

**Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
March 20, 2019**

The Board of Trustees met in regular session on Wednesday, March 20, 2019 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; Mrs. Tracy Groves, Executive Assistant; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Deb Holman, Support Services Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Bill Whipkey, Head of Building Services; Mrs. Laura Appleman, Community Engagement Manager; and Mrs. Gretchen Persohn, Adult Services Coordinator.

Adoption of Agenda

Mr. Urban MOVED and Mrs. Campolo SECONDED to adopt the agenda as amended. 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 of January 16, 2019

Mr. Riley MOVED and Mrs. Dusthimer SECONDED to approve the Regular Business Meeting Minutes of January 16, 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.

Minutes for the Special Board Meeting of February 28, 2019

Mrs. Campolo MOVED and Mr. Riley SECONDED to approve the Special Business Meeting of February 28, 2019. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley,

019-015
Adoption of
Agenda

019-016
Approval of
Regular
Business
Meeting
Minutes

019-017
Approval of
Special
Business
Meeting
Minutes

Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mrs. Wofter introduced Gretchen Persohn, Adult Services Coordinator. Gretchen has 25 years of a wide range of librarianship experience.

Public Behavior Policy Revision

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to revise the Public Behavior Policy. 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.

019-018
Approval to
Revise Public
Behavior Policy

Security Update

Mr. Riley MOVED and Mrs. Myers SECONDED the approval of the continuance of 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.

019-019
Approval of the
Continuance of
Security at
Main

1.207 Background Checks Policy Revision

Mr. Altmaier MOVED and Mrs. Dusthimer SECONDED that approval be given to revise Policy 1.207 Background Checks. 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.

019-020
Approval to
Revise Policy
1.207

Parking Lot Improvement Project Bids Received

Bids were received and reviewed. Law General Contracting, Inc. was awarded. Mr. Urban MOVED and Mrs. Campolo SECONDED the approval to spend up to \$550,000.00 for the parking lot project 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.

019-021
Approval to
Spend up to
\$550,000
For Parking
Project

Committee Reports

Finance Committee Report

Mrs. Lodge reported on the February 20, 2019 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of January 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. Riley MOVED and Mrs. Dusthimer SECONDED that approval be given to accept the January 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.

019-022
Approval of
January
Financials

Fiscal Officer's Report

Financial Reports for February 2019

The financial reports for February 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance at the end of February was \$1,804,779.17. Receipts in the General Fund at the end of February were \$285,144.25. Disbursements in the General Fund for February totaled \$309,919.05. Receipts in the Building & Repair Fund totaled \$5,039.68 and disbursements totaled \$3,380. Mr. Altmaier MOVED and Mr. Urban SECONDED that approval be given to accept the February 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.

019-023
Approval of
February
Financials

Gifts – March 2019 received in January and February 2019

Restricted: \$51.74 from Miller Coffee donation box

 \$20.00 from Donald Tullose in memory of Sue
 Helprey for Hervey Memorial Library

 \$10.00 from anonymous for Hebron

 \$100.00 from Maria & Laura Carr and Bill Barge
 In memory of Sue Helprey for Hervey Memorial
 Library

 \$10.00 from Elaine Tullose in memory of Sue
 Helprey for Hervey Memorial Library

 \$40.00 from Linda Sturgell in memory of Sue
 Helprey for Hervey Memorial Library

 \$25.00 from Tom & Amy Cooper in memory of

Sue Helprey for Hervey Memorial Library

\$50.00 from Utica Historical Society in memory of Sue Helprey for Hervey Memorial Library

\$25.00 from Raymond O. Booth in memory of Sue Helprey for Hervey Memorial Library

\$50.00 from Arthur & Bonita Crawford Valhalla Farms in memory of Sue Helprey for Hervey Memorial Library

\$15.00 from Bervin & Lisa Wajnryb in memory of Sue Helprey for Hervey Memorial Library

\$30.00 from Bob & Arlene Griffith in memory of Sue Helprey

Unrestricted: \$250.00 in memory of Allen Barol from Licking County Foundation

\$25.00 in memory of Allen Barol from Jim & Nancy Grower

\$75.00 in memory of Allen Barol from Ann Britton

\$25.00 in memory of Allen Barol from Licking County Computer Society

\$18.98 from anonymous donations

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to accept the March 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

Personnel Report – March 2019

Mr. Riley 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;

019-024
Approval of
Gifts

019-025
Approval of
Personnel
Report

Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

New Hire

Patti Pylant	Part-time Youth Services Assistant at Main Effective: 1.14.19 \$11.14 Hourly
Gretchen Persohn	Adult Services Coordinator at Main Effective: 1.28.19 \$20.55 Hourly
Heather Berry	Page at Main Effective: 1.29.19 \$8.55 Hourly
Mary Smrek	Youth Services Assistant at Main Effective: 2.19.19 \$11.14 Hourly
Sheryl Montgomery	Adult Services Assistant at Main Effective: 2.25.19 \$11.14 Hourly

Transfer

Rhonda Adams	From: Adult Services Assistant at Main To: Mobile Services Supervisor Effective: 1.14.19 \$17.54 Hourly
Megan Rader	From: Page at Main To: Part-time Cargo Clerk at Main Effective: 1.14.19 \$10.50 Hourly

Resignation

Jennifer Seymour	Seasonal Clerk Effective: 1.2.19
Abigail Reed	Seasonal Clerk Effective: 1.3.19

Melissa Zimmerman

Youth Services Librarian at Main
Effective: 1.23.19

Rachel Krak

Library Substitute
Effective: 2.4.19

Other

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:25 p.m.

The next Regular Business Meeting will be Wednesday, May 15, 2019 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.