

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 16, 2016**

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

Trustees Excused: Mr. Marty Altmaier and Mr. 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; Ms. Shirley Smith, Tech Services Supervisor and Mrs. Tracy Groves, Executive Assistant.

Other: Cheyenne Headley

Adoption of Agenda

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

016-069
Adoption of
Agenda

Public Comments

None

Minutes for the Board Meeting, September 21, 2016

Ms. Morrison MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of September 21, 2016. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-070
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Shirley Smith presented a Technical Services update including collection development, acquisition procedures, primary vendors, cataloging, and finishing/covering of materials.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the October 19, 2016 Finance Committee Meeting. Ms. Morrison 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. Ms. Morrison MOVED and Mrs. Myers SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-071
Approval of
September
Financials

Fiscal Officer's Report

2017 Temporary Budget: Building & Repair Fund

Ms. Morrison recommended approval of the 2017 Temporary Budgets, which include the General Fund, Building & Repair Fund, Banton Fund, and Thomas Fund. Ms. Morrison MOVED and Mrs. Campolo SECONDED to approve the 2017 Temporary Budget as submitted. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-072
Approval of
2017
Temporary
Budget

Financial Report for October 2016

The financial reports for October 2016 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 \$1,852,781.17. Receipts in the General Fund at the end of October were \$371,849.39. Disbursements in the General Fund for October totaled \$362,946.03. Receipts in the Building & Repair Fund totaled \$721.69 and disbursements totaled \$76,088.34. Mr. Urban MOVED and Ms. Morrison SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-073
Approval of
October
Financials

2016 Revised Permanent Budget: General Fund

Mrs. Lodge prepared a revised 2016 General Permanent Budget due to revenue being lower than budgeted and a few accounts exceeding budget. Mrs. Myers MOVED and Ms. Morrison SECONDED to approve the 2016 Revised Permanent Budget. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-074
Approval to
Revise 2016
Permanent
Budget

Procurement Card Policy

The Fiscal Officer requested a revision to the Procurement Card Policy that a card be issued to Library Materials Acquisitions with a credit limit of \$40,000.00 and decreasing the credit limit from \$10,000.00 to \$3,000.000 on the Head of Adult Services, Head of Children's Services, and Head of Teen Services card. Ms. Morrison MOVED and Mrs. Campolo SECONDED to approve the revised the Procurement Card Policy. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – November 2016

Unrestricted: \$10.00 from Letterina Franz

 \$200.00 from Carol Edminster in memory
 of Carol Jones

 \$37.00 from donations at the Battle of the Bands

 \$19.80 from donations in Miller coffee donation
 box

 \$19.11 from anonymous

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

Permission to Reallocate Funds Between Categories

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

Other
None

Director's Report

Personnel Report – November 2016

Mrs. Campolo MOVED and Mrs. Myers SECONDED that the following

016-075

Approval to
Revise
Procurement
Card Policy

016-076

Approval of
Gifts

016-077

Approval to
reallocate
funds between
categories

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

016-078
Approval of
Personnel
Report

Resignation

Paige Natalie	Circulation Clerk Effective 09.14.16
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Caleb Hegenberger	Branch Assistant Effective: 09.24.16
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Eric Leath	Branch Assistant Effective: 09.29.16
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Misti Tidman	Children's Librarian Effective: 10.22.16
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Sydney Johnson	Circulation Clerk Effective: 10.27.16
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New Hire

Abbigayle Stretton	Page Effective: 09.06.16 \$8.10 Hourly
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Rae Sheppard	Custodian Effective: 09.26.16 \$10.25 Hourly
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Presley Slabaugh	Circulation Clerk Effective: 09.28.16 \$10.25 Hourly
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Darcy Heller	Circulation Clerk Effective: 10.24.16 \$10.25 Hourly
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Other

24/7 Broad Street

A ribbon-cutting celebration was held on Thursday, October 20. The Event featured the Licking Heights School Marching Band and the Advanced Choir. Speakers included: Dr. Bonnie Coe, Barry Riley, Dr. Philip Wagner, Superintendent at Licking Heights Schools, Beverly Cain, State Librarian of Ohio, Mayor Mike Compton of Pataskala, and Macie Adkins, a fourth grade student at Licking Heights South. There were 163 in attendance.

Licking County Law Library

Progress has been made on moving the Licking County Law Library to the second floor of the Main Library. Bill Whipkey has secured quotes for the electric and data cabling needed for the two law computers. Mike Whitehead is seeking approval of \$5490 from the county to pay for this. Commissioner, Tim Bubb has offered furniture from the existing law library. The Library is requesting 4 chairs and 15 bookcases. The cases will be used to house the legal print collection on the wall near the quiet study rooms.

Event Space Project

Robertson Construction will be submitting a revised estimate on the cost of the Event Space following recent modifications to the plan.

Groundhog Breakfast

Mrs. Wofter invited the Board to the Licking County Chamber of Commerce Groundhog Breakfast which will be held on February 3, 2017 at 6:00 a.m. The keynote speaker will be Jamie T. Richardson, Vice President of White Castle System, Inc. Proud Magazine, a publication of the Licking County Chamber is distributed at this event. Mrs. Wofter has written an article about the library that will be included in the 2017 issue.

New Business

Nominating Committee

Mr. Claggett asked for nominations of officers for 2017. Ms. Morrison MOVED and Mr. Urban SECONDED that the officers remain the same as 2016. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, 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

Mrs. Myers MOVED and Mr. Urban SECONDED that the assignment of committees remain the same in 2017. Roll Call: Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-079

Approval to leave the Board Officers the same for 2017

016-080

Approval for the Assignment of Committees to remain the same

Other
None

There being no further business, the President declared the meeting adjourned at 5:07 p.m.

The next Regular Business Meeting will be Wednesday, January 18, 2017 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.