

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 20, 2016**

The Board of Trustees met in regular session on Wednesday, July 20, 2016 in the 2nd 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: Mrs. Ruth Campolo, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mr. Marty Altmaier

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

Adoption of Agenda

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

Public Comments

None

Minutes for the Board Meeting, May 18, 2016

Ms. Morrison MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of May 18, 2016. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Ms. Morrison reported on the June 15, 2016 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports

016-049

Adoption of
Agenda

016-050

Approval of
Regular
Business
Meeting
Minutes

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. Riley SECONDED that approval be given to accept the May reports as submitted, but to have any future repair and maintenance costs for the Library in a Box segregated into a separate line item. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-051
Approval of
May
Financials

Fiscal Officer's Report

Financial Report for June 2016

The financial reports for June 2016 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 \$1,717,550.21. Receipts in the General Fund at the end of June were \$275,343.37. Disbursements in the General Fund for June totaled \$2,140,769.20. Receipts in the Building & Repair Fund totaled \$2,238.75 and disbursements totaled \$3,503.36. Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-052
Approval of
June
Financials

Gifts – July 2016

Restricted:	\$10,000.00 from anonymous donor for 24 hour Library in a Box
	\$25.00 from Ann Watson for Hebron branch
	\$10.00 from Christine Atzberger for “In the Company of Heroes” project
Unrestricted	\$63.00 from James Methany at Cruise-In
	\$165.00 from Madison Elementary Class of 1954 in memory of Carol Jones
	\$60.00 from Barbara Pettit in memory of Carol Jones
	\$20.00 from Sarah Willhite in memory of Carol Jones

\$50.00 from Carol Alder in memory of Carol Jones

\$175.00 from Courtney Yoho in memory of Carol Jones

\$25.00 from Margo Chaney in memory of Carol Jones

\$29.60 from donations in Miller coffee box

\$60.00 from Vicki Hahn in memory of Doris Young

\$1.96 from anonymous donors

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

016-053
Approval of
Gifts

Budget Review Past & Present

Ryan Worbs, Deputy Fiscal Officer, presented a chart of the Library's receipts and disbursements from 2000 to 2015.

Other
None

Director's Report

Personnel Report – July 2016

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

016-054
Approval of
Personnel
Report

Retirement

Daniel Fleming Adult Services Librarian
Effective 05.31.16

Resignation

Katrina Wilkinson Page
Effective: 05.20.16

New Hire

Emily Klinger	Branch Assistant Effective 05.04.16 \$11.14 Hourly
Lindsay Kelly	Adult Services Librarian Effective 05.31.16 \$18.00 Hourly
Cassandra Rimmel	Page Effective 06.15.16 \$8.10 Hourly
Matthew Jones	Technical Services Assistant Effective: 06.27.16 \$11.14 Hourly

Performance Reviews & Compensation

Mr. Riley MOVED and Mr. Urban SECONDED to approve a 2% salary increase effective July 17, 2016 to employees hired or promoted prior to January 1, 2016 that are not at the end of their salary range, 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 hours/week during the past 12 months, Supervisor, Specialist, and Van-Driver/Custodial. Additionally, Mrs. Wofter proposed a bonus pool up to \$21,500.00 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: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Strategic Plan 2016-2018

Mrs. Wofter along with staff have been working together to revise the strategic plan and are proposing a revision to the mission statement as well as the four primary goals. Co-chairs are assigned to focus on a goal and form committees of up to five additional staff to address the tactics over the course of the next three years. Mr. Riley MOVED and Mrs. Myers SECONDED to approve the 2016-2018 Strategic Plan. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-055

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

016-056

Approval of 2016-2018 Strategic Plan

24-Hour Library Update

Mrs. Wofter reported that Robertson Construction has begun the site preparation and construction of the canopy at the COTC Pataskala Campus. This canopy will house the new 24-Hour Library. Marketing materials are being developed and materials for the box have been acquired and are in process. It was intended to premier just prior to the International Library Conference to be held in Columbus August 13-19 but there was a problem with the stainless steel on the box that has slowed production and shipment. Tentative delivery for the box will be in September with a grand opening ribbon-cutting ceremony to follow 2-3 weeks after install. Total funds raised for the 24-Hour Library was \$118,642.00 from the following sources:

Licking County Foundation - \$38,642.00
John & Mary Alford Foundation - \$25,000.00
Cecil Mauger Charitable Trust - \$15,000.00
Lindorf Family Foundation - \$30,000.00
Anonymous Donation - \$10,000.00

Event Space Project

Robertson Construction submitted the cost estimate for the Event Space in the amount of 2.8 million dollars. This does not include loose furnishings, appliances, rock excavation, projection screens, electric, telephone or gas infrastructure costs or service fees and various other items. The Board has requested Mrs. Wofter to compile additional data for capacity usage and a survey of potential stakeholders and donors for fundraising before going forward.

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

016-057
Approval to go
into Executive
Session

Upon reconvening in public session at 5:45 p.m., Mr. Urban MOVED and Mr. Riley SECONDED that approval be given for a 2% salary increase to both the Director and the Fiscal Officer effective on their anniversary date. Additionally, a one-time merit bonus payment of \$2500.00 for the Director and \$2500.00 for the Fiscal Officer to be awarded. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-058
Approval of 2%
salary increase
for Director &
Fiscal Officer &
merit bonus

Old Business

Mrs. Myers MOVED and Mr. Riley SECONDED to approve the reappointment of Mrs. Ruth Campolo. Mrs. Campolo graciously accepted the board's recommendation that she continue for another term of seven years on the board, commencing September 1, 2016 and ending August 31, 2023. A letter was sent to the Licking County Commissioners respectfully asking for the reappointment to the Library Board. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

New Business

None

There being no further business, the President declared the meeting adjourned at 5:45 p.m.

The next Regular Business Meeting will be Wednesday, September 21, 2016 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.

016-059

Approval to
Reappoint Mrs.
Ruth Campolo
to another term
on the Board