

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 15, 2017**

The Board of Trustees met in regular session on Wednesday, November 15, 2017 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: Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mr. Marty Altmaier

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Ms. Julia Walden, Extended Services Manager; Mr. Joshua McPeck, Mobile Services Supervisor; Mrs. Grace Nuth, Branch Supervisor; Mr. Cory Stutes, Local History Specialist; Mr. Bill Whipkey, Building Services Supervisor, Mr. Richard Rice, Technology Trainer, Mr. Stephen Hildreth, Technology Trainer, and Mrs. Tracy Groves, Executive Assistant.

Adoption of Agenda

Mrs. Wofter proposed to remove Website Update: Laura Appleman from the Announcements, Presentations, Correspondence.

Mr. Riley MOVED and Mrs. Campolo SECONDED to adopt the agenda as amended. Roll Call: Mrs. Campolo, 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, September 20, 2017

Mr. Riley MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of September 20, 2017. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-057
Adoption of
Agenda

017-058
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Mrs. Wofter introduced several new staff members including Julia Walden, Head of Extended Services; Marisa Glaviano, Youth Services Coordinator; Richard Rice and Stephen Hildreth, Technology Trainer along with several existing staff that transferred to other positions.

Committee Reports

Finance Committee Report

2018 Temporary Budget: All Funds

Mrs. Myers recommended approval of the 2018 Temporary Budgets, which include the General Fund, Building & Repair Fund, Banton Fund, and Thomas Fund. Mrs. Myers MOVED and Mr. Riley SECONDED to approve the 2018 Temporary Budget as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-059
Approval of
2018
Temporary
Budget

Financial Report for September 2017

Mrs. Myers reported on the October 18, 2017 Finance Committee Meeting. Mrs. Myers recommended approval of the financial reports for the month of September which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-060
Approval of
September
Financials

Fiscal Officer's Report.

Financial Report for October 2017

The financial reports for October 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of October was \$1,902,317.06. Receipts in the General Fund at the end of October were \$361,418.37. Disbursements in the General Fund for October totaled \$364,254.23. Receipts in the Building & Repair Fund totaled \$1,849.95 and disbursements totaled \$2,631.44. Mrs. Campolo MOVED and Mrs. Myers SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes and Mr. Claggett, Yes. The President declared the motion passed.

017-061
Approval of
October
Financials

Revised General Fund 2017 Permanent Budget

Mrs. Lodge prepared a revised 2017 Permanent Budget due to revenue being lower than budgeted and a few expense accounts exceeding budget. Mr. Riley MOVED and Mrs. Myers SECONDED to approve the 2017 Revised Permanent Budget. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Revised Procurement Card Policy

The Fiscal Officer requested a revision to the Procurement Card Policy to reflect changes in titles and positions. Mr. Riley MOVED and Mrs. Myers SECONDED to approve the revised the Procurement Card Policy. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – November 2017

Restricted	\$50.00 from Donata Orsborn for a book purchase in memory of Kimberly Orsborn
	\$75.00 from Buckeye Lake Chamber of Commerce for coloring books for Hebron holiday event
Unrestricted:	\$400.00 from Freda May Tippie
	\$81.00 from anonymous donations
	\$39.90 from coffee donations at Miller

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

Permission to Reallocate Funds Between Categories

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to reallocate funds between categories. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Other

017-062
Approval to
Revise 2017
Permanent
Budget

017-063
Approval to
Revise
Procurement
Card Policy

017-064
Approval of
Gifts

017-065
Approval to
reallocate
funds between
categories

Mrs. Myers MOVED and Mrs. Campolo SECONDED to approve the revised salary chart. Roll Call: Mrs. Campolo, 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 – November 2017 for changes in September & October 2017

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

New Hire

Kaycie Yeager

Circulation Clerk
Effective: 09.14.17
\$10.25 Hourly

Kerrill Foster

Deputy Fiscal Officer
Effective: 09.11.17
\$14.00 Hourly

Emilee Hollingshead

Buckeye Lake Branch Assistant
Effective: 09.25.17
\$11.14 Hourly

Julia Walden

Extended Services Manager
Effective: 10.2.17
\$28.2051 Hourly

Harold Rice

Technology Trainer
Effective: 10.3.17
\$14.00 Hourly

Stephen Hildreth

Technology Trainer
Effective: 10.3.17
\$14.00 Hourly

Transfer/Change in Position

Mary Harmon

From: Head of Adult Services
To: Public Services Manager
Effective: 09.25.17

Deb Holman

From: Head of Branch Services
To: Support Services Manager

017-066
Approval to
Revise Salary
Chart

017-067
Approval of
Personnel
Report

Effective: 09.25.17

Grace Nuth

From: Emerson R. Miller Branch
Assistant

To: Emerson R. Miller Branch
Supervisor

Effective: 09.25.17

Resignation

Amanda Burns

Head of Children's
Effective: 09.1.17

Nancy Kelley

Library Substitute
Effective: 09.6.17

Doug Gurney

Mary E. Babcock Branch Assistant
Effective: 09.9.17

Sofialyn Durusan

Children's Assistant
Effective: 09.25.17

Amanda Johnson

Library Substitute
Effective: 09.27.17

Retirement

Melinda Matthews

Circulation Clerk
Effective: 09.1.17

Kayla Brown

Hervey Memorial Branch Assistant
Effective: 09.8.17

Honor Tree

A paperbark maple tree has been planted at the entrance to the Emerson R. Miller Library in honor of Marty Morrison's service to the Licking County Library Board of Trustees beginning September, 1998 through September, 2017. A Newark Advocate *Letter to the Editor* is being planned.

ALICE Training

The Newark Police Department has hosted four ALICE (Alert, Lockdown, Inform, Counter, Evacuate) trainings at the Main Library this fall in an effort to update and train new staff. A fifth training will be held during the first quarter of 2018.

OLC Annual Conference

Six staff members attended the Ohio Library Council Annual Conference in Dayton from October 4-6. Highlights of the conference included the tour of the new renovated Dayton Metro Main Library in which staff noted an increase in community conference rooms and collaborative spaces. Additional session topics included: visual merchandising, generational differences in the workforce, compassion fatigue, working with foster parents, new onboarding ideas, summer feeding programs as well as after-school snacks and weekend backpacks, and security.

Management Field Trip

Mary Harmon and Laura Appleman coordinated a field trip for managers, supervisors and administration on October 12 to Columbus. Staff visited the Columbus Metro's New Albany Branch, the new renovated Whitehall Branch of Columbus Metropolitan Library, Bexley Public Library and the Old Worthington Library. A working lunch was hosted by Gregg Dodd, Director of Marketing at Columbus Metropolitan, who shared the libraries vision and marketing strategies. Monica Baughman and Molly Labadie of the Old Worthington Library gave a presentation on display and customer service.

Friends Book Sale

The Friends of the Licking County Library hosted a book sale on October 20 and 21. They raised nearly \$1200.00 at the sale. A mini-holiday book sale is planned during the Library's annual Nutcracker Celebration on Saturday, December 2, from 12:00 to 3:00 p.m. Additionally, the "Book Bike" sponsored by the Friends and gift from Steve Layman has arrived.

Eating Fine on a Dime

Mrs. Wofter attended a women's book group meeting held in the Main Library's conference room that is hosted by Lyn Robertson of Denison University on October 23. The book group was originally funded by a grant and was targeted at reaching women who had been incarcerated.

WNKO Interview

Mrs. Wofter met with News Director, Dave Doney of WNKO to be a guest on his weekly radio show, "Focus on Licking County" on October 27, 2017. The show is planned to air in the coming weeks.

Other

Demolition proposals for the Spencer Walker Building and an additional building on the former Jeffries property are to be received by November 28, 2017 at 5:00 p.m.

New Business

Nominating Committee

Mr. Claggett asked for nominations of officers for 2018. Mr. Riley MOVED and Mr. Urban SECONDED that the officers remain the same as 2017. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

President - Mr. Thaddeus Claggett
Vice-President – Mrs. Kathy Myers
Secretary – Mrs. Ruth Campolo

Assignment of Committees for 2017

Mr. Riley MOVED and Mr. Urban SECONDED that Mrs. Kathy Myers be appointed to serve as Finance Committee Chair. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Standing Committees will be discussed in 2018.

Other

Groundhog Breakfast

Mrs. Wofter invited the Board to the Licking County Chamber of Commerce Annual Groundhog Breakfast which will be held on February 2, 2018 at 6:00 a.m. The keynote speaker will be Kenny McDonald, President and CEO with Columbus 2020.

Executive Session

Mr. Riley MOVED and Mrs. Campolo SECONDED that the Board go into Executive Session at 4:50 p.m. to discuss the compensation of a public employee. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-068

Approval to leave the Board Officers the same for 2018

017-069

Approval to Appoint Finance Committee Chair

Upon reconvening in public session at 4:55 p.m. Mr. Riley MOVED and Mrs. Myers SECONDED to approve a one-time monetary gift to the Circulation Supervisor in appreciation for her work during the interim period between Circulation Supervisors. Roll Call: Mrs. Campolo, 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 5:00 p.m.

The next Regular Business Meeting will be Wednesday, January 18, 2018 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.