

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
March 15, 2017**

The Board of Trustees met in regular session on Wednesday, March 15, 2017 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. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mr. Marty Altmaier, Mrs. Ruth Campolo, and Ms. Marty Morrison

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Mrs. Tracy Groves, Executive Assistant; Mr. Ryan Worbs, Deputy Fiscal Officer; Mr. Bill Whipkey, Building Services Supervisor; Mr. Brock Hutchison, Head of Mobile Services; Mr. Doug Stout, Head of Circulation; Mrs. Laura Appleman, Head of Community Engagement; and Ms. Debra Holman, Head of Branch Services.

Adoption of Agenda

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

Appointment of Secretary Pro Tem

Board President Mr. Claggett announced that Board Secretary Mrs. Campolo was absent and a Secretary Pro Tem was needed. Mr. Urban MOVED and Mrs. Myers SECONDED to appoint Mr. Riley Secretary Pro Tem. Roll Call: 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, January 18, 2017

Mrs. Myers MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of January 18, 2017. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-013
Adoption of
Agenda

017-014
Approval of
Secretary
Pro Tem

017-015
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Mrs. Wofter introduced Laura Appleman, Head of Community Engagement. The Licking County Library welcomes Laura Appleman as Head of Community Engagement. Laura has over 16 years of experience in the field of marketing and public relations.

Brock Hutchison presented to the Board the 2016 Mobile Services Report (formerly known as Outreach) including statistical data. A number of questions were asked and answered. Mr. Hutchison provided information on the department's change of title from Outreach Services to Mobile Services.

Committee Reports

Finance Committee Report

Mrs. Lodge reported on the February 15, 2017 Finance Committee Meeting. The committee 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. Mrs. Myers MOVED and Mr. Urban SECONDED that approval be given to accept the January reports as submitted. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-016
Approval of
January
Financials

Fine Free

Ms. Holman and Ms. Wolfle presented a proposal to eliminate charging late fees on borrowed materials beginning March 16, 2017. If an overdue item is not returned 40 days after its due date, it is deemed lost and the customer will be charged a replacement fee. The fee would be removed when the customer returns the item. Mrs. Myers MOVED and Mr. Urban SECONDED to approve the Fine Free Policy. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-017
Approval of
Fine Free
Policy

2017 Permanent Budget

Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the 2017 Permanent Budget proposal. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-018
Approval of
2017
Permanent
Budget

Fiscal Officer's Report

Financial Report for February 2017

The financial reports for February 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of February was \$1,346,176.64. Receipts in the General Fund at the end of February were \$267,569.94. Disbursements in the General Fund for February totaled \$333,046.93. Receipts in the Building & Repair Fund totaled \$680.92 and disbursements totaled \$7,500.09. Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – March 2017

Restricted	\$100.00 from Wendy Smith for K-Pop programs at Hebron
Unrestricted:	\$20.00 from Tim Beyer
	\$70.00 from Dilbert Gutridge
	\$300.00 from Hopewell Federal Credit Union
	\$7.50 from Charlotte Kinser
	\$326.18 from Denise Winegardner
	\$24.00 from coffee donation box at Miller
	\$46.82 from anonymous donors

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

Other

The Fiscal Officer requested a revision to the Procurement Card Policy that a card be issued to Mobile Services to reflect the new title and request a card for Head of Community Engagement to replace Head of Emerging Technologies and Digital Content. Mr. Riley MOVED and Mr. Urban SECONDED to approve the revised Procurement Card Policy. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett,

017-019
Approval of
February
Financials

017-020
Approval of
Gifts

017-021
Approval to
Revise
Procurement
Card Policy

Representative Scott Ryan. This offers an opportunity to talk with the library's legislators about the importance of library services and resources to its constituents. The Ohio Library Council is providing talking points which include an emphasis on preserving the PLF, retaining 1.7% instead of reducing it to 1.66% and holding libraries harmless to further tax cuts.

Other

The Ohio General assembly passed Senate Bill 199, expanding the types of places into which valid concealed carry permit holders may bring a concealed handgun. SB 199 permits the board of trustees of a governmental public library, at its option, to adopt a policy that expressly permits concealed carry permit holders to bring concealed handguns into the library building. Kathy Myers MOVED and Mr. Urban SECONDED to adopt a policy that would permit concealed carry permit holders to bring concealed handguns into the library building. Roll Call: Mrs. Myers, Yes; Mr. Riley, No; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mrs. Wofter and Mr. Claggett attended the inaugural meeting of the Newark Development Partners Steering Committee on February 10. The meeting was facilitated by Dan DeLawder and Yaromir Steiner, who was instrumental in planning Easton Towne Center and has been working with Buckeye Lake. The meeting was attended by approximately fifty select leaders within the community from a variety of companies and organizations. The focus was to evaluate the direction that Newark is going and determine next steps to make it even better. There will be additional meetings in the next six months of this committee as well as those open to the public in an effort to develop the Newark Vision Plan 2028.

Mrs. Wofter was contacted by Columbus Monthly magazine for an interview and met a photographer at the 24-Hour Library on February 16, 2017 for a photo. An article about the 24 Hour Broad Street Library will appear in the April 2017 issue.

Mrs. Wofter was formally inducted into the Newark Rotary Club on March 7, 2017. Her sponsors were Barry Riley and Bob McGaughy. The mentor that has been assigned to Mrs. Wofter is Laura Lewis of Park National Bank.

The Friends of the Library held their annual meeting on Monday, March 6 at the Main Library. Officers were elected and one board member's term was renewed. The Friends are looking for a new board member to serve as Treasurer. The Friends also approved up to \$3,000 in additional funds to be used this year to purchase a "Book Bike" for the

017-025
Approval to
Adopt
Concealed
Carry Policy

library to add to its mobile services fleet and for marketing endeavors at the Canal Market and other community events.

Mrs. Wofter will be meeting with Dave Hile, Superintendent of Licking Valley Schools, on Wednesday, March 22 to view the new site for the Wyatt Adkins Park. Mr. Hile has confirmed that the park is scheduled for completion in 2017. The Library is hoping to raise the funds so that a 24 Hour Library can be included in the park by spring 2018.

Staff Development Day will be held on Friday, April 28 so that all staff can be presented an overview of the 2017 Summer Library Program. This year's theme is "Build a Better World" and will feature yard signs, a prize patrol and a community scavenger hunt.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:52 p.m.

The next Regular Business Meeting will be Wednesday, May 17, 2017 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.