

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
March 25, 2015**

The Board of Trustees met in regular session on Wednesday, March 25, 2015 in the 2nd Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Don Urban, and Mr. Barry 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 and Mr. Brock Hutchison, Head of Outreach Services.

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.

Public Comments

None

Minutes for the Board Meeting, January 21, 2015

Mr. Urban MOVED and Ms. Morison SECONDED to approve the Regular Business Meeting Minutes of January 21, 2015 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.

Minutes for the Special Board Meeting February 4, 2015

Mr. Claggett MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of February 4, 2015 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.

015-033
Adoption of
Agenda

015-034
Approval of
Regular
Business
Meeting
Minutes

015-035
Approval of
Special Board
Meeting
Minutes

Minutes for the Special Board Meeting March 4, 2015

Ms. Morrison MOVED and Mr. Altmaier SECONDED to approve the Special Board Meeting Minutes of March 4, 2015 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.

Announcements, Presentations, Correspondence

Mrs. Groves gave a brief summary of the Volunteer Program discussing the current status and its progress.

Mr. Hutchison presented to the Board the 2014 Outreach Report including statistical data. A number of questions were asked and answered.

Fiscal Officer's Report

Financial Report for February, 2015

The financial reports for February 2015 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 \$1,317,719.58. Receipts in the General Fund at the end of February were \$262,884.60. Disbursements in the General Fund for February totaled \$340,901.08. Receipts in the Building & Repair Fund totaled \$5.03 and disbursements totaled \$10,648.98. Mr. Claggett MOVED and Mrs. Myers SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Gifts – March 2015

Restricted:	\$125.00 from Erin Curtis Insurance Agency for Author Luis Carlos Montalvan Visit
	\$125.00 from Village Landscapes for Author Luis Carlos Montalvan Visit
	\$125.00 from Fraternal Order of Eagles for Author Luis Carlos Montalvan Visit
	\$125.00 from Park National Bank for Author Luis Carlos Montalvan Visit

015-036

Approval of
Special Board
Meeting
Minutes

015-037

Approval of
February
Financials

	\$100.00 from Skip Salome Enterprises for Buckeye Lake Branch	
	\$125.00 from John Hinderer for Author Luis Carlos Montalvan Visit	
	\$125.00 from Reed-Egan Funeral Home for Author Luis Carlos Montalvan Visit	
	\$125.00 from Achloch� Staffing for Author Luis Carlos Montalvan Visit	
	\$125.00 from Relay for Life for Author Luis Carlos Montalvan Visit	
	\$50.00 from Coconis Furniture for Author Luis Carlos Montalvan Visit	
Unrestricted:	\$125.00 from Park National Bank for ETDC Workshop	
	\$25.00 from Ann Watson	
	\$30.00 from Newark Garden Club	
	\$100.00 from Jacqueline P. Nethers	
	\$32.00 from coffee donation box at Miller	
	\$10.50 from Anonymous	
	Ms. Myers MOVED and Mr. Urban SECONDED that approval be given to accept the March gifts as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.	<u>015-038</u> Approval of Gifts
	<u>Other</u> None	
	<u>Director's Report</u>	
	<u>Personnel Report – January 2015</u>	<u>015-039</u> Approval of Personnel Report
	Mr. Altmaier MOVED and Mrs. Campolo SECONDED that the following Personnel changes be approved. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Ms. Morrison, Yes;	

Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Change of Rate and / or Status

Barbara Taylor	From Children's Clerk Aide To Technical Services Assistant Aide Effective: 01.21.15 \$11.00 Hourly
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Resignation

Edna Morin	Circulation Page Effective: 02.13.15
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New Hire

Matthew Hartshorn	Circulation Page Effective: 02.19.15 \$8.10 Hourly
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Rate Change

Minimum wage increased effective 1.1.15 to \$8.10

Other

Mrs. Wofter provided an update on the installation of a new phone system that should begin this summer.

Mrs. Wofter reported the Department Heads enjoyed an off-site adventure by meeting at the Licking County Animal Shelter on January 27 for the regular monthly meeting.

Anne Kennedy, Head of Emerging Technologies & Digital Content, joined Mrs. Wofter at the SEO Library Directors Meeting in Caldwell on February 5. Ms. Kennedy was invited to share her expertise on Zinio and how well it has worked for the Licking County Library.

Amy Gantt, Head of Teen Services, joined Mrs. Wofter at Newark High School on March 19 to do a presentation for the Graduation Rate Committee.

Mrs. Wofter participated in a fund raising project called the Community Cornerstone Club at Licking Memorial Hospital in February and early March.

Mrs. Wofter met with Bonnie Coe, President of COTC, on March 12 to discuss a partnership/collaborative project in western Licking County.

Mrs. Wofter reported that the Friends of the Licking County Library will host their first big book sale on Saturday, April 18 from 9:00 a.m. - 4:00 p.m. in the Spencer Walker garage.

Executive Session

Mr. Claggett MOVED and Mrs. Campolo SECONDED that the board go into executive session at 4:37 p.m. to discuss the purchase of property. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Upon reconvening in public session at 5:30 p.m. Mr. Claggett MOVED and Mrs. Morrison SECONDED to continue work on the Master Plan process, at a cost less than \$49,999 and to contract with Architect Jack Hedge of DesignGroup to prepare construction drawings and price estimates for those items listed in Phase 1 of the plan.

Old Business

None

New Business

None

There being no further, the President declared the meeting adjourned At 5:40 p.m.

015-040

Approval to go into Executive Session