

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 19, 2014**

The Board of Trustees met in regular session on Wednesday, March 19, 2014 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:02 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mrs. Ruth Campolo, Mr. Thad Claggett, Mrs. Kathy Myers, Mr. Don Urban and Mr. Barry M. Riley.

Trustees Excused: Mr. Martin (Marty) Altmaier and Ms. Martha (Marty) Morrison.

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

Adoption of Agenda

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

Public Comments

None

Minutes for the Meeting, January 15, 2014

Mr. Urban MOVED and Mr. Claggett SECONDED to approve the Organizational & Regular Business Meeting Minutes of January 15, 2014 as presented with one change to page 5 under Old Business, replacing the word “election” with the word “consideration”. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Minutes for the Special Board Meeting, February 25, 2014

Mr. Claggett MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of February 25, 2014 as presented. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-016  
Adoption of  
Agenda

014-017  
Approval of  
Organizational  
& Regular  
Business  
Meeting  
Minutes

014-018  
Approval of  
Special  
Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mrs. Wofter shared several letters of correspondence from the community, and published articles recognizing library staff for their achievements.

Committee Reports

Finance Committee Reports

Mrs. Lodge reported on the February 19, 2014 Finance Committee Meeting on behalf of Committee Chair, Marty Morrison. Mrs. Lodge shared that 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. Mr. Urban MOVED and Mrs. Myers SECONDED that approval be given to accept the January reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Personnel Committee Report

Mr. Urban MOVED and Mrs. Campolo SECONDED that approval be given to revise the following policies: 1.220 References Requests; 1.330 Performance Reviews; 1.510 First-Level Written Warning. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. Claggett MOVED and Mrs. Campolo SECONDED to approve the Head of Outreach Services job description. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. Claggett MOVED and Mrs. Campolo SECONDED to allow staff to have a non-alcoholic beverage with a lid at a public workstation as long as it is not visible to the public and a revision to the Rules of Conduct for Library Customers to state, "No outside food is permitted in the Library". Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. Claggett MOVED and Mrs. Myers SECONDED to approve the addition of HR Manager to the Personnel Committee. Roll Call: Mrs.

014-019  
Approval of  
January  
Financials

014-020  
Approval to  
Revise Policies:  
References  
Request;  
Performance  
Reviews; First-  
Level Written  
Warning

014-021  
Approval of  
Head of  
Outreach  
Services Job  
Description

014-022  
Approval to  
Allow Staff a  
Beverage at  
Workstations  
and Approval  
to Revise Rules  
of Conduct for  
Library  
Customers  
Policy

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

Fiscal Officer's Report

Finance Report for February 2014

The Financial reports for February 2014 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 \$1,812,387.54. Receipts in the General Fund at the end of December were \$260,649.02. Disbursements in the General Fund for February totaled \$379,236.22. Receipts in the Building & Repair Fund totaled \$0.28 and disbursements totaled \$0.04. Mr. Claggett MOVED and Mr. Urban SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Permanent Budget Proposals

The Fiscal Officer and the Director presented the 2014 Permanent Budget for the General Fund, Building & Repair Fund, Banton Fund, and Thomas Fund. A 2015-2018 Projection was also provided for the General Fund. Mrs. Campolo MOVED and Mr. Urban SECONDED that approval be given to accept the Permanent Budget proposals. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Gifts - March 2014

Restricted:	\$150.00 from Stacy R. Engle Insurance for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta
	\$25.00 from Hopewell Federal Credit Union for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta
	\$125.00 from Granville Inn for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta

014-023  
Approval to  
add HR  
Manager to  
Personnel  
Committee

014-024  
Approval of  
February  
Financials

014-025  
Approval of  
2014  
Permanent  
Budget

014-026  
Approval of  
Gifts

\$500.00 from State Farm for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta.

- Unrestricted:
- \$50.00 from Unity Reading Circle
  - \$100.00 from Jacqueline P. Nethers
  - \$30.00 from Newark Garden Club
  - \$20.00 from coffee donation box at Miller

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

Other

Mrs. Lodge noted that Ms. Morrison administered the Oath of Office to Deputy Fiscal Officer, Ms. Jessica Dye.

Director's Report

Personnel Report – March 2014

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

Appointments

Amelia Boehmer                      Substitute  
   Effective: 1.6.14  
   \$11.00 Hourly

Lindsay Yankie                      Substitute  
   Effective 1.13.14  
   \$11.00 Hourly

Rate Change

Minimum wage increased effective 1.1.14 to \$7.95 hourly.

014-027  
Approval of  
Personnel  
Report

Tax Levy Resolution

Mrs. Myers MOVED and Mrs. Campolo SECONDED approval of the resolution to request Certificate of Estimated Property Tax Revenue. The resolution is asking the Auditor to perform a tax valuation of the Licking County Library District. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Board Retreat

A Special Board Meeting is scheduled for Monday, April 7, 2014 from 3:00-5:00 p.m. to discuss in more detail, budget, timelines, and strategy for the 2014 levy campaign.

Other

Mrs. Wofter distributed a summary on the Master Plan/Visioning meeting, which was held on March 6, 2014 and will be scheduling a second board retreat to discuss next steps.

Mrs. Wofter informed the board that she received a call from Mike Whitehead from the County Law Library inquiring about a proposal that was presented in 2011.

Branch Library Lease

Mrs. Wofter reported that the Buckeye Lake Library and the Hervey Memorial Library Lease Agreements are signed and ready to be notarized. The Hebron Library lease is forthcoming.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:05 p.m.

The next Regular Business Meeting will be Wednesday, May 21, 2014 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.

014-028  
Approval of  
Levy  
Resolution