Record Of Proceedings Regular Meeting Held September 15th 2026

The Delaware County District Library Board of Trustees met in a regular session at the Delaware Branch of the Delaware County District Library on September 15, 2026 at 5:00 PM. Present were board members Ike, Kipfer, Neff, and Shondell. Mr. Howard, Director; Ms. Grossenbacher, Fiscal Officer; and members of the public were also in attendance.

(2026-076) Motion moved, seconded, and carried – Shondell / Neff (All yes votes)

To approve the minutes of the regular meeting of August 18, 2026.

President's Report – Mr. Ike thanked Ms. Miller for her years of service with DCDL and recognized her contributions over her time with the library. Ms. Kipfer also provided thanks and appreciation for all of Julie's contributions.

Public Participation – Calum Caldwell, founder of Columbus Coffee Company, shared the positive impact that the Maker Studio has had on his and other small local businesses. Caldwell stated that Studio equipment allows him to create custom menus, professional signs and displays, and helps his business keep pace with larger competitors. He thanked the Board for their continued support of the Maker Studio as an important community resource.

Fiscal Officer's Report – Ms. Grossenbacher referred the board to the information in her written report. She shared information about revenues. She is still awaiting information from the Delaware County Budget Commission and the release of the 2027 Certificate of Estimated Resources and Appendix A information. It will be shared with the board when received.

The final approved 2024-25 financial statements and audit report should be released by the Auditor of State soon. Recent information from the AOS indicated that it should be released on September 22. Please watch for email notification from the AOS and let Ms. Grossenbacher know if you do not receive an email about the release.

Ms. Grossenbacher explained that the items included in the financial information in the Board Packet follow the Matching Principal and only include data related to the month being reported on. Current month financial items will be included with the next month's reporting.

She explained about changes in purchasing and payment practices. Due to transitions with Ms. Miller's retirement, cost increases, and other changes to operations, updates in the line of credit for credit cards as well as individual limits are being requested. Discussion was held and questions were answered.

(2026-077) Motion moved, seconded, and carried – Shondell / Neff (All yes votes)

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

(2026-078) Motion moved, seconded, and carried – Kipfer / Neff (All yes votes)

To approve with gratitude the following donations:

- From William Warner, to be used for Library
- Tom & Lori Kipfer, in Memory of Dwayne Steve Hawkins

(2026-079) Motion moved, seconded, and carried – Kipfer / Neff (All yes votes)

To provide authority to the Fiscal Officer, Angie Grossenbacher, to increase the available credit limit on credit cards with First Commonwealth Bank to $65,000.

(2026-080) Motion moved, seconded, and carried – Neff / Kipfer (All yes votes)

To approve the following proposed changes to allowable credit card limits:

Full Name	Current Credit Limit	Proposed Credit Limit
ALEX ZALLANTA	1,000.00	1,500.00
ANGIE GROSSENBACHER	5,000.00	10,000.00
BOOK MOBILE	350.00	750.00
BRYAN HOWARD	5,000.00	5,000.00
DELAWARE CO DISTRICT LIB	-	750.00
FORD VAN	350.00	750.00
JULIE MILLER	6,000.00	-
KELLY COCHRAN	500.00	1,500.00
KENNETH FETTING	1,000.00	5,000.00
KYLE HALSTEAD	1,000.00	1,500.00
MOLLY LABADIE	5,000.00	5,000.00
NANCY STANFILL	2,500.00	5,000.00
NICOLE FOWLES	500.00	1,000.00
RAM VAN	350.00	750.00
ROBERT HUFFINE	1,000.00	1,500.00
TRACI HIGGINS	3,000.00	5,000.00
TYLER ALANIS	1,000.00	1,500.00
Facilities Specialist - Vice Fetting		1,500.00
Available Credit	6,450.00	17,000.00
	40,000.00	65,000.00

Director's Report – Mr. Howard referred to his written report. He introduced Olivia Montgomery-Gray, our new HR Specialist. He also thanked Julie for her incredible work through the last 27 years, and noted that we could not have gotten through the Liberty project without her expertise. She will be missed!

Friends of the Library – Ms. Klatte shared the following updates:

- August was another great month for over-the-counter sales; they are raising their goal to earn $1,000 monthly.
- The Friends have logged 3,468 volunteer hours to date, and are on track to exceed last year.

- Strategic Planning continues. Nichole is excited to see the Friends, Foundation, and DCDL move forward together. They're also meeting with their lawyer to lay the groundwork for the Foundation to be able to use the Friends 501c3.
- Author Margaret Peterson Haddix will be running Young Writers Workshops on Saturday, September 19; because they sold out so quickly, she has generously offered to stay for a meet and greet and sign books after the workshops.

Bryan thanked Ms. Klatte for her extraordinary leadership of the Friends over the last two years.

Unfinished Business –There was none.

Committee Reports –

Facilities – nothing to report
Finance/Budget – nothing to report. A meeting will be set up and publicized to go over investment strategy and 2027 Budget Information
HR – Ms. Neff provided an update on the process for the Director's annual review. A Google form will be shared before the October meeting. Results will be shared during an Executive Session at the October meeting. Review and discussion will be done during the November meeting. Process will be concluded at the December meeting.

New Business –

Director Bryan Howard shared his official recommendation for the first action from the Facilities Master Plan, which would be the construction of a new branch in Berlin Township. Further discussion and action will be deferred until the full board can convene at the October meeting.

(2026-0814) Motion moved, seconded, and carried – Neff / Kipfer (All yes votes)

To adjourn the meeting at 6:06 PM.

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Reginald Ike, President Lori Kipfer, Vice-President