

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 16, 2016**

The Board of Trustees met in regular session on Wednesday, March 16, 2016 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, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mrs. Mary Harmon, Head of Adult Services; Mr. Bill Whipkey, Building Services Supervisor; Mr. Garrett Wohlford, Maintenance/Security Specialist.

Adoption of Agenda

Mr. Altmaier MOVED and Ms. Morrison SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; 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, January 20, 2016

Ms. Morrison MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of January 20, 2016. Roll Call: Mr. Altmaier, Yes; 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

Mrs. Wofter introduced the new Building Services Supervisor, Bill Whipkey and Mr. Garrett Wohlford, Maintenance/Security Specialist.

Mrs. Wofter presented a letter from Misti Tidman, Children's Librarian sharing her experience on the Theodor Seuss Geisel Committee. The Geisel Committee is one of the American Library Association's youth

016-019  
Adoption of  
Agenda

016-020  
Approval of  
Regular  
Business  
Meeting  
Minutes

media award committees, and it is tasked with finding the best book of the year for beginning readers. Misti donated over \$3000.00 beginning readers to the library following this committee assignment.

### Committee Reports

#### Finance Committee Report

Ms. Morrison reported on the February 17, 2016 Finance Committee Meeting. Ms. Morrison 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. Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to accept the January reports as submitted. Roll Call: Mr. Altmaier, Yes; 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.

016-021  
Approval of  
January  
Financials

#### 2016 Permanent Budget

Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the 2016 Permanent Budgets proposal. Roll Call: Mr. Altmaier, Yes; 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.

016-022  
Approval of  
2016  
Permanent  
Budget

#### Fiscal Officer's Report

##### Financial Report for February 2016

The financial reports for February 2016 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 \$1,619,386.98. Receipts in the General Fund at the end of February were \$272,978.27. Disbursements in the General Fund for February totaled \$395,725.38. Receipts in the Building & Repair Fund totaled \$740.34 and disbursements totaled \$2,027.01. Mr. Riley MOVED and Ms. Morrison SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mr. Altmaier, Yes; 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.

016-023  
Approval of  
February  
Financials

#### Gifts – March 2016

Restricted	\$18.34 from Newark Garden Club for book in Memory of Vera Norman
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\$50.00 from William and Christine Robbins for the Outreach Department

Unrestricted: \$50.00 from Hannah Mullen in honor of Cassie Adams

\$41.00 from coffee donation box at Miller

\$7.00 from anonymous donor

\$5.00 from Wayne Snyder

Mr. Riley MOVED and Mr. Altmaier SECONDED that approval be given to accept the March gifts as submitted. Roll Call: Mr. Altmaier, Yes; 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.

Policy Revision: Petty Cash

Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to revise the Petty Cash Policy. Roll Call: Mr. Altmaier, Yes; 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.

Director's Report

Personnel Report – March 2016

Mr. Riley MOVED and Mr. Urban SECONDED that the following Personnel changes be accepted. Roll Call: Mr. Altmaier, Yes; 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.

Resignation

Barbary Sanderson ETDC Specialist  
Effective 02.02.2016

New Hire

Megan Lemley Temporary Library Substitute  
Effective 02.17.16

016-024

Approval of Gifts

016-025

Approval to Revise Petty Cash & Change Funds Policy

016-026

Approval of Personnel Report

### Smoke Free Campus

Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to accept the Smoke-Free Campus Resolution with a revision to include all Licking County Library locations. Roll Call: Mr. Altmaier, Yes; 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.

### Policy Revision: Library Code of Conduct

Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to revise Library Code of Conduct Policy. Roll Call: Mr. Altmaier, Yes; 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.

### Policy Revision: 3.102 Vacation Leave

Mrs. Myers MOVED and Mr. Altmaier SECONDED that approval be given to revise Policy 3.102 Vacation Leave. Roll Call: Mr. Altmaier, Yes; 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.

### Educational Leave of Absence Request

Mrs. Wofter asked for approval to allow Ms. Sofialyn Durusan from the Children's Department at Main to take one month of unpaid leave time for an educational trip in northern Italy. Roll Call: Mr. Altmaier, Yes; 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.

### Other

Mrs. Wofter hosted two meetings with technical services staff as well as collection development staff and other relevant staff to work toward a more standardized and efficient way to process materials.

Mrs. Wofter and Tracey Wolfle have been working with Molly Ingold, HR Consultant, to review the employee handbook and revise policies.

Mrs. Wofter presented library trends and an operations update to the board of Mary E. Babcock, Inc. on March 9.

016-027  
Approval of  
Smoke-Free  
Campus  
Resolution

016-028  
Approval to  
Revise Library  
Code of  
Conduct Policy

016-029  
Approval to  
Revise Policy  
3.102 Vacation  
Leave

016-030  
Approval of  
Unpaid Leave  
for an  
Employee

Mrs. Wofter reported that work continues to increase the visibility of the library as part of the LCL strategic plan. Ivy Group and Wenzel Strategies are assisting with a phone survey in precincts in the Library's service district.

The 5<sup>th</sup> Annual Chocolate Fiesta was held on Saturday, February 27. Door counts reveal an attendance of approximately 1,500 customers. This year's Chairperson for the event was Mandie Burns, Head of Children's Services, who worked with staff committees to coordinate the entire event.

### Old Business

Negotiations are continuing with Robertson Construction (CMR) to finalize contract for phase one of the construction work on the Event on Main space.

### New Business

Mr. Urban MOVED and Mr. Altmaier SECONDED to approve the allocation of \$1,500,000.00 for construction services for the Event on Main space. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Abstain; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mr. Altmaier MOVED and Ms. Morison SECONDED to proceed with the following *Event on Main Owner Program*:

1. Meeting Space (seating for up to 300 theater style)
2. Demonstration Kitchen
3. Drive-Thru Coffee & Ice Cream + Walk-up Window for purchase
4. Drive-Thru Materials Return and Pick-Up Holds
5. Bathrooms (accessible from outside & within the building)
6. Green Room (aka dressing room)
7. Storage for tables and chairs
8. Mechanical Room
9. An Architectural rendering of a connector from the Main Library to the Event Space.

Roll Call: Mr. Altmaier, Yes; 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.

There being no further business, the President declared the meeting adjourned at 6:10 p.m.

### 016-031

Approval of  
Allocation of  
Funds for  
Construction  
Services

### 016-032

Approval to  
Proceed with  
Event on Main  
Owner Program

The next Regular Business Meeting will be Wednesday, May 17, 2016 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.