

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 16, 2014**

The Board of Trustees met in regular session on Wednesday, July 16, 2014 in the 2nd Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:03 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Marty Morrison, Mr. Don Urban, and Mr. Barry Riley.

Trustees Excused: Mr. Marty Altmaier, Mrs. Kathy Myers

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant; Mrs. Sadie Smith, Head of Childrens and Mr. Doug Stout, Head of Circulation and Building Services.

Adoption of Agenda

The Board of Trustees unanimously agreed to adopt the agenda as presented. Roll Call: 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 Board Meeting, July 16, 2014

Ms. Morrison MOVED and Mr. Claggett SECONDED to approve the Regular Business Meeting Minutes of May 21, 2014 as presented. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

Announcements, Presentations, Correspondence

Mr. Stout reported the circulation statistics. The Licking County Library is up 11% system wide for the first half of 2014 compared to the first half of 2013.

Ms. Sadie Smith gave an update on the Summer Reading Program, reporting that reading hours are up in all locations.

014-040

Adoption of
Agenda

014-041

Approval of
Regular
Business
Meeting
Minutes

Ms. Smith also formally announced her retirement will be September 30, 2014

Mrs. Wofter discussed a correspondence she received from the State Library, expressing concern about having areas unassigned to any library taxing district. A small portion of the Centerburg Local School District extends into Licking County and is currently unassigned to any public library district. Mrs. Wofter explained that we would not be adding additional services to that territory and has declined at this time.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the June 2014 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. Mr. Urban MOVED and Mrs. Campolo SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

014-042
Approval of
May
Financials

Fiscal Officer's Report

Financial report for June, 2014

The financial reports for June 2014 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 \$1,757,260.97. Receipts in the General Fund at the end of June were \$238,469.47. Disbursements in the General Fund for June totaled \$365,658.27. Receipts in the Building & Repair Fund totaled \$0.26 and disbursements totaled \$7,859.54. Mr. Urban MOVED and Mr. Claggett SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

014-043
Approval of
June
Financials

Gifts – May 2014

Restricted: \$1900.00 from ArmorSource, Inc. in honor of
Lawrence J. Dickson to purchase Mac laptop for
Veteran's Project

\$100.00 from MT Business Technologies for Veteran's Project

\$450.00 from patron donations for a copy of the D-Day video made as part of the Veteran's Project

\$500.00 from Mary E. Babcock, Inc. for performers at Babcock Bash

Unrestricted: \$35.00 from coffee donation box at Miller

\$20.00 from Kenneth Moore

\$7.54 collected at Info Commons

\$5.00 from anonymous

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

Other

Medical Insurance

The Fiscal Officer reported that there was a net 5% increase in the medical insurance premiums for the two plans offered for the new plan year effective August 1, 2014.

Director's Report

Personnel Report – July 2014

Mr. Claggett MOVED and Mrs. Campolo SECONDED that the following Personnel changes be approved. Roll Call: 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

Stephanie Freas From Circulation Clerk Aide
 To Full-Time Adult Services Assistant
 Effective: 05.19.14
 \$11.00 Hourly

014-044
 Approval of
 Gifts

014-045
 Approval of
 Personnel
 Report

Resignation

Allison Craig Children's Page
Effective: 05.31.14

New Hire

Michayla Lehman Circulation Clerk Aide
Effective: 05.28.14
\$10.00 Hourly

Sydney Johnson Children's Page
Effective: 06.25.14
\$7.95 Hourly

Unattended Minors Policy

Mr. Claggett MOVED and Mr. Urban SECONDED that approval be given to the proposed Unattended Minors Policy as presented pending approval by legal counsel. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

014-046
Approval of
Unattended
Minors
Policy

Performance Reviews & Compensation

Mr. Urban MOVED and Ms. Morrison SECONDED to approve a 2% salary increase effective July 20, 2014 to all employees hired prior to 2014 that are not at the end of their salary range, and who have met expectations in their performance, excluding subs and pages who received an increase at the beginning of 2014 as mandated by the increase in the federal minimum wage. Additionally, Mrs. Wofter proposed a bonus pool up to \$20,000.00 be divided into one-time merit bonus payments made to acknowledge and reward top performers who have demonstrated exceptional performance this past year. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

014-047
Approval of 2%
salary increase
for staff and
merit bonus
payment to
top performers

Other

Mrs. Wofter has been working with Kessler Sign Company and new lighted exterior signage has been ordered for Emerson R. Miller Library and the Main Library. A draft of a similar sign was presented to the Hebron Village Council, but has not yet been approved.

Mrs. Wofter reported that staff have been actively promoting the library within the community.

Mrs. Wofter discussed four incidents involving damage to the bookmobile and library property resulting in costs incurred for the needed repairs and one claim has been made to our insurance company.

Mrs. Wofter recognized Mr. Stout for doing a great job creating a second commemoration video titled *"In the Company of Heroes; Licking County Veterans D-Day"* as part of the *In the Company of Heroes: Licking County Veteran's Project*. Mr. Stout presented a special program marking the 70th anniversary of D-Day on June 6, 2014.

The Main Library hosted a very successful volunteer fair in Meeting Room A on June 12. There were over 30 area organizations represented and 150 in attendance. The Library received very positive feedback and plans to make it an annual event.

Mrs. Wofter reported that the November 2014 levy campaign is on target. Social media sites are being created, a website is being produced and new t-shirts have been received. Several billboards have been donated in-kind. A poll will be conducted by Wenzel Strategies by early August to help identify best areas to focus the campaign, most effective messages, and other beneficial information.

Mrs. Wofter has been asked to serve on the United Way Community Blueprint Steering Committee and attended the first meeting on June 23. Deb Holman, Head of Branch Services/Miller library is also serving as a sub-committee member of this group helping with data collection.

Anne Kennedy organized a visit from Overdrive's Digital Bookmobile on Tuesday, July 1. The 74 foot semi included a digital catalog section, audiobook alley, eBook experience, gadget gallery, and a video lounge. Over 100 people visited the truck and were offered the opportunity to learn about and engage with digital collections.

Old Business

Term Expiration

Mr. Claggett MOVED and Ms. Morrison SECONDED to recommend the reappointment of Mr. Marty Altmaier. Mr. Riley asked Mrs. Wofter to send a letter to the Licking County Court of Common Pleas respectively asking for the reappointment to the Library Board for a 7-year term commencing September 1, 2014 and ending August 31, 2021. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-048

Approval to reappoint Mr. Marty Altmaier to another term on the Board

New Business

Evaluation of Director & Fiscal Officer

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 August.

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

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: Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes . The President declared the motion passed.

There being no further business, the President declared the meeting adjourned at 5:00 p.m.

The next Regular Business Meeting will be Wednesday, September 17, 2014 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.

014-049

Approval of
Secretary
Pro Tem