

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
May 21, 2014**

The Board of Trustees met in regular session on Wednesday, May 21, 2014 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. Vice President Mr. Thad Claggett called the meeting to order at 4:15 p.m. The following trustees answered the roll call of Vice President Mr. Thad Claggett: Mr. Martin (Marty) Altmaier, Mrs. Ruth Campolo, and Mrs. Kathy Myers and Mr. Thad Claggett.

Trustee Excused: Mr. Barry M. Riley, Mr. Don Urban, Ms. Marty Morrison

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant; Ms. Jessica Dye, Deputy Fiscal Officer; Mr. Brock Hutchison, Head of Outreach Services and Mr. Doug Stout, Head of Circulation and Building Services.

Adoption of Agenda

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

Public Comments

None

Minutes for Board Meeting, March 19, 2014

Mrs. Campolo MOVED and Mr. Altmaier SECONDED to approve the Regular Business Meeting Minutes of March 19, 2014 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Minutes for the Special Board Meeting, April 7, 2014

Mr. Altmaier MOVED and Mrs. Myers SECONDED to approve the Special Board Meeting Minutes of April 7, 2014 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

014-032  
Adoption of  
Agenda

014-033  
Approval of  
Regular  
Business  
Meeting  
Minutes

014-034  
Approval of  
Special Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mr. Stout gave a presentation on *In the Company of Heroes: Licking County Veteran's Project*.

Mr. Stout reported that Kristyn Hartman from WBNS-10TV will be featuring *The Licking County Veteran's Project* on this week's Side Roads of Central Ohio.

Committee Reports

Finance Committee Report

Mrs. Lodge reported on the April 17, 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 March 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. Altmaier MOVED and Mrs. Campolo SECONDED that approval be given to accept the March reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Fiscal Officer's Report

Financial report for April, 2014

The financial reports for April 2014 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 \$1,908,039.42. Receipts in the General Fund at the end of April were \$173,081.33. Disbursements in the General Fund for April totaled \$342,680.19. Receipts in the Building & Repair Fund totaled \$0.64 and disbursements totaled \$3,908.04. Mrs. Campolo MOVED and Mr. Altmaier SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Gifts – May 2014

Restricted:                   \$100.00 from Mr. David and Nancy Miller for  
Veteran's Project

014-035  
Approval of  
March  
Financials

014-036  
Approval of  
April  
Financials

\$50.00 from Kathy Julian for children's book in honor of the birth of her grandsons: Leo Karlstrom and Anthony Ribando

\$100.00 from Heath Sertoma for Staff Development Day

\$100.00 from Heath Lions Charities Inc. for Veteran's

\$17.00 from Velvet Ice Cream's Denim Day for Hervey Memorial Library

Unrestricted: \$23.00 from coffee donation box at Miller

\$8.55 collected at Info Commons

\$50.00 First Presbyterian Church

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

014-037  
Approval of  
Gifts

Other  
None

Director's Report

Personnel Report – May 2014

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

014-038  
Approval of  
Personnel  
Report

Change of rate and / or Status

Brock Hutchison                      From Adult Services Assistant  
To Head of Outreach Services  
Effective: 04.28.14  
\$40,000 Salary

Retirement

Sharon Bowman                      Outreach Supervisor  
Effective: 04.30.14

### Tax Levy Resolution

Mrs. Campolo MOVED and Mrs. Myers SECONDED to accept the certification of the Licking County Auditor declaring a renewal of an existing one mill levy for the purpose of providing funds for the Licking County Library for current services for a continuing period of time and to deliver resolutions to Licking County Commissioners to levy such a tax. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

014-039  
Tax Levy  
Resolution

### Friends of the Licking County Library

Mrs. Wofter reported that the Friends of the Licking County Library, Inc. met on Tuesday, May 13, 2014 to elect officers and finalize all paperwork for the 501c3 application.

### Other

Mrs. Wofter presented an update to the Strategic Plan and noted that effective progress was being made.

Mrs. Wofter reported that new arm chairs, two ottomans and two lounge chairs are in place in the area under the cupola and the James Pyle reading room.

Mrs. Wofter reported that several digital promotional screens will be installed in the Main Library in the next couple of weeks. Staff will be trained on the software.

Mrs. Wofter announced that the Licking County Library now offers an online video streaming service called Hoopla. This service gives the library card holder free access to thousands of movies and television titles.

Mrs. Wofter discussed the request she received for a handicap ramp at the Hervey Memorial Library. The customer has been contacted and arrangements have been made for home delivery at this time.

Mrs. Wofter distributed a fact sheet for the levy campaign that can be handed out to customers who would want additional information.

Mrs. Wofter recognized HR Manager, Tracey Wolfle for coordinating a spectacular Staff Development Day.

### Old Business

Mr. Claggett is working with the City of Newark to finalize the property deed for the land swap.

### Other

There was a discussion about housing the County Law Library at the Main Library.

Mrs. Wofter will be scheduling a board retreat to discuss the Master Plan.

### New Business

The reappointment of Mr. Marty Altmaier was discussed and will be voted on at the next board meeting when two thirds of the Board is present.

There being no further business, the Vice President declared the meeting adjourned at 5:08 p.m.

The next Regular Business Meeting will be Wednesday, July 16, 2014 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.