 - Friends of the Library Meeting
August 9 – Dolly Parton Imagination Library Touch-A-Truck Event
August 14 – Spoke at Tuscarawas County District Library Staff Day
August 14 – Developing Major Gifts Course
August 18 – Kidwatch Staff Meeting at the Library
August 19 – Interviews for Shelves Position
August 20 – Met with Iris Menegay
September 5 – Library Director’s Meeting
September 10 – Rotary Tour of New Fire Station
September 11 – Storyteller Training with Marcia Shafer
September 12 – Friends of the Library Meeting

b. Automation Update

Library Management Team members have met with several automation vendors and visited the North Canton Public Library and the Midpointe Public Library. After multiple vendor meetings, it was determined that Midpointe had the exact technology that the Management Team was considering.

The visit to Midpointe Public Library was very enlightening. Unanimously, the team agreed that only part of the automation process is necessary. RFID tagging is time consuming and costly. At both libraries, staff members are still touching the items as often as we are and there is little time to be saved. Rather, we can integrate parts of the automation process and make for a much smoother process. For example, purchasing a self-checkout station and updating our current lockers will help improve our workflow.

Finally, we are investigating the best way to make our barcode placement on items uniform on older items. This will help with workflow and make the use of a self-checkout machine much easier. It will also make inventory significantly quicker. Director Hutchison will demonstrate during the meeting.

Director Hutchison and Assistant Director Long will be attending the Ohio Library Council Annual Conference November 19-21. This will give us a good opportunity to see self-checkout machines from multiple vendors and make a selection. In the meantime, we can work on converting the barcodes. We also plan to look at various locker systems to update our current locker system that is outdated and experiencing a significant increase in use.

c. Developing Major Gifts Course

Director Hutchison completed a virtual course called Developing Major Gifts through the Lily Family School of Philanthropy at Indiana University. The Friends of the Library funded this continuing education.

During the course, Director Hutchison learned strategies for keeping donors involved and using the Eight-Step Major Gifts Management Cycle.

d. Staffing Update

Stephanie Phillips has been promoted to Patron Services Manager. She is doing a great job and embracing her new role.

Staff members Lori Woodring (Activities and Events Assistant) and Christy Green (Shelver) left for other positions. Victoria Zorger and Taylor Arbogast have been hired for the respective positions.

Victoria is taking on an active role with storytelling to take over from Lori's successful Children's programs from over the summer.

e. Storyteller Training

Due to having a new Storyteller, Director Hutchison and Assistant Director Long scheduled a joint program training with the Carroll County District Library for all of our collective programming staff.

The program was led by former Children's Storyteller Marcia Shafer from Carrollton, OH. Marcia has become locally famous over her nearly 30 year career with the Carroll County District Library. Upon retirement, the village of Carrollton celebrated Marcia, declaring April 25th as Miss Marcia Day. Her career was marked by innovative, exciting and often zany programs that have engaged generations of the town's children.

It was a joy to have her present and train with our staff who benefitted greatly from her knowledge.

9. Assistant Library Director Report

a. Summer Reading 2025: Color Our World

- 998 patrons registered
- 250,000+ pages read and logged

- The “Play It, Sam” prize package with the keyboard was the most popular
- Over 40,000 tickets distributed

b. Fall Weekly Programs

Monday

- Story Time 10:30am
- Pokemon 3:30-5:30pm

Tuesdays

- Teen Dungeons & Dragons 1st & 3rd Tuesdays
- T(w)een Scene 2nd & 4th Tuesdays
- Bed Time Story Time 2nd & 4th Tuesdays

Wednesdays

- Story Time 10:30am
- NEW Story Time 1pm
- Adult Crafting 6-7pm

Thursdays

- Adult Thursday Morning Programs 10:30-12noon
 - 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
- High School Hangout 3:30-5:30pm
- Adult Sensory Chill 1st & 3rd Thursdays 5-6:45pm ADULTS ONLY 18+

Fridays

- Adult Chair Yoga 11am

c. Monthly Programs

2nd Monday Painting with Bob Ross

3rd Monday (Starts November 17) D&D for Adults

Last Monday The Most Delicious Book Club Ever!

d. One-Off Programs and Events

- Sibling Shenanigans every Monday and Wednesday that LCSD does not have school, during Story Time
- Monday, September 15: Electric Vehicles for Everyday People 6pm
- Friday, September 19: Talk Like a Pirate Day! All day
- Friday, September 26: LMS Kindness Day
- Monday, October 6: Medicare 101 6pm

- Friday, October 10: Mole-sewing open house
- Monday, October 20: Puzzle Chamber Murder Mystery Night 6pm
- Tuesday, October 21: LNHS Cemetery Walk, Union Cemetery 6pm
- Saturday, October 25: Trick or Treat at the Library 5pm
- Wednesday, November 5 (rain date Thursday, November 6): Super Moon Viewing Party 7 pm
- Saturday, December 6: Santa Day! 3pm
- Sunday, December 7: Light Up Louisville 3-6pm-ish
- December 22 through January 3: Winter Reading

8. Adjournment

R53-2025 Mr. Jeffries moved/Mr. Kandel seconded a motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

Michelle Biery, President
Louisville Public Library Board of Trustees

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