

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 18, 2016**

The Board of Trustees met in regular session on Wednesday, May 16, 2016 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: Mr. Marty Altmaier, Mrs. Ruth Campolo, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Don Urban and Mr. Thad Claggett.

Trustee Excused: Barry Riley

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mr. Ryan Worbs, Deputy Fiscal Officer; Mrs. Tracy Groves, Executive Assistant; Mrs. Mary Harmon, Head of Adult Services; Mr. Bill Whipkey, Building Services Supervisor.

Other: JP Stephens, Madison-Collins-Stephens Insurance Agency

Adoption of Agenda

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

Public Comments

None

Minutes for the Special Board Meeting, April, 27, 2016

Ms. Morrison MOVED and Ms. Campolo SECONDED to approve the Special Board Meeting Minutes of April 27, 2016. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mr. Stephens presented to the Board a cost comparison of two commercial insurance companies. After reviewing both insurance quotes from Motorist Mutual Insurance Company and Auto-Owners

016-039
Adoption of
Agenda

016-040
Approval of
Special
Board
Meeting
Minutes

Insurance it was recommended to proceed with Auto-Owners Insurance. Mrs. Myers MOVED and Mr. Urban SECONDED to pursue Auto-Owners Insurance as the Licking County Library's commercial insurance provider. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for April 2016

The financial reports for April 2016 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of April was \$1,917,923.65. Receipts in the General Fund at the end of April were \$352,296.10. Disbursements in the General Fund for April totaled \$325,628.04. Receipts in the Building & Repair Fund totaled \$809.65 and disbursements totaled \$6,519.51. Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

2017 General Fund Request

Mr. Altmaier MOVED and Ms. Morrison SECONDED to accept the 2017 General Fund Request as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts - May 2016

Restricted	\$10.00 from Matt Kinsley for Teen Egg Hunt
	\$50.04 from Progressive Club for books in memory of Ruth Paterson
	\$500.00 from Huntington National Bank for a community event
Unrestricted:	\$20.00 from Teresa Whipkey
	\$73.00 from coffee donation box at Miller
	\$10.00 from Babette Wofter
	\$10.00 from Mary Katherine Arensberg from

016-041
Approval to Pursue Auto-Owners Insurance as the Library's Commercial Insurance Provider

016-042
Approval of April Financials

016-043
Approval to Accept 2017 General Fund Request

Local Author Fair sales

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

Policy: Disposal of Excess Library Materials, Equipment and Furnishings

Mr. Altmaier MOVED and Mr. Urban SECONDED that approval be given to accept the new Disposal of Excess Library Materials, Equipment and Furnishings Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Director's Report

Personnel Report – May 2016

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

Resignation

Sue French	Branch Assistant Effective 03.11.16
Meredith Young	Circulation Clerk Effective 03.26.16
Lindsay Yankie	Library Substitute Effective 04.03.16
Linda Goodman	Branch Assistant Effective 04.28.16

New Hire

Paige Natalie	Circulation Clerk Effective 03.28.16 \$10.25 Hourly
Eric Leath	Branch Assistant

016-044
Approval of
May Gifts

016-045
Approval to
Accept
Disposal of
Excess Library
Materials,
Equipment and
Furnishings
Policy

016-046
Approval of
Personnel
Report

Effective 04.04.16
\$11.14 Hourly

Event Space Update

The contract has been signed with Robertson Construction.

A meeting bringing together Robertson Construction and DesignGroup with the latest plans was held on Friday, May 6. Robertson will need approximately three weeks for pricing. A meeting will be scheduled once they have a GMP (guaranteed maximum price) to present.

The Request for Proposals for third party vendors in the Event Space has been published. The deadline for submittals is May 25. A Building and Grounds Committee to interview potential vendors is scheduled for Wednesday, June 1 from 3:00-5:00 p.m. The committee will plan to make a recommendation to the full board at a special meeting to be determined.

24 Hour Library Update

The 24 Hour Library-in-a-Box has been ordered. Mrs. Wofter will follow up with the Board on warranty information.

Other

Mrs. Myers MOVED and Ms. Morrison SECONDED that approval be given to redirect allocated funds from building improvements to patron parking needs at Hervey Memorial Library. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-047
Approval to
Redirect
Allocated
Funds

Old Business

Mrs. Wofter reported that Brock Hutchison, Head of Outreach Services, represented the library on April 13 at Library Legislative Day in Columbus.

Mrs. Wofter reported that there are now 1,000 veterans entered into the online database.

016-048
Approval to
Recommend
the
Reappointment
of Mrs.
Campolo

New Business

Mr. Urban MOVED and Mr. Altmaier SECONDED to recommend the reappointment of Mrs. Ruth Campolo. Mr. Claggett asked Mrs. Wofter to send a letter to the Licking County Commissioners respectively asking for the reappointment to the Library Board for a 7-year term

commencing September 1, 2016 and ending August 31, 2023. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, 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 5:05 p.m.

The next Regular Business Meeting will be Wednesday, July 20, 2016 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.