

Livingston County Library Board of Trustees
Minutes of the November 20, 2025
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:30 p.m. on Thursday, November 20, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Mary Quinn, Janet Zion, Jeff Keck, Marietta Rives, and newly appointed board member Jill Watkins in person. Rachel Hershberger vacated her seat as her family moved out of the library's district. No one attended by Zoom. A quorum was met. Library Director Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator were also in attendance.

Guest comments & correspondence

Sue welcomed the newly appointed board member, Jill Watkins and spoke about her previous tenure on the Library board. There were no guests listed on the agenda who asked for an audience in advance of the meeting's posting. There was no sign up of individuals in advance of the meeting's start time for public comments.

One item of correspondence was read by Sue Lightfoot-Horine and given as a thank-you note from Lindy Chapman on behalf of the HMC Foundation fundraiser for the HMC Oncology Nurse Navigator program.

Approval of Previous Minutes

A motion was made and seconded to accept the October 16, 2025 regular session meeting minutes after review (Zion/Rives). The motion was unanimously approved.

Bills and Financial Statements

The October 2025 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements (Keck/Watkins). The motion was unanimously approved.

Unfinished Business

The Main Library building projects are outlined for 2026 focusing on the downstairs bathroom remodel, the Library of Things, and the Memory Lab. State Library Technology Mini Grant and the State Historic Society's Brownlee Grant funds are being used for the Memory Lab equipment.

Jodi Moore stated the landscaping projects at the Youth Library remains on the schedule.

2026 Draft Budget

Sue Lightfoot-Horine presented the payroll budget for 2026 stating the minimum wage increase to \$15/hour that all employers need to abide, public entities included. She mentioned the increase in the LAGER Retirement benefit for the upcoming year as two of the main expenses affecting budget figures. Sue will present the final budget in December for board approval.

Policy Review

There were no policies to review at this time.

Hearing no other unfinished business came before the board, the President moved onto New Business.

New Business

Due to Rachel Hershberger's resignation the office of the Vice President needs filled. A motion was made and seconded to nominate Marietta Rives as Vice President. Additionally, removing Rachel Hershberger and adding Marietta Rives to the banking accounts as office holders have authorized signatories (Zion/Keck). The motion was unanimously approved.

The City of Chillicothe presented two (2) easements for review by the Library Board. These two easements are for the Stormwater Construction Project in the alley running north and south of the Main Library between Clay and Ann Streets. The Board requested the Library Director to inquire more concerning of the timeline of the project as conflicting dates appear in the cover letter and the easement documents. Sue will report her findings to the Library Board.

The City of Chillicothe gave Notice to Taxing Jurisdictions of a public hearing – Chapter 100 for Jarden Entities, LLC. Some members of the Library Board and Library Director plan to attend the public hearing to be held on December 8th at 5:30 p.m. to inquire more about the Industrial Development Project.

The 2026 Summer Reading Program grant application is due December 1st for a maximum of \$8,000 as explained by Library Director Sue Lightfoot-Horine. A motion was made and seconded to apply for the grant for the maximum award (Zion/Keck). The motion was unanimously approved.

Mary Quinn left the meeting at 5:30 pm. Marietta Rives took over presiding the meeting.

Hearing no new business to come before the Board, the Vice-President moved to Administration reports.

Reports

The Library Director gave an overview of her report with special focus on the changing virtual services coming 2026, the grant awards received, and the unexpected news about the MLA/MASL lawsuit from 2022 concerning Senate Bill 775 was unconstitutional and the judge ruled in their favor.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services including her grant award from the Brownlee Grant and the historic signage project which the Street Department placed this month.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month, noting that 132 books were given away at BooFest for teens, 753 to children, and 162 for adults for a total of 1,047!

Adjournment

A motion was made to adjourn at 6:10 pm (Zion/Keck). The motion was unanimously approved.

The next meeting is scheduled for Thursday, December 18th at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary

DRAFT