

**Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 17, 2018**

The Board of Trustees met in regular session on Wednesday, January 17, 2018 in the 2nd Floor Conference Room of the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 4:10 p.m. The following trustees answered the roll call of President Mr. Thaddeus Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Deb Holman, Support Services Manager; Mrs. Grace Nuth, Branch Supervisor; Mr. Matthew Jones, Materials Management Assistant; and Mrs. Mary Harmon, Public Services Manager.

Other: Mrs. April Dusthimer

Adoption of Agenda

Mr. Urban MOVED and Mrs. Campolo SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

None

Appointment of Standing Committees 2018

The Board of Trustees unanimously agreed that the following 2018 Standing Committees be approved: Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Finance Committee

Kathy Myers, *chair*

Vacant

Don Urban

Thaddeus Claggett, ex officio (voting)

Babette Wofter, ex officio (non-voting)

Sandra Lodge, ex officio (non-voting)

018-001

Adoption of
Agenda

018-002

Appointment
of Standing
Committees

Marketing & Library Services

Ruth Campolo, *chair*

Martin Altmaier

Don Urban

Thaddeus Claggett, ex officio (voting)

Babette Wofter, ex officio (non-voting)

Sandra Lodge, ex officio (non-voting)

Building & Grounds Committee

Martin Altmaier, *chair*

Vacant

Barry Riley

Thaddeus Claggett, ex officio (voting)

Babette Wofter, ex officio (non-voting)

Sandra Lodge, ex officio (non-voting)

Personnel Committee

Barry Riley, *chair*

Ruth Campolo

Kathy Myers

Thaddeus Claggett, ex officio (voting)

Babette Wofter, ex officio (non-voting)

Sandra Lodge, ex officio (non-voting)

Tracey Wolfle, ex officio (non-voting)

List of Board and Committee Dates

All meetings on third Wednesdays of the month at 3:30 p.m. in the Conference Room on the 2nd Floor of the Main Library unless otherwise noted.

January 17, 2018

Board of Trustees

February 21, 2018

Finance Committee

March 21, 2018

Board of Trustees

April 18, 2018

Finance Committee

May 16, 2018

Board of Trustees

June 20, 2018

Finance Committee

July 18, 2018

Board of Trustees

August 15, 2018

Finance Committee

September 19, 2018

Board of Trustees

October 17, 2018

Finance Committee

November 28, 2018*

Public Records Commission 3:15 p.m.

Board of Trustees

December 19, 2018

Finance Committee

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

Mr. Riley MOVED and Mr. Urban SECONDED that Mrs. Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 bond and Ms. Kerrill Foster be reappointed to serve as Deputy Fiscal Officer at her current salary and posting a \$250,000.00 bond. Mr. Matthew Jones administered the Oath of Office to the Fiscal Officer and the Deputy Fiscal Officer. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Riley MOVED and Mr. Urban SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mrs. Wofter asked for approval to proceed with the renewal of a two-year lease agreement with the Friends of the Buckeye Lake Library, Inc. The Board of Trustees unanimously agreed to renew the Buckeye Lake Library lease through December 31, 2019. The document was signed by the President and Secretary and notarized by Matthew Jones. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mrs. Deb Holman presented the 2017 circulation statistics and noted the Library had a 9% increase over 2016 system wide. Much of the increase is due to auto-renewals which took effect in July 2017. A total of 1,352,989 items were circulated in 2017.

Grace Nuth presented an overview regarding the history and operations of the Emerson R. Miller Branch.

Minutes for the Board Meeting, November 15, 2017

The Board of Trustees unanimously agreed to approve the Regular Business Meeting Minutes of November 15, 2017 with edits to page 13 regarding date change. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-003
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

018-004
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

018-005
Approval of
Buckeye Lake
Lease

018-006
Approval of
Regular
Business
Meeting
Minutes

Committee Reports

Finance Committee Report

Sandra Lodge reported on the December 20, 2017 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Myers MOVED and Mr. Altmaier SECONDED that approval be given to to accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban; and Mr. Claggett, Yes. The President declared the motion passed.

Special Finance Committee, January 17, 2018

No action was taken. The Finance Committee asked Mrs. Wofter, Mrs. Lodge and Mrs. Connie Hawk, Director of the Licking County Foundation, to meet with Mr. Robert O'Neil to further discuss the gift he made to the LCF in honor of Marty Morrison in support of LCL.

Policy Revision: 1.190: Dress Guidelines & Personal Hygiene

Mr. Urban MOVED and Mr. Riley SECONDED to approve the following policy revision: 1.190 Dress Guidelines & Personal Hygiene. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban; and Mr. Claggett, Yes. The President declared the motion passed.

Mr. Urban left the meeting at this time.

Fiscal Officer's Report

Financial Reports for December, 2017

The financial reports for December 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$1,566,088.74.

Receipts in the General Fund at the end of December were \$238,031.40. Disbursements in the General Fund for December totaled \$438,641.70. Receipts in the Building & Repair Fund totaled \$2,534.93 and disbursements totaled \$6,259.14. Mr. Altmaier MOVED and Mrs. Myers SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-007

Approval of
November
Financials

018-008

Approval to
Revise Policy
1.190 Dress &
Personal
Hygiene

018-009

Approval of
December
Financials

Advances from County Auditor

Mr. Altmaier MOVED and Mrs. Myers SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – January 2017 received in November and December 2017

Restricted:	\$100.00 from Licking County Republican Women for In the Company of Heroes' Project
	\$7.95 from anonymous for Miller coffee fund
Unrestricted:	\$50.00 from Diane and Steve Junis
	\$20.00 from anonymous donations for Veterans' program
	\$57.05 from anonymous donations
	\$50.00 from Barbara Ransopher in memory of Nancy Way
	\$18.85 from coffee donations at Miller
	\$477.80 from Columbus Foundation's Big Give donation drive
	\$2000.00 from Gina A. Buckey
	\$75.00 from Grace Nuth
	\$20.00 from Candice Dice

Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to accept the January gifts as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-010
Approval of
Gifts

Other

Mr. Riley MOVED and Mr. Altmaier SECONDED to revise Policy 2.130; Sunday Hours. Effective February 18, 2018, non-exempt, regular full-time and part-time staff members scheduled to work on Sundays will be paid one and a half times their regular hourly rate for all hours

018-011
Approval of
Time and a
Half on
Sundays

worked. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Claggett, Yes. The President declared the motion passed.

Director's Report

Personnel Report – January 2018

Mrs. Campolo MOVED and Mrs. Myers SECONDED that the following Personnel changes be approved. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

New Hire

Marisa Glaviano	Youth Services Coordinator Effective: 11.06.17 \$20.55 Hourly
Ryan Gerig	Youth Services Assistant Effective: 12.04.17 \$11.14 Hourly
Kelli O'Malley	Adult Services Coordinator Effective: 12.11.17 \$21.00 Hourly
Desmond Cook	Cargo Clerk Effective: 12.18.17 \$10.50 Hourly
Kristine Kroll	Cargo Clerk Effective: 12.18.17 \$10.50 Hourly
Heidi Smith	Youth Services Programming Librarian Effective: 12.18.17 \$18.00 Hourly

018-012
Approval of
Personnel
Report

Transfer/Change in Position

Suzanne Johnson	From: Interim Circulation Supervisor To: Circulation Supervisor Effective: 11.20.17
Zachery Baker	From: Part-time Hervey Memorial Branch Assistant To: Full-time Mary E. Babcock Branch Assistant Effective: 12.04.17
Laura Riley	From: Part-time Hervey Memorial Branch Assistant To: Full-time Hervey Memorial Branch Assistant Effective: 12.04.17

Requesting Statement of Qualifications

Due to the extent of the Reading Garden at the Emerson R. Miller Library, a landscape architect will be needed and thus will proceed to post a statement of qualifications. The Director and Fiscal Officer plan to annually request a statement of qualifications from any architect who may want to work with Licking County Library.

Reading Garden Budget

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve up to \$40,000.00 for the design and install of the Reading Garden at the Emerson R. Miller Library. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-013
Approval to
Spend up to
\$40,000.00
for Reading
Garden

Parking Lot Project

Mrs. Campolo MOVED and Mrs. Myers SECONDED to approve up to \$100,000.00 to evaluate, design and prepare drawings for the repair and replacement of the parking lot at the Main Library. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-014
Approval to
Spend up to
\$100,000.00
For Parking Lot
Project

Other

Mrs. Wofter reported on the Annual Nutcracker Celebration that was held at the Main Library on December 2, 2017 from 1:00-3:00 p.m. Door count for the event was nearly 1,000.

Mrs. Wofter attended the Young Leaders of Licking County award banquet on December 1, 2017 to accept a grant of \$500.00 from the group to support the Dolly Parton Imagination Library. The Library was one of six local organizations to receive a grant.

The state-wide delivery system of transporting consortium materials between 91 libraries in the SEO consortium has been moved from Goodwill Industries back to the Main Library. In addition, service has been expanded so that materials go directly to four of the five branches.

Mrs. Wofter hosted the ETM (Every Third Month) Director group at the COTC Pataskala Campus on Friday, January 5, 2018 for the regular meeting and to preview the 24 Hour Library. Twenty directors from medium sized libraries in Ohio as well Doug Evans, OLC Director; Michelle Francis, OLC Government Relations; Beverly Cain, State Librarian; and Don Yarman, Director of OLC attended.

Licking County Library has been invited to partner with Ohio State University Newark to collaborate on a community-wide read. The book *The Last Ballad* will be featured and author Wiley Cash has been invited to speak at the Warner Library on Sunday, April 8, 2018 to kick-off National Library Week. Copies of the book will be available at all LCL locations, the 24 Hour Library and the bookmobile as well as available for download. The library will host a booth display the day of the special event.

The public elevator walls that were damaged when moving furniture into the Main Library during the opening in 2000 have been replaced. The project took nearly a month at a cost of \$7800.00.

Mrs. Wofter is working with Bill Whipkey, Building Services Supervisor to secure a quote for replacing the flooring at the Main Library. The quote will be used as a place holder in the permanent budget proposal that will be submitted to the board in March 2018.

Old Business

None

New Business

None

Executive Session

The Board of Trustees unanimously agreed to go into Executive Session at 5:15 p.m. to discuss the appointment of a public official. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr.

018-015

Approval to go into Executive Session

Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Upon reconvening in public session at 5:22 p.m. the Board unanimously agreed to recommend the appointment of April Dusthimer to the Licking County Library Board of Trustees. A letter will be sent to the Court of Common Pleas Judges respectfully asking for Mrs. Dusthimer to fill the seat vacated by Marty Morrison.

There being no further business, the President declared the meeting adjourned at 5:23 p.m.

The next Regular Business Meeting will be Wednesday, March 21, 2018 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.

018-016
Approval to
Recommend
the
Appointment of
April Dusthimer