

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 18, 2013**

The Board of Trustees met in regular session on Wednesday, September 18, 2013 in the 2nd Floor Conference Room of the Newark Library. President Mr. Barry M. Riley called the meeting to order at 4:02 p.m. The following trustees answered the roll call of President Mr. Barry Riley: Mr. Martin (Marty) Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Martha (Marty) Morrison, Mr. Don Urban, and Mr. Barry Riley. Board of Trustee, Mrs. Kathy Myers, was excused from the meeting.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Jessica Dye, Deputy Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant; and Mrs. Mary Harmon, Head of Adult Services.

Other: Jennifer Ricketts, Coordinator of Teen Services at Coshocton Public Library, Practicum Student.

Adoption of Agenda

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

Oath of Office/Reappointment

Mr. Altmaier administered the Oath of Office to reappoint Mr. Claggett to a seven-year term.

Mr. Altmaier administered the Oath of Office to appoint Ms. Jessica Dye to Deputy Fiscal Officer.

Public Comments

None

Minutes for the Meeting of July 17, 2013

Mr. Altmaier MOVED and Mrs. Morrison SECONDED to approve the Regular Business Meeting Minutes of July 17, 2013 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms.

013-043
Adoption of
Agenda

013-044
Reappointment
Of Officer
Appointment of
Deputy Fiscal
Officer

013-045
Approval of
Regular
Business
Meeting
Minutes of July
15, 2013

Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo; Yes and Mr. Riley, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mrs. Mary Harmon presented revisions to the Collection Development Policy.

Mr. Urban MOVED and Mrs. Campolo SECONDED that approval be given for the revisions to the Collection Development Policy as presented with an edit to the Request for Reconsideration of Library Material to detail procedure for appeal process. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Mrs. Wofter received a letter from State Librarian, Beverly Cain expressing appreciation for hosting her visit on July 12, 2013.

Mrs. Wofter also received a letter from the Licking County YMCA thanking the library for hosting their Licking County Family YMCA Day Campers to our Lego Program.

Mrs. Wofter received a letter from Jennifer Starr thanking the library for the Kindle Fire she had won through the Summer Reading Program.

Mrs. Wofter shared correspondence recognizing Suzanne Robinson for her act of kindness at the Hartford Fair.

Mrs. Wofter presented a report from the Outreach Department with the statistics from the participation of the Bookmobile at the Hartford Fair.

Mrs. Wofter reported that the Bookmobile is out for repairs on the generator.

Committee Reports

Finance Committee Reports

Ms. Morrison reported on the August 21, 2013 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of July which include the General Fund and Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payrolls, and transfers. Ms. Morrison MOVED

013-046
Approval of
Revised
Collection
Development
Policy

013-047
Approval of July
Financials

and Mr. Urban SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Morrison, Yes; Mr. Claggett, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Mrs. Wofter gave an update to a hacking incident into a payroll bank account that caused a loss of funds at a nearby public library. Mrs. Wofter reported that it was caused by a virus that came through an email. Mrs. Wofter and Mrs. Lodge met with bank representatives to discuss what protections the bank currently provides to the Library's bank accounts and determined that security measures are in place at this time but will do additional research to decide if further action is required.

Ms. Morrison recognized Sandra Lodge for her election to a leadership role in the OLC'S Accounting Division.

Personnel Committee Report

Mr. Claggett MOVED and Ms. Morrison SECONDED that approval be given to revise the following policies: 1.140 Smoke Free Work Environment; 1.141 No Smoking; and 4.201 Social Media. Roll Call: Mr. Altmaier, Yes; Mrs. Morrison, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Mr. Claggett MOVED and Ms. Morrison SECONDED that approval be given to the job description of the Human Resources Manager position. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Mr. Claggett MOVED and Mr. Altmaier SECONDED that approval be given to give the Director discretion to close the library for two days per year for staff training. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Reports for August 2013

The financial reports for the August 2013 including bill, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of August was \$1,717,876.68.

013-048
Approval to
Revise Policies:
1.140 Smoke
Free Work
Environment;
1.141 No
Smoking;
4.201 Social
Media

013-049
Approval of
Job Description
Of Human
Resources
Manager
Position

013-050
Approval of
August
Financials

Receipts in the General Fund at the end of August were \$218,035.84 which included the State Income Tax Distribution of \$200,585.37. Disbursements in the General Fund for August totaled \$307,513.09. Receipts in the Building & Repair Fund totaled \$0.36 and disbursements totaled \$2,300.08. Mr. Claggett MOVED and Mr. Urban SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Morrison, Yes; Mr. Claggett, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Tax Budget Resolution

Mr. Claggett MOVED and Ms. Morrison SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mr. Altmaier, Yes; Mrs. Morrison, Yes; Mr. Claggett, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

Gifts – September 2013

Restricted: \$20.00 from Mr.& Mrs.Garry Benner for Emerson
R. Miller Branch

Unrestricted: \$40.00 from Mr. & Mrs. James Shomaker in
memory of Kevin Clement

\$50.00 from Ms. Paula M. Lappe

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

Other

Mrs. Lodge requested signatures from President, Mr. Riley and Vice President, Mr. Claggett to add Jessica Dye, Deputy Fiscal Officer to the bank accounts.

Director's Report

013-051
Approval of Tax
Budget
Resolution

013-052
Approval of
Gifts

Personnel Report - September 2013

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

Appointments

Meghan Douglas	Circulation Clerk Aide Effective: 07.08.13 \$10.00 Hourly
Matthew Jones	Tech Services Assistant Aide Effective: 08.07.13 \$11.00 Hourly
Elizabeth Poklinkowski	Miller Branch Assistant Aide Effective: 08.07.13 \$11.00 Hourly

Change of Rate and / or Status

Linda McVay	From Part-Time Circulation Clerk Aide To Full-Time Circulation Clerk Effective: 07.15.13 \$10.00 Hourly
Ryan Worbs	From Part-time Circulation Clerk Aide To Full-Time Circulation Clerk Effective: 08.26.13 \$10.00 Hourly
Laura Huffman	From Full-Time Circulation Clerk To Library Substitute Effective: 08.28.13 \$11.00 Hourly

Resignation

Michayla Lehman	Summer Library Assistant Effective: 08.10.13
Sara Potenza	Page Effective: 08.13.13

013-053
Approval of
Personnel
Report

Caleb Hegenberger	Emerging Technologies & Digital Content Assistant Aide Effective: 08.23.13
Anna McCaul Effective: 08.23.13	Circulation Clerk
Karen Earwood	Emerging Technologies & Digital Content Substitute Effective: 08.25.13

Old Business

Mr. Claggett reported that the Library is now officially leasing the employee parking lot located on the south side of the building.

Mr. Claggett discussed the ongoing negotiations with the City of Newark regarding the alley on the west side of the building.

New Business

Mr. Riley reported that Pat Jeffries is unable to chair the levy campaign and asked the Board of Trustees for their recommendations of a chair person to head up a levy campaign.

Mr. Riley appointed Mr. Urban, Mr. Altmaier, and Mrs. Campolo to serve as a three person committee to help identify a qualified person to chair the campaign levy.

Appointment of Secretary Pro Tem

Board President Mr. Riley announced that Board Secretary Mrs. Myers was absent so a Secretary Pro Tem was needed. Mr. Claggett MOVED and Mr. Altmaier SECONDED to appoint Mrs. Campolo Secretary Pro Tem. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Don Urban, Yes; Mrs. Campolo, Yes and Mr. Riley, Yes. The President declared the motion passed.

There being no further business, the President declared the meeting adjourned at 4:56 p.m.

The next Regular Business Meeting will be held on Wednesday, November 20, 2013 in the 2nd Floor Conference Room of the Newark Library.

013-054
Approval of
Secretary
Pro Tem