

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
September 20, 2017**

The Board of Trustees met in regular session on Wednesday, September 20, 2017 in the 2<sup>nd</sup> 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. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mr. Marty Altmaier, Mrs. Ruth Campolo, Ms. Marty Morrison.

Staff Present: Mrs. Babette Wofter, Director; Ms. Kerrill Foster, Deputy Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mr. Bill Whipkey, Building Services Supervisor; Mrs. Laura Appleman, Head of Community Engagement, Mrs. Mary Harmon, Head of Adult Services, Mr. Cory Stutes, Adult Services Assistant, Mr. Garrett Wohlford, Maintenance Specialist/Security.

Other: Carolyn Carnes, Assistant Prosecuting Attorney, Chief-Civil Division

Adoption of Agenda

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

Reappointment of Barry Riley & Kerrill Foster Oath of Office

Carolyn Carnes administered the Oath of Office to reappoint Mr. Riley to a seven-year term.

Carolyn Carnes administered the Oath of Office to Ms. Kerrill Foster.

Appointment of Secretary Pro Tem

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

017-043  
Adoption of  
Agenda

017-044  
Approval of  
Secretary  
Pro Tem

Public Comments

None

Minutes for the Board Meeting, July 19, 2017

Mrs. Myers MOVED and Mr. Claggett SECONDED to approve the Regular Business Meeting Minutes of July 19, 2017. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-045  
Approval of  
Regular  
Business  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Laura Appleman discussed the data received from the Utica Community Survey. Questions were asked and answered.

Mary Harmon and Cory Stutes presented a revised Local History Collection Development Policy. Mr. Urban MOVED and Mrs. Myers SECONDED to approve the Local Collection Development Policy as amended. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban and Mr. Claggett, Yes. The President declared the motion passed.

017-046  
Approval of  
Revised Local  
History Policy

Carolyn Carnes, Assistant Prosecuting Attorney, Chief-Civil Division discussed the presented Firearm Policy. Barry Riley MOVED and Mr. Urban SECONDED to approve the Firearm Policy as amended. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban and Mr. Claggett, Yes. The President declared the motion passed.

017-047  
Approval of  
Firearm Policy

Committee Reports

Finance Committee Report

Mrs. Myers reported on the August 16, 2017 Finance Committee Meeting. Mrs. Myers recommended approval of the financial reports for the month of July 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. Urban SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes and Mr. Claggett, Yes. The President declared the motion passed.

017-048  
Approval of  
July  
Financials

Fiscal Officer's Report

Financial Report for August 2017

The financial reports for August 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance

in the General Fund at the end of August was \$2,036,873.82. Receipts in the General Fund at the end of August were \$1,243,990.80. Disbursements in the General Fund for August totaled \$436,836.65. Receipts in the Building & Repair Fund totaled \$2,590.94 and disbursements totaled \$7,500.09. Mr. Urban MOVED and Mrs. Myers SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-049  
Approval of  
August  
Financials

Tax Budget Resolution

Mr. Riley Moved and Mr. Urban SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-050  
Approval of  
Tax Budget  
Resolution

Gifts – September 2017

Restricted	\$50.00 from Billy Lee’s Chop Suey House for Mobile Services’ Back to School supplies program.
	\$50.00 from Olive Garden for Mobile Services’ Back to School supplies program.
Unrestricted:	\$100.00 from the family of Richard Mayhew in memory of Richard Mayhew.
	\$76.00 from anonymous donations during Solar Eclipse program.
	\$24.00 from coffee donation box at Miller.

017-051  
Approval of  
Gift

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

Petty Cash Policy Revision

Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given to accept the revised petty cash policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-052  
Approval of  
Revised Petty  
Cash Policy

Other  
None

Director's Report

Personnel Report – September 2017

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

New Hire

Rachel Krak                      Library Substitute  
Effective 7.17.17  
\$11.14 Hourly

Jessica Adamson                Branch Assistant  
Effective: 8.16.17  
\$11.14 Hourly

Jason Jackson                    Branch Assistant  
Effective: 8.29.17  
\$11.14 Hourly

Transfer/Change in Position

Joshua McPeek                    From: Circulation Clerk  
To: Mobile Services Supervisor  
Effective: 7.17.17

Emily Klinger                      From: Branch Assistant  
To: Full-time Circulation Clerk  
Effective: 7.31.17

Presley Slabaugh                 From: Part-time Circulation Clerk  
To: Full-time Circulation Clerk  
Effective: 8.14.17

Resignation

Catie Polack                        Adult Services Librarian  
Effective: 7.15.17

Benjamin Hunkler                Seasonal Circulation Clerk  
Effective: 7.29.17

017-053  
Approval of  
Personnel  
Report

Ryan Worbs Deputy Fiscal Officer  
Effective: 8.11.2017

Jessica Adamson Branch Assistant  
Effective: 8.20.17

Camden Groves Seasonal Circulation Clerk  
Effective: 8.25.17

Demolition Resolution

Mr. Riley MOVED and Mr. Urban SECONDED to approve Resolution ratifying actions taken to procedure design, construction and legal services and authorizing further actions pursuant to the demolition, alteration and construction of capital improvements, and matters related thereto. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-054  
Approval of  
Demolition  
Resolution

Other

Mrs. Wofter announced the resignation of Board Member, Marty Morrison. A living gift in her honor was discussed.

Old Business  
None

New Business

Executive Session

Mr. Riley MOVED and Mr. Urban SECONDED that the Board go into executive session at 5:13 p.m. to discuss the compensation of a public employee. Roll Call: Mrs. Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-055  
Approval to  
go into  
Executive  
Session

Upon reconvening in public session at 5:33 p.m., Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given for a 2% salary increase to the Fiscal Officer effective on the anniversary date and a one-time bonus payment equal to last year plus \$500.00 and a \$10,000.00 salary increase to the Director effective on anniversary date. Roll Call: Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-056  
Approval of 2%  
salary increase  
for Fiscal  
Officer &  
merit bonus  
and salary  
increase for  
Director

There being no further business, the President declared the meeting adjourned at 5:35 p.m.

The next Regular Business Meeting will be Wednesday, November 15, 2017 at 3:45 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.