



PWCPL BOARD MEETING
Wednesday January 14, 2026
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held Wednesday, January 14, 2026 in the boardroom. June Rhodes called the meeting to order at 5:17 p m. Board members present were June Rhodes, Sonya Ashby, Richard Hayhurst, and Jennifer Carpenter. Cindy Lockney joined through Teams. 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** – Sonya Ashby made and Jennifer Carpenter seconded a motion to accept the minutes department activities. No finances were given to be approved for audit. Motion carried.
- IV. **Old Business**
 - a) **Arboretum** – Closed for the winter season.
 - b) **Bookmobile**: No news on the new bookmobile.
 - c) **Williamstown Library** – Board President and secretary plan to go to Williamstown City Council to sign intergovernmental agreement on February 3rd after the second reading. Design committee is working on gymnasium plans with ZMM and Pickering. There was a brief review of the design. Waiting on update from Pickering.
 - d) **Capital Projects** – Projects continue to be the bookmobile and the Williamstown Library. The Director is going to talk to Hucks about working up an order to update Young Reader’s Room desk for two people, and to do the top part of a dutch door into the programming space in the room. This will be used for any future money that comes in for capital projects at short notice.
 - e) **Calendar for outside agencies** –Probably schedule county meeting with Richard and Brian to update and submit Excess Levy to be added to May 12th primary.
 - f) **Strategic Plan** – Brian R. will contact additional person and then schedule group to begin in near future.
 - g) **Notary Service** – Jeffrey C. is training new staff members to address demand on reference staff.
 - h) **Director’s Evaluation** – June R. will email board members the evaluation form to use for the Director’s evaluation at the February meeting.
 - i) **Audit** – Richard made a motion and seconded by Sonya to have Brian contract with Ahmad to audit the Library accounts for fiscal years 2025, 2026, and 2027. Motion carried.
- V. **New Business**
 - a) **Excess Levy**- Richard made a motion to submit the 5 year excess levy to the Wood County Commission for the same millage as written. (Second???) Motion carried.
 - b) Sonya made a motion to go into executive session and Jennifer seconded. Executive session ended at 6:45pm
- VI **Announcements.**
 - a. The next meeting will be on Wednesday February 25 at 5:15 pm.
 - b. Meeting adjourned.

Respectfully submitted,

Cindy Lockney, Secretary