

The Delaware County District Library Board of Trustees met in a regular session at the Delaware Branch of the Delaware County District Library on June 16, 2026 at 4:04 PM. Present were board members Ike, Kenter, Kipfer, Kraft, Neff, Shondell, and Skinner. Mr. Howard, Director; Ms. Grossenbacher, Fiscal Officer; and members of the public were also in attendance.

Public Participation – there was no public participation.

(2026-052) Motion moved, seconded, and carried – Kipfer / Skinner (All yes votes)

To approve the minutes of the regular meeting of May 19, 2026.

President's Report – Mr. Ike shared that conversation with the prosecutor's office was held to gain additional information and insight into how to proceed with board committees.

Fiscal Officer's Report – Ms. Grossenbacher referred the board to the information in her written report. She shared information and asked for approval for Facilities Specialist, Tyler Alanis to be an authorized credit card user. An update on the property tax collection timeline was shared. There has been a delay in the distribution of the property tax bills due to changes in law so the collection and then distribution of funds will be delayed. Due to changes in board membership, Auditor of State Fraud Training will be requested in 2026 to cover the two-year audit period.

An audit update was provided. The auditors from Charles Harris were on site the previous week. Based on initial information, the library should qualify for a STaRS award from the Auditor of State for the current two-year reporting period. There will be small recommendation in the management letter, but no significant findings. Updates to how we recognize Outside Activities and how the Request of Public Information process should be made are forthcoming.

(2026-53) Motion moved, seconded, and carried – Kipfer / Skinner (All yes votes)

To approve the May financial reports, payment transaction listing, investments and bank reconciliation.

(2026-054) Motion moved, seconded, and carried – Kraft / Kenter (All yes votes)

To approve the credit card compliance report.

(2026-055) Motion moved, seconded, and carried – Kipfer / Skinner (All yes votes)

To approve Tyler Alanis, Facilities Specialist, to be an Authorized User of a credit card for First Commonwealth Bank in the amount of \$1,000.

(2026-056) Motion moved, seconded, and carried – Kipfer / Neff (All yes votes)

To approve with gratitude the following donations:

- From The Gardner School of Powell in Honor of the Week of the Child (children's)
- From Robert E. Lakemacher Living Trust (unrestricted)
- From Lori Kipfer in Memory of Arya Winter Ferris (children's)

Director's Report – Mr. Howard referred to his written report. He indicated that there would not be a presentation from the Buckeye Valley Superintendent at this meeting. He provided a reminder about the upcoming Ostrander parade and the time and place to meet for participants.

Friends of the Library – Ms. Klatte referred to her written report and provided an additional update. Over the counter donations continue to increase. The Lollipop Children's concert series has begun. Each child who attends gets a book as part of the Summer Reading Program. She attended a fundraising conference last week and gained insights which have generated many new possibilities. The FOL hosted the Powell Downtown Meeting and continued their efforts to create a business membership. Book sales continue and are going well. There will be an event at the Strand tomorrow. Thursday, FOL will host a Behind the Scenes at the Ops Center. There will be an author visit next week.

Committee Reports –

Facilities – nothing to report

Finance/Budget – things look good

HR – information will be shared later during Executive Session

Nominating – nothing to report

Policy – Ms. Neff reached out to and received feedback from the County Prosecutor's Office. Committees need to follow the same open meeting laws as the full board meetings. She indicated that there should be best practices to follow and updates to the by-laws.

Unfinished Business – Aaron Hill from Bialosky Architects provided a presentation sharing and explaining the process, findings, and recommendation associated with the Facilities Master Plan. Questions were answered and discussion was held.

A policy for library cards for minor children was presented and discussed.

(2026-057) Motion moved and seconded – Kipfer / Kenter

Draft policy was presented after discussion, the proposed policy was amended.

(2026-058) Amended Motion moved, seconded, and carried – Kipfer / Neff (All yes votes)**Policy – Library Cards for Minor Children**

The DCDL recognizes that parents and legal guardians hold primary responsibility for guiding their minor children's use of library resources, including the selection of materials and access to the collection. However, the DCDL endeavors to support parental oversight and ensure alignment with community standards and reasonable parental expectations concerning children's access to library materials. The purpose of this policy is to support parents and legal guardians in guiding their minor children's use of library materials. This policy does not replace or substitute for parental judgement and involvement.

The following requirements apply to library cards issued to minors:

1. A library card will be issued to any child under the age of 18 only upon receipts of written or electronic consent from a parent or legal guardian. This consent must be provided:
 - a. In person at a library location (via signed application form), or
 - b. Electronically during online registration (e.g. by checking "I Agree" box that affirms parental responsibility).The parent or guardian must provide valid identification, an email address, and accept full financial and supervisory responsibility for the child's account, including all borrowed materials, fines, fees, damages, and use of library services (e.g. internet access).
2. In compliance with R.C. 149.432 (B)(1), Library staff will provide the minor child's library record to the parent or legal guardian upon request. Additionally, unless the parent or guardian affirmatively opts out, the parent or legal guardian will receive automated electronic alerts to the parent or guardian's email address identifying all materials borrowed by the child. These alerts include:
 - a. Title and format of borrowed items;
 - b. Date of checkout and due date;
 - c. Any holds placed or other account activity relevant to borrowed materials.
3. Library staff will verify parental consent and enforce this policy at the point of card issuance and checkout.
4. Upon minor child's 18th birthday, the minor card shall be converted to an adult card.

New Business –

(2026-059) Motion moved, seconded, and carried through roll call vote – Kipfer / Kenter

To go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 6:23 PM.

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Mr. Shondell – yes, Ms. Skinner – yes

The HR Coordinator was requested to remain.

(2026-060) Motion moved, seconded, and carried through roll call vote – Kipfer / Kenter

To come out of Executive Session at 6:46 PM

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Mr. Shondell – yes, Ms. Skinner – yes

No decisions or actions were taken in Executive Session.

(2026-061) Motion moved and seconded – Skinner / Kipfer (All yes votes)

To provide a 6% increase to the Fiscal Officer, Angie Grossenbacher, with an effective date of 6/28/2026.

(2026-062) Motion moved, seconded, and carried – Skinner / Kraft (All yes votes)

To adjourn the meeting at 6:47 PM.

Reginald Ike, President

Connie Skinner, Secretary