

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 15, 2015**

The Board of Trustees met in regular session on Wednesday, July 15, 2015 in the 2nd Floor Conference Room of the Main Library. President Mr. Barry Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry Riley: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Marty Morrison, Mr. Don Urban, and Mr. Barry Riley.

Trustees Excused: Mrs. Kathy Myers.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mr. Ryan Worbs, Deputy Fiscal Officer, and Mrs. Tracy Groves, Administrative Assistant.

Appointment of Secretary Pro Tem

Board President Mr. Riley announced that Board Secretary Mrs. Myers was absent so a secretary Pro Tem was needed. Mr. Riley MOVED and Mr. Urban SECONDED to appoint Mrs. Campolo Secretary Pro Tem. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

Adoption of Agenda

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to adopt the agenda as presented with the exception of Mr. Claggett's request to discuss design work on the Master Plan. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Public Comments

None

Minutes for the Board Meeting, May 20, 2015

Ms. Morrison MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of May 20, 2015. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-052
Approval of
Secretary
Pro Tem

015-053
Adoption of
Agenda

015-054
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

None

Design Work on Phase 1 of the Master Plan

Mrs. Campolo MOVED and Ms. Morrison SECONDED approval to authorize Mrs. Wofter to spend up to \$10,000.00 for civil design work. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Ms. Morrison MOVED and Mr. Altmaier SECONDED approval to authorize Mrs. Wofter to spend up to \$49,999.00 for masonry restoration. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. Urban MOVED and Mr. Altmaier SECONDED approval to authorize Mrs. Wofter to spend up to \$40,000.00 for roofing repair. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the June 17, 2015 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of May which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for June 2015

The financial reports for June 2015 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of June was \$1,767,780.66. Receipts in the General Fund at the end of June were \$252,285.10. Disbursements in the General Fund for June totaled \$357,123.21. Receipts in the Building & Repair Fund totaled \$56.55 and

015-055

Approval to spend up to \$10,000.00 for civil design

015-056

Approval to spend up to \$49,999.00 for masonry restoration

015-057

Approval to spend up to \$40,000.00 for roofing repair

015-058

Approval of May Financials

015-059

Approval of June Financials

disbursements totaled \$8,845.27. Mr. Urban MOVED and Ms. Morrison SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Gifts – July 2015

Unrestricted: \$32.00 from coffee donation box at Miller

 \$88.00 from James Methany

 \$100.00.00 from William Miller in memory of Robert Morrison

 \$50.00 from Jenny Morehead in memory of Robert Morrison

 \$25.00 from Daniel Stricker in memory of Robert Morrison

 \$100.00 from Mary Albright in memory of Robert Morrison

 \$100.00 from Carole M. Histed in memory of Robert Morrison

 \$20.00 from Allen and Janet Berry in memory of Robert Morrison

 \$40.00 from Larry and Marcia Parr in memory of Robert Morrison

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

015-060
Approval of
Gifts

New cash Drawers/Petty Cash & Change Funds Policy Revision

Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to revise Petty Cash & Change Funds Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-061
Approval to
Revise Petty
Cash & Change
Funds Policy

Other

Mrs. Lodge discussed the State of Ohio Treasurer's Transparency Project. No action was taken at this time.

Director's Report

Personnel Report – July 2015

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

Change of Rate and / or Status

Caitlyn Melick	From Circulation Clerk To Teen Assistant Effective: 05.11.15 \$11.00 Hourly
Suzanne Robinson	From Bookmobile Clerk To Assistant Circulation Supervisor Effective: 06.15.15 \$14.00 Hourly
Katharine Kort	From Branch Assistant To Children Librarian Effective: 06.22.15 \$18.00 Hourly

Resignation

Kim Weiner	Circulation Clerk Effective: 05.01.15
Danny Trout	Custodian Effective 05.28.15
Reita Linton	Children Librarian Effective 05.30.15
Amelia Boehmer	Library Substitute Effective 06.17.15

New Hire

Joshua Gingras	Custodian Effective: 05.18.15
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015-062
Approval of
Personnel
Report

	\$10.00 Hourly
Danny Trout	Custodian Effective: 05.18.15 \$10.00 Hourly
Joshua McPeck	Circulation Clerk Effective: 06.08.15 \$10.00 Hourly
Cheryl Haley	Branch Assistant Effective: 06.24.15 \$11.14 Hourly

Performance Reviews & Compensation

Mr. Claggett MOVED and Ms. Morrison SECONDED to approve a 2% salary increase effective July 19, 2015 to employees hired or promoted prior to January 1, 2015 that are not at the end of their salary range, and who have met expectations in their performance for the following positions: Deputy Fiscal Officer, HR Manager, Supervisors, Specialists, Professional Librarians and Department Heads, and a 1% salary increase effective July 19, 2015 to employees hired or promoted prior to January 1, 2015 that are not at the end of their salary range, and who have met expectations in their performance for the following positions: Clerks, Van-Driver/Custodial, Assistants and Bookmobile Drivers. Pages and substitutes are not eligible for the increase. Additionally, Mrs. Wofter proposed a bonus pool up to \$16,250.00 be divided into one-time merit bonus payments made to acknowledge and reward top performers who have demonstrated exceptional performance this past review period. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

The Board recognized that this has been an extraordinary year in terms of staff engagement in the levy campaign and overall staff performance in programming, customer service and other activities and suggested an additional 1% salary increase beyond what was recommended. Mr. Urban MOVED and Mr. Altmaier SECONDED to approve an additional 1% salary increase effective July 19, 2015 to employees hired or promoted prior to January 1, 2015 that are not at the end of their salary range, excluding pages and substitutes. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Other

015-063

Approval of 2% and 1% salary increase for staff and merit bonus payment to top performers

015-064

Approval of an additional 1% salary increase for staff

Mrs. Wofter and Mr. Hutchison met with Mayor Chad Waters of Hanover on June 29 and with Dave Hile, Superintendent of Licking Valley Schools on July 7 to discuss library service in the Hanover area. Dave Hile was particularly receptive and willing to collaborate with LCL and offered ideas. A meeting is planned for July 23 to continue the conversation with Bonnie Coe, President of COTC at their Pataskala campus about a possible collaboration in that area.

Mr. Claggett MOVED and Mrs. Campolo SECONDED approval to renew contract with Licking/Knox Goodwill through 2016 to provide shipping/receiving services of library materials to and from SEO consortium libraries of an annual rate up to \$28,000.00. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-065
Approval to
renew contract

Mrs. Wofter reported that the new phone system will be installed in July and will be discontinuing the phone answering service effective August 1, 2015. All calls will be answered by a library staff member following a brief auto attendant message.

Adult Services Assistant, Stephanie Freas is leading a committee to address marketing the library more effectively as part of the Strategic Plan. A welcome packet for new residents is planned that will include such things as a letter introducing the library along with a copy of our most current newsletter and voter registration. The “new movers” data is compiled from one of LCL’s database subscriptions called A to Z.

Mrs. Wofter reported that the contract with Johnson Controls will not be renewed. Following a meeting with Engineering Economics, Inc., a consulting company specializing in facility and energy solutions along with energy audits, the library will proceed to have an energy audit paid for by a program through AEP.

Executive Session

Mr. Claggett MOVED and Ms. Morrison SECONDED that the Board go into executive session at 5:25 p.m. to discuss the compensation of a public employee. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-066
Approval to go
into Executive
Session

Upon reconvening in public session at 5:45 p.m. Mr. Claggett MOVED and Mr. Urban SECONDED to promote Tracy Groves to a new position titled Executive Assistant at a rate of \$14.00 per hour effective July 19, 2015. Additional duties will be added to her existing job description that will include filling in for Deputy Fiscal Officer in the event of his

015-067
Approval to
promote Tracy
Groves to
Executive
Assistant

absence, noting the duties associated with the Volunteer Coordinator and serving as the liaison to the Friends of the Licking County Library in the absence of the Director. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Old Business

Mr. Urban graciously accepted the board's recommendation that he continue for another term of seven years on the board, commencing September 1, 2015 and ending August 31, 2022. A letter was sent to the county commissioners for their consideration.

New Business

Mr. Riley requested the Board email their comments to his attention on Mrs. Lodge's performance as Fiscal Officer. Mr. Riley and Ms. Morrison will present her performance review to her in late July or early August.

In addition, Mr. Riley requested the Board email their comments to his attention on Mrs. Wofter's performance as Director. Mr. Riley and Mr. Claggett will present her performance review to her in August.

There being no further business, the President declared the meeting adjourned at 5:50 p.m.

The next Regular Business Meeting will be Wednesday, September 16, 2015 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.