

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
May 16, 2018**

The Board of Trustees met in regular session on Wednesday, May 16, 2018 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 3:30 p.m. The following trustees answered the roll call of President Mr. Thaddeus Claggett: Mr. Marty Altmaier, Mrs. April Dusthimer, Mrs. Kathy Myers, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mrs. Ruth Campolo and Mr. Barry Riley

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Mary Harmon, Public Services Manager; Mrs. Jennifer Mitchell, Branch Supervisor; Mrs. Kelli O'Malley, Adult Services Coordinator; Mrs. Lindsay Kelly, Assistant Adult Services Coordinator; Mr. Cory Stutes, Local History Specialist; and Mr. Doug Stout, Veteran's Project Coordinator.

Appointment of Secretary Pro Tem

In the absence of Board Secretary Mrs. Campolo a secretary Pro Tem was appointed. Mr. Claggett MOVED and Mrs. Myers SECONDED to appoint Mr. Altmaier Secretary Pro Tem. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Adoption of Agenda

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

Public Comments

None

Minutes for the Board Meeting, March 21, 2018

Mrs. Myers MOVED and Mrs. Dusthimer SECONDED to approve the Regular Business Meeting Minutes of March 21, 2018. Roll Call: Mr.

018-026  
Appointment  
of Secretary  
Pro Tem

018-027  
Adoption of  
Agenda

018-028  
Approval of  
Regular  
Business  
Meeting  
Minutes

Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

#### Announcements, Presentations, Correspondence

Jennifer Mitchell reported on the Hervey Memorial Branch. Mrs. Mitchell shared the history of the Branch and discussed demographics and building improvement goals.

Mary Harmon and Cory Stutes presented an 1853 map of the City of Newark, Ohio as it appeared then. The map was bequeathed to Licking County Library from the estate of William I. Davis. The map being extremely rare, one of two known in existence, was sent to ICA Art Conservation for restoration and preservation. The map will be displayed at the Main Library.

Doug Stout shared correspondence he received from a young boy requesting information on a relative that was the last survivor of the Sultana Disaster.

#### Committee Reports

##### Finance Committee Report

Mrs. Myers reported on the April 18, 2018 Finance Committee Meeting. 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 Mr. Urban SECONDED that approval be given to accept the March reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-029  
Approval of  
March  
Financials

##### Proper Public Use Policy

Mrs. Lodge presented a proposed policy, along with a financial analysis. The Board stated additional information is needed prior to a decision.

##### Building & Grounds Committee Report

Mr. Altmaier reported on the May 2, 2018 Building & Grounds Committee. The committee reviewed several options for the relocation of the single phase line that is running East to West. The committee recommended approval of permanent utility easements for the relocation of utility poles. Mr. Altmaier MOVED and Mr. Urban

018-030  
Approval to  
Proceed with  
Easements  
Request

SECONDED to proceed with easement requests for the relocation of utility poles located at 107 W. Main Street. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

#### Fiscal Officer's Report

#### Financial Reports for April 2018

The financial reports for April 2018 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$2,095,387.55. Receipts in the General Fund at the end of April were \$495,072.04. Disbursements in the General Fund for April totaled \$368,365.74. Receipts in the Building & Repair Fund totaled \$3,020.48 and disbursements totaled \$3,890.09. Mrs. Dusthimer MOVED and Mrs. Myers SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-031  
Approval of  
April Financials

#### 2019 General Fund Request

Mrs. Dusthimer MOVED and Mr. Altmaier SECONDED to accept the 2019 General Fund Request as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-032  
Approval to  
Accept 2019  
General Fund  
Request

#### Gifts – May 2018

Restricted:               \$200.00 from Vietnam Veterans Chapter 55 for  
                                  In the Company of Heroes Project

                                  \$25.52 from coffee donations box at Miller

Unrestricted:           \$32.50 from anonymous donations

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

018-033  
Approval of  
Gifts

#### Advance Notification Policy

Mrs. Lodge discussed rules for establishing reasonable methods for notification of all regular and special business board meetings. The dates, times, and locations of all Licking County Library Board of Trustees Meetings will be posted on the Library's website following the

018-034  
Approval of  
Advance  
Notification  
Policy

passage of the annual resolution establishing that information. Additionally, a press release will be sent to the Newark Advocate for notification consideration and a social media announcement through Facebook. Mrs. Dusthimer MOVED and Mr. Altmaier SECONDED to approve the Advance Notification Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Kelli O'Malley and Lindsay Kelly discussed the Guiding Ohio Online grant. The grant allowed Licking County Library to hire two part-time technology trainers for a 1-year period. The current year's grant period is from October 1, 2017 – September 30, 2018. Trainers assist with computer instruction, technology-focused community outreach, one-on-one instruction, and other technology related duties. Application and proposed budget forms have been submitted for the 2018-2019 Guiding Ohio Online program.

Mrs. Dusthimer left the meeting at this time.

#### Director's Report

#### Personnel Report – May 2018

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

#### New Hire

Harlene Price	Circulation Clerk Effective: 3.19.18 \$10.50 Hourly
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#### Transfer / Change in Position

Grace Nuth	From: Branch Supervisor at Miller To: Branch Assistant at Miller Effective: 3.05.18
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#### Resignation

Caitlynn Melick	Branch Assistant at Miller Effective: 3.9.18
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Meghan Douglas	Youth Services Assistant Effective: 4.27.18
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018-035  
Approval of  
Personnel  
Report

Other

Mrs. Wofter attended Legislative Day on April 11, 2018 and met with Senator Hottinger. Her efforts focused on the value, impact and services provided by libraries with an emphasis on workforce development, the Return on Investment (ROI) of public libraries and what is being done in relation to the opioid epidemic. A meeting with Representative Scott Ryan took place on May 11, 2018 at the Granville Public Library.

The Friends of the Licking County Library raised over \$1,100 at the spring book sale on April 13 and 14. Their next meeting is scheduled for Monday, June 25 in Utica. A branch tour is planned and the meeting will be held in the Carriage House located behind the Utica Historical Society.

Mrs. Wofter attended an Opioid Symposium held at the Fawcett Center on April 4, 2018 hosted by the Ohio Library Council. Training options and conversations are continuing with staff.

All staff in supervisory positions will be meeting with their staff one-on-one during the months of May and June to complete their annual performance reviews.

Mrs. Wofter reported that the library will be represented at several upcoming events within the community including the Story Trails at Dawes, Newark Pride at Canal Market, Summer Fest in Downtown Newark and two July 4 events.

Old Business

None

New Business

Mr. Urban MOVED and Mr. Altmaier SECONDED to recommend the reappointment of Mrs. Kathy Myers. Mr. Claggett asked Mrs. Wofter to send a letter to the Licking County Commissioners respectively asking for the reappointment to the Library Board for a 7-year term commencing September 1, 2018 and ending August 31, 2025. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-036

Approval to  
Recommend  
the  
Reappointment  
of Mrs. Myers

Mr. Claggett requested three brainstorming sessions throughout the year at the end of Regular Business Meetings to discuss topics or new ideas for library services.

There being no further business, the President declared the meeting adjourned at 4:45 p.m.

The next Regular Business Meeting will be Wednesday, July 18, 2018 at 3:30 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.