

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
July 19, 2017**

The Board of Trustees met in regular session on Wednesday, July 19, 2017 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 4:00 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 and Mr. Thad Claggett.

Trustees Excused: Ms. Marty Morrison, Mr. Don Urban

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mr. Bill Whipkey, Building Services Supervisor; Mrs. Laura Appleman, Head of Community Engagement and Doug Stout, Veteran's Project Coordinator.

Adoption of Agenda

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

Public Comments

None

Minutes for the Board Meeting, May 17, 2017

Mrs. Myers MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of May 17, 2017. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Doug Stout provided an update on the film, *In the Company of Heroes: Licking County in Vietnam, Our Honored Dead* that was shown at the Midland Theatre on May 23, 2017.

017-034  
Adoption of  
Agenda

017-035  
Approval of  
Regular  
Business  
Meeting  
Minutes

## Committee Reports

### Finance Committee Report

Mrs. Myers reported on the June 21, 2017 Finance Committee Meeting. Mrs. Myers 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. Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the May 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.

017-036  
Approval of  
May  
Financials

### Building & Grounds Committee

Mr. Riley MOVED and Mr. Altmaier SECONDED the approval to appropriate \$500,000.00 to the Event Space/Demo Kitchen Project. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-037  
Approval to  
Appropriate  
Money to the  
Event Space/  
Demo Kitchen  
Project

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to approve supporting the creation of Newark Development Partners, Special Improvement District, which uses property assessments to pay for services in the area. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-038  
Approval to  
Sign Petition

### Fiscal Officer's Report

#### Financial Report for June 2017

The financial reports for June 2017 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 \$1,778,944.32. Receipts in the General Fund at the end of June were \$251,650.92. Disbursements in the General Fund for June totaled \$390,438.59. Receipts in the Building & Repair Fund totaled \$1,792.62 and disbursements totaled \$14,584.72. Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given to accept the June 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.

017-039  
Approval of  
June  
Financials

### Gifts – July 2017

Restricted                      \$20.00 from Donna Shirley for *In the Company of Heroes' Project*

\$633.90 from Anonymous for *In the Company of Heroes' Project*

\$100.00 from Grace Arter for *In the Company of Heroes' Project*

\$50.00 from Outville Presbyterian Church for *In the Company of Heroes' Project*

\$161.76 from anonymous donors for *In the Company of Heroes' Project*

Unrestricted:                \$36.87 from computer area donation box

\$32.00 from coffee donation box at Miller

Mrs. Campolo MOVED and Mr. Altmaier SECONDED that approval be given to accept the July 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.

#### Procurement Card Policy

Mr. Riley MOVED and Mrs. Myers SECONDED to approve revisions to the current procurement card policy to reflect change in titles. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-040  
Approval to  
Revise  
Procurement  
Card Policy

Other  
None

#### Director's Report

##### Personnel Report – July 2017

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

017-041  
Approval of  
Personnel  
Report

#### New Hire

Camden Groves                      Seasonal Circulation Clerk  
Effective 5.15.17

\$10.25 Hourly

Benjamin Hunkler  
Seasonal Circulation Clerk  
Effective: 5.22.17  
\$10.25 Hourly

Tyler Wade  
Computer Area Clerk  
Effective: 6.5.17  
\$10.25 Hourly

Katie Waters  
Circulation Clerk  
Effective: 6.19.17  
\$10.25 Hourly

Transfer/Change in Position

Darcy Heller  
From: Part-time Circulation Clerk  
To: Full-time Circulation Clerk  
Effective: 5.22.17

Megan Brown  
From: Page and Temporary Library  
Substitute  
To: Computer Area Clerk  
Effective: 5.23.17

Doug Stout  
From: Head of Circulation  
To: Veteran's Project Coordinator  
Effective: 6.5.17

Resignation

Brock Hutchison  
Head of Outreach Services  
Effective: 6.16.17

John Cremeans  
Custodian/Van Driver  
Effective: 6.22.17

Performance Reviews & Compensation

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve a 2% salary increase effective July 16, 2017 to employees hired or promoted prior to January 1, 2017 that are not at the end of their salary range, employees promoted in 2017 that did not receive a pay rate increase, and who have met expectations in their performance for the following positions: Assistant, Bookmobile Driver, Clerk, Custodian, Graphic Artist, Department Head, Deputy Fiscal Officer, HR Manager, Page, Professional Librarian, Substitute who averaged greater than 8

017-042

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

hours/week during the past 12 months, Supervisor, Specialist, Coordinator, and Van-Driver/Custodial. Additionally, Mrs. Wofter proposed a bonus pool up to \$23,000.00 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; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

#### Other

Mrs. Wofter reported that the Ohio Department of Taxation (ODT) has posted the July 2017 Public Library Fund (PLF) distribution. This is the first distribution for fiscal year (FY) 2018 with the PLF at 1.68% of the state's General Revenue Fund (GRF) instead of the 1.7% that was temporary law in the previous state budget. This month's distribution exceeded ODT's estimate by 2.48% and the July 2016 PLF distribution by 2.65%

Mrs. Wofter and Laura Appleman met with Luconda Dager on June 5 to discuss the Robertson Proposal for the Hervey Memorial Library renovation. It was determined that a survey would be implemented before making any decisions as to how to proceed. Mrs. Appleman developed the survey (digital and hard copy) and has distributed it via email, the Utica Herald, Northridge School District website, Utica Merchants Association, Velvet Ice Cream and a direct promotion on Facebook to that area. Data will be completed in late August.

Licking County Library is hosting an intern from the Summer Teacher Externship Program (STEP) the week of July 10. The goal of this program is to give teachers a variety of experiences in the business environment to take back skills and practices to their students.

#### Old Business

Mr. Claggett asked Tracy Groves to inquire on the status of Mr. Riley's reappointment.

#### New Business

Laura Appleman discussed enhancing the existing LCL logo.

Discussion concerning the pursuit of security measures under Senate Bill 199.

There being no further business, the President declared the meeting adjourned at 5:20 p.m.

The next Regular Business Meeting will be Wednesday, September 20, 2017 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.