

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 18, 2018**

The Board of Trustees met in regular session on Wednesday, July 18, 2018 in the 2nd 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: Mrs. Ruth Campolo, Mrs. April Dusthimer, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mr. Martin (Marty) Altmaier

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; Ms. Deirdre McIntyre, Branch Supervisor; Mr. Bill Whipkey, Building Services Supervisor; Mrs. Lindsay Kelly, Assistant Adult Services Coordinator; Ms. Bobbi Galvin, Branch Supervisor; Mr. Richard Rice, Technology Trainer; and Mr. Stephen Hildreth, Technology Trainer.

Adoption of Agenda

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

Public Comments

None

Announcements, Presentations, Correspondence

Mrs. Wofter introduced Bobbi Galvin, Branch Supervisor. Ms. Galvin began as Emerson R. Miller Library Supervisor on June 4, 2018. She has over 25 years of library experience including Reference, Circulation and Librarian Assistant, Technology Coordinator, Customer Relations and Assistant Director.

Deirdre McIntyre reported on the Hebron Library Branch. Ms. McIntyre discussed circulation and programming statistics, demographics and collaboration with the local school district.

Richard Rice and Stephen Hildreth demonstrated robotic objects and augmented reality apps that incorporate robotics and technology with

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Adoption of
Agenda

collaborative STEAM activities. The app-enabled Sphero Robotic Ball is on loan from Northeast Ohio Regional Library System (NEORLS).

Special Board Meeting Minutes of June 20, 2018

Mr. Urban MOVED and Mrs. Myers SECONDED to approve the Special Business Meeting Minutes of June 20, 2018. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

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Approval of
Special
Business
Meeting
Minutes

Committee Reports

Finance Committee Report

Mrs. Myers reported on the June 20, 2018 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of May 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 Mrs. Riley SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-043
Approval of
May
Financials

Fiscal Officer's Report

Financial Reports for June 2018

The financial reports for June 2018 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$1,886,794.49. Receipts in the General Fund at the end of June were \$260,219.33. Disbursements in the General Fund for June totaled \$399,901.17. Receipts in the Building & Repair Fund totaled \$5,336.57 and disbursements totaled \$630.05. Mr. Riley MOVED and Mrs. Dusthimer SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed

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Approval of
June Financials

Gifts – July 2018

Restricted: \$40.00 from James and Linda White in memory
 of Fred Davis for *In the Company of Heroes*
 Project

\$25.00 from Chris and Thomas Adams in memory of Fred Davis for *In the Company of Heroes Project*

\$50.00 from Donald and Janet Curtis in memory of Fred Davis for *In the Company of Heroes Project*

\$20.00 from Lita and Randal Knee in memory of Fred Davis for *In the Company of Heroes Project*

\$20.00 from Yolanda Black in memory of Fred Davis for *In the Company of Heroes Project*

\$50.00 from Sharyn Davis in memory of Fred Davis for *In the Company of Heroes Project*

\$120.00 from Wilma and family in memory of Fred Davis for *In the Company of Heroes Project*

\$9.04 from coffee donation box at Miller

Unrestricted: \$55.00 from anonymous donations

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

Other
None

Director's Report

Personnel Report – July 2018

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

New Hire

Morgan Stamper Youth Services Assistant at Main
Effective: 5.14.18
\$11.14 Hourly

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Approval of
Gifts

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Approval of
Personnel
Report

Roberta Galvin	Branch Supervisor at Miller Effective: 6.4.18 \$20.50 Hourly
Steven Yeager	Branch Seasonal Clerk Effective: 6.11.18 \$10.50 Hourly
Allison Whitacre	Computer Area Clerk at Main Effective: 6.12.18 \$10.50 Hourly
Sydney Henry	Page at Main Effective: 6.18.18 \$8.30 Hourly
Emily Hankinson	Library Substitute Effective: 6.19.18 \$11.14 Hourly
Brittany McAlpine	Library Substitute Effective: 6.19.18 \$11.14 Hourly

Rehire

Camden Groves	Circulation Seasonal Clerk Effective: 6.5.18
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Resignation

Tyler Wade	Computer Area Clerk at main Effective: 5.18.18
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Molly Howard	Computer Area Clerk Effective: 6.30.18
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Technology Update/New Server & SANS

Mr. Riley MOVED and Mrs. Dusthimer SECONDED to approve the purchase of two servers and a SANS to be housed at the Main Library for a total cost of \$32,410.42. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Lockers for 24 Hour Libraries

Mr. Urban MOVED and Mrs. Campolo SECONDED to approve the purchase of two sets of twenty lockers at a cost of \$54,630.00 for the

018-047
Approval to
Purchase
Servers

Licking County Broad Street 24 Hour Library location and for the future Wyatt Adkins Park, 24 Hour location. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

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Approval to
Purchase
Lockers

Strategic Plan 2019-2021 Facilitator

Mr. Urban MOVED and Mr. Riley SECONDED to approve the hiring of a consultant from Northeastern Ohio Regional Library System (NEORLS) for a fee up to \$11,000.00 to facilitate the creation of the 2019-2021 Strategic Plan with the proviso of qualification. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

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Approval to
Hire Consultant

Mrs. Dusthimer left the meeting at this time.

Parking Lot Design Options

Parking lot design options were presented for review. Discussion followed on pros and cons of each option. Mrs. Myers MOVED and Mr. Urban SECONDED to approve option 1 of DesignGroup. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

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Approval of
Parking Lot
Design

Other

Senator Jay Hottinger will be visiting the Main Library on Tuesday, July 24, 2018 to attend a Summer Library Program being presented by Weathervane Playhouse.

A new chiller has been ordered and is scheduled to be installed Friday, August 3, 2018 at the Main Library.

Ohio Library Council (OLC) and Ohio Public Library Information Network (OPLIN) announced a three-year contract with LinkedIn to provide Ohio public library card holders free access to online courses with the social media company's Lynda.com service.

Executive Session

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

Upon reconvening in public session at 5:10 p.m. Mr. Riley MOVED and

Mrs. Campolo SECONDED that approval be given for a 3% salary increase effective July 15, 2018 to employees hired or promoted prior to January 1, 2018 that are not at the end of their salary range and who have met expectations in their performance for the following positions: Page, Clerk, Van Driver-Custodial, Assistants, Bookmobile Drivers, Executive Assistant, and Deputy Fiscal Officer. A 2% salary increase effective July 15, 2018 to employees hired or promoted prior to January 1, 2018 that are not at the end of their salary range and who have met expectations in their performance for the following positions: Supervisor, Specialist, Professional Librarian, Assistant Coordinator, Coordinator, Department Head, HR Manager, and Manager. Additionally, Mrs. Wofter proposed a bonus pool up to \$25,000.00 to be divided into one-time merit bonus payments to acknowledge and reward top performers who have demonstrated exceptional performances the past review period. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given for a 3% salary increase to the Director and Fiscal Officer and each a one-time merit bonus of \$3000.00. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Old Business

Mrs. Myers will receive the Oath of Office at a later date.

New Business

None

There being no further business, the President declared the meeting adjourned at 5:15 p.m.

The next Regular Meeting will be Wednesday, September 19, 2018 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.

018-051
Approval of 2%
and 3%
Salary Increase
for Staff and
Merit Bonus
Payment to
Top Performers

018-052
Approval of 3%
Salary Increase
for Director
and Fiscal
Officer and
Merit Bonus
Payment