

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 17, 2019**

The Board of Trustees met in regular session on Wednesday, July 17, 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: Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, and Mr. Thad Claggett.

Trustees Excused: Mr. Martin (Marty) Altmaier, Mrs. April Dusthimer, and 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; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Ms. Julia Walden, Extended Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Mrs. Ada Myers, Circulation Supervisor; and Mr. Bill Whipkey, Building Services Supervisor.

Adoption of Agenda

Mr. Riley MOVED and Mrs. Campolo SECONDED to adopt the agenda as presented. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

Mr. Claggett acknowledge the following guests: Peggy Wells, Lou Maresca, and Pam Reed. Ms. Reed, Friends of the Buckeye Lake Library President, discussed submitting a proposal for the revision of public service hours at the Buckeye Lake Library Branch and term renewal of lease. Additionally, Ms. Reed requested clarification on the process for development of programming and how it is communicated.

Announcements, Presentations, Correspondence

Ada Myers reported on the circulation statistics for the first half of 2019 and noted a decrease of 4% for Non-Digital services system-wide.

019-039
Adoption of
Agenda

Mary Harmon reported on the circulation statistics for non-typical library material and eContent statistics for the first half of 2019 and noted an increase of 29.52% for digital services.

Regular Business Meeting Minutes of May 15, 2019

Mr. Riley MOVED and Mrs. Myers SECONDED to approve the Regular Business Meeting Minutes of May 15, 2019. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-040
Approval of
Regular
Business
Meeting
Minutes

Special Board Meeting Minutes of June 5, 2019

Mrs. Myers MOVED and Mrs. Campolo SECONDED to approve the Special Business Meeting Minutes of June 5, 2019. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-041
Approval of
Special
Business
Meeting
Minutes

Committee Reports

Finance Committee Report

Due to lack of quorum, the meeting of the Finance Committee scheduled for 3:30 p.m., Wednesday, June 19, 2019, in the second floor of the Main Library was canceled.

Fiscal Officer's Report

Financial Reports for May and June 2019

The financial reports for May 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$2,818,126.22. Receipts in the General Fund at the end of May were \$325,899.92. Disbursements in the General Fund for May totaled \$349,351.92. Receipts in the Building & Repair Fund totaled \$2,025.70 and disbursements totaled \$2,457.50. Mr. Riley MOVED and Mrs. Campolo SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed

019-042
Approval of
May Financials

The financial reports for June 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$2,710,789.70. Receipts in the General Fund at the end of June were \$295,825.46. Disbursements in the General Fund for June totaled \$403,161.98. Receipts in the Building & Repair Fund totaled \$10,494.80 and disbursements totaled \$14,252.82. Mr.

019-043
Approval of
June Financials

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

Gifts – July 2019

Restricted: \$200.00 from Newark Pride for program
(Donation was returned)

 \$20.00 from T/M McBeth in memory of Betty
Bishop for Hervey Memorial Library

 \$50.00 from Tedd & Nancy Walters in memory of
Betty Bishop for Hervey Memorial Library

 \$45.00 from Francie Orthmeyer in memory of
Betty Bishop for Hervey Memorial Library

 \$25.00 from Katherine & Wilfred Thiel Jr. in
memory of Betty Bishop for Hervey Memorial
Library

 \$25.00 from Barbara Cochran in memory of Betty
Bishop for Hervey Memorial Library

 \$30.00 from Julia & Carl Doty in memory of Betty
Bishop for Hervey Memorial Library

 \$30.00 from the Poorman Families in memory of
Betty Bishop for Hervey Memorial Library

 \$50.00 from Dale & Rebecca Price in memory of
Betty Bishop for Hervey Memorial Library

Unrestricted: \$11,203.55 from the estate of Marjorie R. Fant

 \$26.50 from anonymous donations

 \$20.00 from Daniella Granados for programming

 \$50.00 from Amy Franjesevic for programming

 \$30.00 from Timothy Adkins for programming

 \$5.00 from Mary Locke for programming

\$5.00 from Nathan Myers for programming
\$25.00 from Judy Crabtree for programming
\$10.00 from Heather Epps for programming
\$5.00 from Michael Goodwin for programming
\$5.00 from Literary Lather for programming
\$25.00 from Romey Fluck for programming
\$10.00 from Lucy Sanders for programming
\$20.00 from Jeffrey Trzeciak for programming
\$10.00 from Ronald McCutchan for programming
\$50.00 from Tasneem Watts for programming
\$100.00 from Naomi Siegel for programming
\$30.00 from Christine Grudberg for programming
\$10.00 from Lydia Faber for programming

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

Other
None

Director's Report

Personnel Report – July 2019

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

New Hire

Amber Keener

Part-time Branch Assistant at Hervey
Memorial Library

019-044
Approval of
Gifts

019-045
Approval of
Personnel
Report

	Effective: 5.28.19 \$11.14 Hourly
Angela Hammond	Seasonal Branch Clerk Effective: 5.29.2019 \$10.50 Hourly
Gracie Wilson	Seasonal Circulation Clerk Effective: 5.29.2019 \$10.50 Hourly
Katherine Beard	Part-time Branch Assistant at Buckeye Lake Library Effective: 6.24.2019 \$11.14 Hourly
Amy Cooper	Part-time Branch Assistant at Hervey Memorial Library Effective: 6.26.2019 \$11.14 Hourly

Promotion

Emily Hankinson	From: Library Substitute To: Buckeye Lake Branch Supervisor Effective: 6.03.2019 \$17.00 Hourly
Morgan Stamper	From: Youth Services Assistant To: Youth Services Programming Specialist Effective: 6.17.2019 \$17.00 Hourly

Transfer

Allison Whitacre	From: Computer Area Clerk 15 Hours To; Computer Area Clerk 25 Hours Effective: 5.28.2019 \$10.50 Hourly
Ada Myers	From: Buckeye Lake Branch Supervisor To: Circulation Supervisor Effective: 6.3.2019 \$19.33 Hourly

Resignation

Katie Waters	Part-time Circulation Clerk Effective: 5.24.2019
Heidi Smith	Youth Services Programming Librarian Effective: 5.31.2019
Rebekah Sagar	Part-time Branch Assistant at Hervey Memorial Library Effective: 6.7.2019
Heather Berry	Page at Main Effective: 6.10.2019
Cory Stutes	Local History Specialist Effective: 6.21.2019

Compensation Adjustment for LCL Staff

To be discussed in Executive Session.

Policy Revision: 3.101 Holiday Leave

Mrs. Campolo MOVED and Mrs. Myers SECONDED that approval be given to revise Policy: 3.101 Holiday Leave to reflect a 5:00 p.m. closing. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mrs. Wofter presented testimony on behalf of public libraries and in support of restoring the Public Library Fund to 1.7% to the Senate Finance Committee on May 22, 2019.

Mrs. Wofter, Mrs. Harmon, and Mrs. Appleman attended a meeting of Ohio affiliates at the Governor's residence on July 10 to learn more about the Ohio Birth from Books Foundation that First Lady, Fran DeWine has initiated.

Executive Session to Discuss Compensation of Public Employees

Mrs. Myers MOVED and Mrs. Campolo SECONDED that the Board go into executive session at 4:20 p.m. to discuss the compensation of public employees. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-046
Approval to
Revise Holiday
Leave Policy

019-047
Approval to
Into Executive
Session

Upon reconvening in public session at 4:30 p.m., Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given for a 2% wage increase effective July 15, 2019 to employees hired or promoted prior to January 1, 2019 that are not at the end of their salary range and who have met expectations in their performance with the exception of Pages who received an increase in January 2019 per the minimum wage increase. Employees who changed positions in 2019 and did not receive a raise will also receive a 2% increase who have met expectations in their performance. Substitutes who averaged greater than 8 hours per week during the past 12 months will receive a 2% increase. Additionally, to give the Director authority to make a wage adjustment for staff that continuously excel in their performance. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-048
Approval of 2%
Salary Increase

Old Business

None

New Business

Mr. Riley MOVED and Mrs. Myers SECONDED to recommend the appointment of Mrs. Debra Seibel to the Licking County Library Board of Trustees. Mr. Claggett asked Mrs. Groves to send a letter to the Licking County Court of Common Pleas respectively asking for the appointment to the Library Board for a 7-year term commencing September 1, 2019 and ending August 31, 2026. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-049
Approval to
Recommend
the
Appointment
of Mrs. Seibel

There being no further business, the President declared the meeting adjourned at 4:35 p.m.

The next meeting will be Wednesday, September 18, 2019 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.