

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 19, 2018**

The Board of Trustees met in regular session on Wednesday, September 19, 2018 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, Mrs. April Dusthimer, 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; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mr. Bill Whipkey, Building Services Supervisor; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Mrs. Marisa Glaviano, Youth Services Supervisor; Ms. Amy Gantt, Community Connections Coordinator; Mrs. Mindy Tharp, Page; Mrs. Ada Myers, Branch Supervisor.

Adoption of Agenda

Mrs. Campolo MOVED and Mr. Urban SECONDED to adopt the agenda as presented. Roll Call: Mrs. Campolo, 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, July 18, 2018

Mrs. Campolo MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of July 18, 2018. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Ada Myers reported on the Buckeye Lake Branch. Ms. Myers discussed circulation, demographics, community involvement, and collaboration with the local school district

018-053
Adoption of
Agenda

018-054
Approval of
Regular
Business
Meeting
Minutes

Amy Gantt discussed continued and developing relationships with schools, businesses, non-profit organizations, social service agencies, and special needs audiences.

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

018-055
Approval of
July
Financials

Fiscal Officer's Report

Financial Report for August 2018

The financial reports for August 2018 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 \$2,391,167.50. Receipts in the General Fund at the end of August were \$509,349.10. Disbursements in the General Fund for August totaled \$610,621.60. Receipts in the Building & Repair Fund totaled \$5,228.93 and disbursements totaled \$23,537.59. Mrs. Dusthimer MOVED and Mrs. Campolo 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. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-056
Approval of
August
Financials

Tax Budget Resolution

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

018-057
Approval of
Tax Budget
Resolution

Gifts – September 2018

Restricted \$23.45 from coffee donation box at Miller

Unrestricted: \$25.00 from Don Richard and Letterina Franz

\$33.75 from anonymous donations

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

018-058
Approval of
Gifts

Meeting Room Fees Revision

Mr. Urban MOVED and Mrs. Dusthimer SECONDED that approval be given to revise Meeting Room Fees retroactive to September 1, 2018. Fees for the Downtown Library meeting rooms will be as follows:

Meeting Room A:

\$75.00 for up to 4 hours

\$150.00 for more than 4 hours

Meeting Room B:

\$50.00 for up to 4 hours

\$100.00 for more than 4 hours

Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-059
Approval of
Revised
Meeting Room
Fees

Other

None

Policy Revision: 3.105 Compassionate Leave/Bereavement Leave

Mrs. Campolo MOVED and Mrs. Dusthimer SECONDED that approval be given to revise Policy 3.105 Compassionate Leave/Bereavement Leave. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-060
Approval of
Revised Policy
3.105

Director's Report

Personnel Report – September 2018

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

018-061
Approval of
Personnel
Report

New Hire

Quinn Nutter
Computer Area Clerk at Main
Effective: 7.31.18
\$10.50 Hourly

Resignation

Brea Sulfridge
Branch Assistant at Hebron
Effective: 7.21.18

Steven Yeager
Branch Seasonal Clerk
Effective: 8.15.18

Camden Groves
Circulation Seasonal Clerk
Effective: 8.24.18

Staff Development Day Budget

Mrs. Myers MOVED and Mrs. Campolo SECONDED the approval of \$3500.00 for the October 8, 2018 Staff Development Day. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-062
Approval of
Staff
Development
Day Budget

Conceptual Design/Architectural Fees

Mrs. Campolo MOVED and Mr. Urban SECONDED the approval of \$13,800.00 for DesignGroup to proceed with the planning process to include a conceptual design, including a probable cost of construction for the Lower Level at the Main Library. Roll Call: Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-063
Approval of Fee
for
DesignGroup to
Proceed with
Conceptual
Design

Other

April Dusthimer leaves the meeting at this time.

Old Business

None

New Business

Mary Harmon introduced the topic of Sunday hours at the Downtown Library to gather feedback. Relevant information was provided and options were discussed.

There being no further business, the President declared the meeting adjourned at 4:55 p.m.

The next Regular Business Meeting will be Wednesday, November 28, 2018 at 3:15 p.m. in the 2nd Floor Conference Room of the Main Library.