

**Minutes  
Board of Trustees  
Licking County Library  
Organizational & Regular Business Meeting  
January 16, 2019**

The Board of Trustees met in regular session on Wednesday, January 16, 2019 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. 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; Mrs. Tracy Groves, Executive Assistant; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Deb Holman, Support Services Manager; Ms. Suzanne Robinson, Circulation Supervisor; Mrs. Mary Harmon, Public Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Bill Whipkey, Head of Building Services; and Ms. Kim Howe, Miller Branch Assistant.

Other: Lauren Kellett

Adoption of Agenda

Mr. Urban MOVED and Mrs. Campolo 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, November 28, 2018

Mrs. Myers MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of November 28, 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.

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

019-001  
Adoption of  
Agenda

019-002  
Approval of  
Regular  
Business  
Meeting  
Minutes

019-003  
Reappointment  
of Fiscal Officer  
and Deputy  
Fiscal Officer

Mr. Altmaier MOVED and Mr. Urban SECONDED that Mrs. Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 surety bond and Ms. Kerrill Foster be reappointed to serve as Deputy Fiscal Officer at her current salary and posting a \$250,000.00 surety bond. Ms. Lauren Kellett administered the Oath of Office to the Fiscal Officer and the Deputy Fiscal Officer. 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.

#### Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Altmaier MOVED and Mr. Urban SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. 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.

019-004  
Reappointment  
of Purchasing  
Agent & Deputy  
Purchasing  
Agent

#### Announcements, Presentations, Correspondence

Mrs. Deb Holman presented the 2018 circulation statistics and noted the Library had a 3% increase over 2017 system wide and a 25.7% increase in eContent circulation. A total of 1,516,608 items were circulated in 2018 including digital and non-digital services.

#### Committee Reports

##### Finance Committee Report

Mrs. Myers reported on the December 19, 2018 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November 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. Campolo SECONDED that approval be given to to accept the November 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.

019-005  
Approval of  
November  
Financials

##### Fiscal Officer's Report

##### Financial Reports for December, 2018

The financial reports for December 2018 including bills, payrolls, and transfers were presented to the board for their approval. The balance

019-006  
Approval of  
December  
Financials

in the General Fund at the end of December was \$2,049,385.43. Receipts in the General Fund at the end of December were \$285,420.72. Disbursements in the General Fund for December totaled \$412,460.76. Receipts in the Building & Repair Fund totaled \$5,518.48 and disbursements totaled \$38,615.09. Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the December 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.

Advances from County Auditor

Mr. Altmaier MOVED and Mrs. Myers SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. 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.

019-007  
Approval to  
Request  
Advances from  
County Auditor

Gifts – January 2019 received in November and December 2018

Restricted:	<p>\$2,000.00 from Southgate Corporation for the Dolly Parton Imagination Library</p> <p>\$505.00 from Tony's Bar in memory of Chris Dye for Musical Instrument Lending Program</p> <p>\$10.00 from anonymous for Veteran's Project</p> <p>\$400.00 from Freda M. Tippie for Bookmobile</p> <p>\$20.00 from Midland Theatre for bubble machine liquid</p>
Unrestricted:	<p>\$20.00 from Mary Watts</p> <p>\$500.00 from Monday Talks</p> <p>\$32,155.11 from life insurance policy for Robert Trimble</p> <p>\$300.00 from Mantonya Chiropractic</p> <p>\$10.00 from Izor Counseling Services*</p> <p>\$25.00 from Jack Allberry*</p>

\$20.00 from JR Enterprises\*

\$16.00 from Mark Boston\*

\$50.00 from Beth Beckman\*

\$20.00 from Sandra Lodge\*

\$50.00 from Teresa K. Beimesch\*

\$10.00 from Sharon Schenbeck\*

\$165.00 in memory of Nancy E. Ciroli from  
Farmer's National Bank Corp Board

\$500.00 from Huntington Bank

\$25.60 from anonymous donations

\*Denotes Giving Tuesday donation

Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to accept the January 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.

Other  
None

Director's Report

Strategic Plan 2019-2021

Mrs. Wofter presented the final draft of the 2019-2021 Strategic Plan for review. The strategic plan is organized around three strategic goals, each supported by strategic objectives and action steps. The plan serves as a template for decision-making and effective resource allocation. Mr. Riley MOVED and Mrs. Myers SECONDED to approve the 2019-2021 Strategic Plan. 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.

Lower Level Renovation Proposal

Lower level conceptual designs were reviewed and discussed. The Board requested to seek additional proposals. No action was taken at

019-008  
Approval of  
Gifts

this time.

#### Personnel Report – January 2019

Mr. Urban MOVED and Mrs. Dusthimer SECONDED that the following Personnel changes be approved. 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.

#### New Hire

Abigail Reed                      Seasonal Clerk  
Effective: 11.12.18  
\$11.14 Hourly

Jennifer Seymour              Seasonal Clerk  
Effective: 11.12.18  
\$11.14 Hourly

#### Resignation

Joseph Ream                      Youth Services Assistant at Main  
Effective: 11.28.18

Joshua McPeek                      Mobile Services Supervisor  
Effective: 11.29.18

#### Termination

Kristine Kroll                      Cargo Clerk at Main  
Effective: 11.28.18

#### Requesting Statement of Qualifications

The Director and Fiscal Officer plan to annually request a Statement of Qualifications from the architectural and engineering industries interested in providing services to Licking County Library. The Board of Trustees unanimously agreed the approval to request Statement of Qualifications. 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.

#### Parking Lot Project

Mr. Riley MOVED and Mrs. Campolo SECONDED to approve up to \$350,000.00 for the repair and replacement of the parking lot at the

019-009  
Approval of  
Personnel  
Report

019-0010  
Approval to  
Request  
Statement of  
Qualifications

019-011  
Approval to  
Spend up to  
\$350,000.00

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.

Other

List of Board and Committee Dates

All meetings will be on third Wednesdays of the month at 3:30 p.m. in the Conference Room on the 2<sup>nd</sup> Floor of the Main Library unless otherwise noted.

January 16, 2019

Board of Trustees

February 20, 2019

Finance Committee

March 20, 2019

Board of Trustees

April 17, 2019

Finance Committee

May 15, 2019

Board of Trustees

June 19, 2019

Finance Committee

July 17, 2019

Board of Trustees

August 21, 2019

Finance Committee

September 18, 2019

Board of Trustees

October 16, 2019

Finance Committee

November 20, 2019\*

*Public Records Commission 3:15 p.m.*

Board of Trustees

December 18, 2019

Finance Committee

Old Business

None

New Business

None

Executive Session

The Board of Trustees unanimously agreed to go into Executive Session at 4:30 p.m. to discuss the appointment of a public official. 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.

Upon reconvening in public session at 4:45 p.m. the Board took no action.

019-012

Approval to go  
into Executive  
Session

The next Regular Business Meeting will be Wednesday, March 20, 2019 at 3:30 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.