

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 28, 2018**

The Board of Trustees met in regular session on Wednesday, November 28, 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: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mrs. April Dusthimer, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban and Mr. Thad Claggett.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; and Mrs. Tracy Groves, Executive Assistant.

Adoption of Agenda

Mr. Riley MOVED and Mr. Altmaier SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; 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

Minutes for the Board Meeting, September 19, 2018

Mrs. Dusthimer MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of September 19, 2018. Roll Call: Mr. Altmaier, Yes; 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.

Minutes for the Special Board Meeting, October 23, 2018

Mr. Riley MOVED and Mrs. Myers SECONDED to approve the Special Board Meeting Minutes of October 23, 2018. Roll Call: Mr. Altmaier, Yes; 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.

018-065

Adoption of
Agenda

018-066

Approval of
Regular
Business
Meeting
Minutes

018-067

Approval of
Special
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Mrs. Harmon presented statistical data regarding usage of Sunday hours including door counts, circulation, meeting rooms and activities. Mrs. Myers MOVED and Mr. Altmaier SECONDED to approve closing on Sundays effective January 2019. Roll Call: Mr. Altmaier, Yes; 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.

Committee Reports

Finance Committee Report

Financial Report for September 2018

Mrs. Lodge reported on the September Financials 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. Urban MOVED and Mr. Riley SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mr. Altmaier, Yes; 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.

Fiscal Officer's Report.

Financial Report for October 2018

The financial reports for October 2018 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of October was \$2,274,166.45. Receipts in the General Fund at the end of October were \$241,425.19. Disbursements in the General Fund for October totaled \$402,626.36. Receipts in the Building & Repair Fund totaled \$6,103.90 and disbursements totaled \$152,876.09. Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mr. Altmaier, Yes; 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.

Permission to Reallocate Funds Between Categories

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to reallocate funds between categories. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion

018-068

Approval to
Close on
Sundays

018-069

Approval of
September
Financials

018-070

Approval of
October
Financials

018-071

Approval to
reallocate
funds between
categories

passed.

Gifts – November 2018

Restricted \$100.00 from Ray Bowers for military card readers

 \$18.00 from coffee donations at Miller

Unrestricted: \$2000.00 from Gina Buckey

 \$500.00 from Jack F. Schmidt

 \$25.00 from Don Letterina and Richard Franz

 \$13.59 from anonymous donations

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to accept the November gifts as submitted. Roll Call: Mr. Altmaier, Yes; 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.

018-072
Approval of
Gifts

Salary Chart effective January 1, 2019

Ohio's hourly minimum wage to increase from \$8.30 to \$8.55 effective January 1, 2019. Mr. Urban MOVED and Mr. Riley SECONDED to approve the revised salary chart. Roll Call: Mr. Altmaier, Yes; 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.

018-073
Approval to
Revise Salary
Chart

Depository Agreements for 2019-2023

Fiscal Officer, Mrs. Sandra Lodge presented a summary of Depository Agreements Proposals. Based on the analysis, Mrs. Lodge proposed that the Library choose Park National Bank as its main Depositor for a five-year period beginning January 1, 2019. Mrs. Campolo MOVED and Mr. Altmaier SECONDED to accept Park National Bank as its main Depositor. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Abstain; Mrs. Myers, Abstain; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

018-074
Approval of
Depository
Agreements

Other

None

2019 Temporary Budget: (General Fund and Building & Repair Fund)

Mrs. Myers recommended approval of the 2019 Temporary Budgets, which include the General Fund and Building & Repair Fund. Mr. Urban MOVED and Mr. Riley SECONDED to approve the 2019 Temporary Budget as submitted. Roll Call: Mr. Altmaier, Yes; 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.

018-075
Approval of
2019
Temporary
Budget

Director's Report

Personnel Report

Mrs. Dusthimer MOVED and Mrs. Campolo SECONDED that the following Personnel changes be accepted. Roll Call: Mr. Altmaier, Yes; 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.

018-076
Approval of
Personnel
Report

New Hire

Robin Arter	Page at Main Effective: 10.24.18 \$8.30 Hourly
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Kaylynn Weaver	Page at Main Effective: 10.24.18 \$8.30 Hourly
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Resignation

Sydney Henry	Page at Main Effective: 09.15.18
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Security at the Main Library

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve additional security at the Main Library. Roll Call: Mr. Altmaier, Yes; 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.

018-077
Approval of
Additional
Security

Other

Old Business

None

New Business

Nominating Committee

Mr. Claggett asked for nominations of officers for 2019. Mrs. Myers MOVED and Mr. Riley SECONDED that the officers remain the same as 2018. Roll Call: Mr. Altmaier, Yes; 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.

President - Mr. Thaddeus Claggett
Vice-President – Mrs. Kathy Myers
Secretary – Mrs. Ruth Campolo

Assignment of Committees for 2019

Mrs. Myers MOVED and Mr. Riley SECONDED that the Assignment of Committees remain the same with exception of Mr. Riley moving from Building & Grounds Committee to Finance Committee. Roll Call: Mr. Altmaier, Yes; 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.

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

The next Regular Business Meeting will be Wednesday, January 16, 2019 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.

018-078
Approval of
Board Officers
for 2019

018-079
Approval of
Committee
Assignments