

PWCPL BOARD MEETING
Wednesday October 22, 2025
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held Wednesday, October 22, 2025 in the boardroom. June Rhodes called the meeting to order at 5:15 p.m. Board members present were June Rhodes, Jennifer Carpenter, and Cindy Lockney. Sonya Ashby attended thru Teams. Richard Hayhurst was absent. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also in attendance.
- II. **Public Forum** – Must sign up before meeting. Limit to 10 people. Three minutes to speak per person. There were no guest speakers.
- III. **Minutes, Disbursements, Budget Analysis, Other Reports** – Cindy L. made a motion to accept minutes, disbursements, budget analysis, and other reports followed by a second from Jennifer C. Motion carried. There were questions about cost of goods, online maintenance costs for affiliates (covered by state aid), and deliveries of 159 boxes by Michal Ann.
- IV. **Old Business**
 - a) **Arboretum** – Water feature still running. Clothing in trees was noted.
 - b) **Bookmobile:** There have been four new stops added to the bookmobile schedule. Brian R. is working on finding matching funds in the amount of \$50,000. He has submitted the Community Foundation Grant for \$20,000, has received a \$5,000 gift, and will be contacting some individual/business donors.
 - c) **Williamstown Library** – In looking at the Intergovernmental Agreement June R. had several questions pertaining to the utilities and a definition of “council”. There will be a special meeting on Wednesday, November 12th, at 5:00 pm, in genealogy to discuss the agreement. Meeting to be set with Pickering to discuss the design of the renovations.
 - d) **Capital Projects** – The two capital projects are the Williamstown Library and the bookmobile.
 - e) **Calendar for outside agencies** – No one scheduled at this time. Richard H. will contact Wood County Commission to speak.
 - f) **Personnel Policy** – Looking at changing full time hours to 37.5. Brian will be discussing with all full time staff before next meeting.
 - g) **Strategic Plan** – Director still needs to line up full committee and schedule meetings with Ben Walker from the YMCA agreeing to lead the committee.
 - h) **Bunker Update** – Items in bunker are molding. Removing what is salvageable and leaving that which won’t mold.
- V. **New Business**
 - a) Director’s Evaluation: The evaluation will be discussed at the January 28th, 2026 board meeting.
 - b) Notary Services: Jeffrey C. will formulate a policy with staff and present at the December meeting.
- VI. **Announcements**
 - a) Next meeting will be Wednesday December 3, 2025, at 5:15 pm.
 - b) Motion made by Cindy L. to adjourn and Jennifer C. seconded.

Respectfully submitted,

Cindy Lockney, Secretary