

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 15, 2019**

The Board of Trustees met in regular session on Wednesday, May 15, 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, and Mr. Thaddeus Claggett.

Excused: Mr. Don Urban

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

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

019-026
Adoption of
Agenda

Public Comments

None

Minutes for the Regular Business Meeting, March 20, 2019

Mrs. Myers MOVED and Mrs. Dusthimer SECONDED to approve the Regular Business Meeting Minutes of March 20, 2019. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-027
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Mrs. Myers announced Mary E. Babcock Inc. will be holding a groundbreaking ceremony on Monday, May 20, 2019 at 2:00 p.m. for the addition to the library.

Committee Reports

Finance Committee Report

Mrs. Myers reported on the April 17, 2019 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of March 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 Mr. Riley SECONDED that approval be given to accept the March reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-028
Approval of
March
Financials

Fiscal Officer's Report

Financial Reports for April 2019

The financial reports for April 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$2,841,578.22. Receipts in the General Fund at the end of April were \$330,161.13. Disbursements in the General Fund for April totaled \$369,308.01. Receipts in the Building & Repair Fund totaled \$4,342.83 and disbursements totaled \$86,630.11. Mr. Riley MOVED and Mrs. Campolo SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-029
Approval of
April Financials

2020 General Fund Request

Mrs. Campolo MOVED and Mr. Altmaier SECONDED to accept the 2020 General Fund Request as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-030
Approval to
Accept 2019
General Fund
Request

Gifts – May 2019

Restricted: \$19.50 from Miller Coffee donation box

 \$100.00 from Don D. Hufford in memory of
 Juanita Conner for Emerson R. Miller Library

Unrestricted: \$20.00 from Columbus Foundation
\$100.00 in memory of Allen Barol from Mike & Joanie Hartz
\$35.00 from anonymous donations

019-031
Approval of
Gifts

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

Revision: Donation Policy

019-032
Approval of
Policy Revision

Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to revise Donation Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Director's Report

Personnel Report

019-033
Approval of
Personnel
Report

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

New Hire

Heather Ewbank Part-time Youth Services Assistant
Effective: 4.22.19
\$11.14 Hourly

Gena Rowe Library Substitute
Effective: 4.23.19
\$11.14 Hourly

Resignation

Kristen Beals Branch Assistant at Hebron
Effective: 3.20.19

Ryan Gerig Part-time Youth Services Assistant at
Main
Effective: 4.5.19
Effect

| | |
|---------------|--|
| Linda Goodman | Part-time Branch Assistant at Buckeye Lake Effective: 4.10.19 |
| Nora Robinson | Circulation Supervisor Effective: 4.19.19 |
| Quinn Nutter | Computer Area Clerk Effective: 4.30.19 |

Security at Main Library

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the part-time Security Guard position to a full-time position pending the appointment of a part-time Maintenance Assistant for the Building Services Department. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Dusthimer, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-034
Approval of
Full-Time
Security Guard

Other

Mrs. Wofter attended Legislative Day on April 9, 2019 and met with Senator Hottinger to advocate on behalf of Ohio Public Libraries. Additionally, a meeting with Representative Scott Ryan took place on May 6, 2019 at Licking County Library Downtown Newark. The meeting focused on library funding, plans for programs regarding opioid addiction, in-demand jobs and how the library database Lynda.com can help provide training.

The Licking County Library was awarded the 2019 Worksite Wellness award from the Licking County Health Department on May 14, 2019.

All staff in supervisory positions will be preparing and presenting annual performance reviews to their staff during May and June.

Babette Wofter and Marisa Glaviano will be attending the Dolly Parton's Imagination Library Conference in Pigeon Forge, Tennessee on June 18-21.

Site prep will begin in June for the new 24 Hour Library kiosk and automated lockers to be placed at the entrance to Legacy Park in Hanover. A marketing campaign is planned to promote both kiosks including better signage at the COTC Pataskala Campus. A ribbon cutting ceremony is planned for July.

Old Business

Revisions for the parking lot project at the Main Library have been submitted for approval.

New Business

Upcoming Board Member Term Expiration

Mrs. Dusthimer indicated she will not seek reappointment when her term expires August 31, 2019.

There being no further business, the President declared the meeting adjourned at 4:15 p.m.

The next Regular Business Meeting will be Wednesday, July 17, 2019 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.