

Livingston County Library Board of Trustees
Minutes of the December 18, 2025
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:31 p.m. on Thursday, December 18, 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 Jill Watkins in person. 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

One item of correspondence was read by Sue Lightfoot-Horine from Barbara Headrick and the family's donation in memory of Hubert Headrick, former Extension Director when the Extension Offices were located on the 3rd Floor of the Library.

Approval of Previous Minutes

A motion was made and seconded to accept the November 20, 2025 regular session meeting minutes after review (Zion/Rives). The motion was unanimously approved.

Bills and Financial Statements

The November 2025 bills and financial statements were presented. A request was made by Board members to include more memo detail for the Elan Financial Services expenses as depicted in several budget expense category. A motion was made and seconded to approve bills and financial statements (Watkins/ Keck). The motion was unanimously approved.

Unfinished Business

Jodi Moore, Youth Services Coordinator, stated the landscaping projects at the Youth Library remains on the schedule for next year. She reported a small roof leak in the foyer area that was reported to Case Construction for a site visit. When the weather clears, the roofer will revisit the Youth Library to assess the situation.

Kirsten Mouton, Adult Services Coordinator discussed the Main Library building projects as outlined for 2026 focusing on the downstairs bathroom remodel, the Library of Things, and the Memory Lab. Sue Lightfoot, Library Director, stated she wanted to concentrate on the Strata Report timeline and maintenance as the COVID years set things behind.

Sue Lightfoot-Horine presented the final budget for 2026 and reviewed changes made to clarify accounts and depict more specific expenses. Sue also cited the increase in payroll amounts for 2026 due to new employments laws and the increase in the LAGERS benefit. A motion was made and seconded to 2026 Budget (Watkins/ Rives). The motion was unanimously approved.

Discussion was held regarding the Notice of Taxing Jurisdictions from the City of Chillicothe concerning the proposed Chapter 100 Tax Abatement. Library Director Sue Lightfoot-Horine attended the City Council meeting on December 8th to express concerns on behalf of the library. Other taxing districts also expressed their concerns. The City Council tabled the matter until Monday, December 29th when they are scheduled to meet again. Sue shared the email received from the City Administrator after the Council Meeting regarding the current Tax Abatements and when they would conclude.

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

New Business

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

Reports

The Library Director read her report and asked for approval to apply for the NEA (National Endowment of the Arts) BIG Read grant in 2026. A motion was made and seconded to approve the grant application to NEA BIG Read in the amount of \$10,000 (Watkins/Keck). The motion was unanimously approved.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services. Board members inquired about her genealogy and archive room additions and the possibilities coming forth from Kara Austin estate and Marion Harter.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month, noting the annual 1st grade visits to the library fun and the WhoVille event attendance. She mentioned the Friends of the Library members assistance in the restaging after the WhoVille event saved the library staff time and energy after a full house all day long.

Adjournment

A motion was made to adjourn at 5:25 pm (Zion/Rives). The motion was unanimously approved.

The next meeting is scheduled for Thursday, January 15, 2026 at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library and via the recurring meeting Zoom link. The Livingston County Library Charitable Trust quarterly meeting will be held directly after.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary