

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on August 18, 2026 at 5:01 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 – Sarah Ressler-Wright (Delaware Hayes High School librarian, Delaware County resident and DCDL patron) shared benefits to the school systems from the library. Paige Wietzel (DCULS President and DCDL Outreach Associate) share an update from the union.

(2026-195) Motion moved, seconded, and carried – Skinner / Kraft (All yes votes)

To approve the minutes of the regular meeting of June 16, 2026.

President's Report – Mr. Ike shared that he met with Bryan and they discussed many things included Printing Policy Updates. He also spoke about the need to make decisions about what to do with Board Committees going forward.

Fiscal Officer's Report – Ms. Grossenbacher referred the board to the information in her written report. She shared information about revenues. She shared that the 2024-25 Audit was submitted to the Auditor of State's Office in early July. Required reporting for the Liberty Bond has been completed and submitted. A link for required AOS Fraud Training was shared with the Board. Please complete the training and share your completion certificate with Ms. Grossenbacher. 2027 Budget information was submitted to the County Auditor for both Delaware and Franklin Counties. No additional information was requested by the Auditor or the Budget Commission. A draft certificate has been received and should be signed on August 20. When the schedule A is received, it will be presented to the board for acceptance and approval.

Ms. Grossenbacher spoke about expenditures for the year. As the transfer of duties from the Facilities and Administration Coordinator's retirement approaches, it has come to light that an increase in the line of credit for the library's credit cards as well as the limit for the Fiscal Officer will need to be increased. We have changed how we are paying for things and using credit cards more. Additionally, with the increase in open hours for the Maker Studio, expenditures of supplies are increasing and most of them are paid for with a credit card. Discussion about the Maker Studios was held and questions were answered. As a part of the transition, Ms. Grossenbacher is looking for a purchasing software system that also incorporates approval flows.

Discussion was also held regarding usage of space such as meeting rooms and study rooms. Opinions on tutor usage were raised. The Room Use Policy is being honored and followed in its current state.

(2026-063) Motion moved, seconded, and carried – Skinner / Kraft (All yes votes)

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

(2026-064) Motion moved, seconded, and carried – Kenter / Kipfer (All yes votes)

To approve with gratitude the following donations:

- From Thomas Gary Augustine in Memory of Vareda Cookie Martin (Outreach Services – large print)
- Friends of DCDL – in support of Great Geek Fest
- First Commonwealth Bank – credit card reward distribution

Director's Report – Mr. Howard referred to his written report. He talked about the software that is currently used for board reports. Based on feedback, that software will not be renewed and pdf packets will just be emailed to board members. Some board members requested printed copies be made available for pick up. This will be done for the September meeting.

Mr. Howard shared that he participated in work on a strategic plan for the Friends of DCDL group. He provided historical information. He discussed the need for a foundation for the library. There will likely be a transition in the way the Friends of DCDL supports the library.

He discussed that July was the busiest month on record for each branch of the system. The expansion of Outreach services is well underway and going well. Personalized Picks, a program from the Readers' Advisory Committee which historically has only been provided as a part of Summer Reading Club, will become a year-round service.

Review of items recommended through the Strategic Plan is underway. Smaller items will be reviewed and started. Larger projects need to be discussed and decided by the board. A list of recommendations will be shared at the next meeting. Mr. Howard indicated that the presentation of the Facilities Master Plan that was delivered at the last meeting was not what the team working with the consultants expected.

Friends of the Library – Ms. Klatte shared that the FOL also has had record breaking months. Author visits have gone well and several are scheduled for the upcoming months. She thanked Mr. Howard for the Behind the Scenes Tour at the Operations Center. There was a lot to see and learn. Great discussion was had during the event. The FOL held a team build event with the help of staff from Stock Hands.

Each year, the FOL provides support for Summer Reading Club. This year Ms. Klatte attended several events and took photos and videos to use for promotional materials in the future to help raise funds. She also spoke about the strategic planning process for the FOL.

Committee Reports –

- Facilities – nothing to report
- Finance/Budget – nothing to report
- HR – nothing to report
- Nominating – nothing to report
- Policy – nothing to report

Unfinished Business –Discussion about committees was held. How many are truly needed and in what format in order to stay compliant with Sunshine Laws. If committees are retained, publication of meetings needs to be made and then need to be open to the public. Ms. Neff indicated that the prosecutor's office offered to come to a meeting to do additional training if desired.

(2026-065) Motion moved, seconded, and carried – Kenter / Neff (All yes votes)

To abolish the Policy Committee.

(2026-066) Motion moved, seconded, and carried – Kenter / Ike (All yes votes)

To abolish the Nominating Committee.

(2026-067) Motion moved, seconded, and failed – Kipfer / Kraft (2 yes / 4 no)

To amend the motion to abolish the Nominating Committee to then create a liaison position.

(2026-068) Motion moved and seconded – Kenter / Neff

To abolish the HR Committee.

(2026-069) Motion moved, seconded, and carried – Kipfer / Kraft (All yes votes)

To amend the previous motion to abolish the HR Committee while creating a HR liaison position.

(2026-070) Motion moved, seconded, and carried – Kenter / Kipfer (Five yes votes, 1 abstention)

To appoint Ms. Neff as the HR Liaison.

(2026-071) Motion moved, seconded, and carried – Kenter / Ike (All yes votes)

To appoint Mr. Shondell to the Finance Committee.

(2026-072) Motion moved, seconded, and carried – Kenter / Ike (All yes votes)

To appoint Ms. Kipfer to the Facilities Committee.

New Business –

Discussion about the programs provided by the Ohio Symphony was held.

Discussion about the implementation of \$3 of free printing per day was held and questions were answered.

(2026-073) Motion moved, seconded, and carried through roll call vote – Kraft / Kenter

To go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 6:27 PM.

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Mr. Shondell – yes, Ms. Skinner – had left the meeting

The Director, Fiscal Officer, and Deputy Director were requested to remain. After some discussion, the Communications Coordinator was also asked to join the discussion.

(2026-074) Motion moved, seconded, and carried through roll call vote – Kenter / Kipfer

To come out of Executive Session at 7:32 PM

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Mr. Shondell – yes, Ms. Skinner – had left the meeting

No decisions or actions were taken during Executive Session.

(2026-075) Motion moved, seconded, and carried – Kenter / Kipfer (All yes votes)

To adjourn the meeting at 7:33 PM.

Reginald Ike, President

Connie Skinner, Secretary