

Minutes  
Board of Trustees  
Licking County Library  
Special Board Meeting  
March 4, 2015

The Board of Trustees met in special session on Wednesday, March 4, 2015 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 3:30 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mr. Martin (Marty) Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Martha (Marty) Morrison, Mrs. Kathy Myers, Mr. Don Urban, and Mr. Barry M. Riley.

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

Adoption of Agenda

The Board of Trustees unanimously agreed to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-018  
Adoption of  
Agenda

Public Comments

None

Committee Reports

Finance Committee Report

Mr. Altmaier reported on the February 18, 2015 Finance Committee Meeting. Mr. Altmaier recommended approval of the financial reports for the month of January 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. Altmaier MOVED and Mr. Urban SECONDED that approval be given to accept the January reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-019  
Approval of  
January  
Financials

Mr. Altmaier reported that the Finance Committee recommends approval of the 2015 Permanent Budgets for the Building & Repair

015-020  
Approval of  
2015  
Permanent

Fund, Banton Fund, and Thomas Fund as presented by the Fiscal Officer. Mr. Altmaier MOVED and Mr. Urban SECONDED that approval be given to the 2015 Permanent Budget proposal. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed

Budget for Building & Repair Fund, Banton Fund, and Thomas Fund

#### Executive Session

Mr. Claggett MOVED and Ms. Morrison SECONDED that the Board go into executive session at 3:35 p.m. to discuss compensation of a public employee. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-021  
Approval to go Into Executive Session

Upon reconvening in public session at 4:43 p.m. Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to increase the employer insurance premium contribution percentage from 65% to 80% for the H.S.A. Employee-only plan. Additionally, in compliance with the Affordable Care Act the board approved a 2.5% salary increase effective the beginning of pay period fourteen to existing employees that are not at the end of their salary range for the following positions: Circulation Clerk; Processing Clerk; Van Driver; Custodial; Children's Clerk; Bookmobile Clerk and a 1.25% salary increase effective the beginning of pay period fourteen to existing employees that are not at the end of their salary range for the following positions: Assistant; Branch Staff; Bookmobile Driver-Clerk. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-022  
Approval to increase the employer insurance premium contribution % & approval of 2.5% & 1.25% salary increase to qualifying support staff

#### Permanent Budget 2015

##### General Fund

Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to accept the 2015 General Fund Permanent Budget. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-023  
Approval of 2015 General Fund Permanent Budget

##### Personnel Policies & Revisions

Ms. Morrison MOVED and Mrs. Myers SECONDED that approval be given to revise Policy 3.201 Health Insurance Plans. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes;

015-024  
Approval to Revise Policy 3.201 Health Insurance Plans

Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Mr. Claggett MOVED and Mrs. Campolo SECONDED that approval be given to revise Policy 3.204 Life Insurance. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Ms. Morrison MOVED and Mr. Claggett SECONDED that approval be given to revise Glossary of Terms. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Mr. Urban MOVED and Mr. Altmaier SECONDED that approval be given to revise Policy 1.190 Dress Guidelines and Personal Hygiene permitting non-public service staff or those completing non-public service tasks to wear headphones or ear-buds permitted they are able to hear emergency alarms. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, No; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Ms. Morrison MOVED and Mrs. Myers SECONDED that approval be given to revise Policy 1.190 Dress Guidelines and Personal Hygiene to remove open-toed sandals from the policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, No; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Ms. Morrison MOVED and Mr. Claggett SECONDED that approval be given to revise Policy 3.105 Compassionate Leave. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Mr. Claggett MOVED and Ms. Morrison SECONDED that approval be given to add Policy 4.101 Lactation Break to the Staff Handbook. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

Mr. Urban MOVED and Mr. Altmaier SECONDED that approval be given to add Policy 5.102 Onboarding Program to the Staff Handbook. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

015-025  
Approval to  
Revise Policy  
3.204 Life  
Insurance

015-026  
Approval to  
Revise  
Glossary of  
Terms

015-027  
Approval to  
Revise Policy  
1.190 Dress  
Guidelines and  
Personal  
Hygiene

015-028  
Approval to  
Revise Policy  
1.190 Dress  
Guidelines and  
Personal  
Hygiene

015-029  
Approval to  
Revise Policy  
3.105  
Compassionate  
Leave

015-030  
Approval of  
Policy 4.101  
Lactation  
Break

015-031  
Approval of  
Policy 5.102  
Onboarding  
Program

Old Business

Mr. Claggett MOVED and Mr. Urban SECONDED that approval be given to Mrs. Wofter and/or Mrs. Lodge the authority to purchase the Jeffries properties for a maximum amount of \$80,000.00 and to include the demolition of an existing building on the southern property. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The president declared the motion passed.

New Business

None

Other

None

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

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President

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Secretary

015-032

Approval to  
Purchase  
Jeffries  
properties