

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 18, 2019**

The Board of Trustees met in regular session on Wednesday, September 18, 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. Kathy Myers, Mr. Barry Riley, Mrs. Debbie Seibel, Mr. Don Urban and Mr. Thad Claggett.

Staff Present: Mrs. Babette Wofter, Director; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mr. Bill Whipkey, Building Services Supervisor; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Marisa Glaviano, Youth Services Supervisor; Ms. Julia Walden, Extended Services Manager; Mr. Matthew Jones, Materials Management Assistant; and Mr. Jack Goodman, Local History Specialist.

Other: Jenn Gilmore and Alyssa Dickinson of DesignGroup

Adoption of Agenda

Mr. Altmaier MOVED and Mr. Riley SECONDED to adopt the agenda as amended to include a presentation from DesignGroup. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Don Urban and Mr. Thad Claggett. The President declared the motion passed.

Appointment of New Board Member

Matthew Jones administered the Oath of Office to Mrs. Debbie Seibel who was appointed to a 7-Year term on the Licking County Library Board of Trustees, commencing September 1, 2019 and ending August 31, 2026.

Public Comments

Mrs. Wofter addressed a mail correspondence complaint for lack of seating on the Main Level at the Downtown Newark location.

Minutes for the Board Meeting, July 17, 2019

019-055
Adoption of
Agenda

Mrs. Myers MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of July 17, 2019. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-056
Approval of
Regular
Business
Meeting
Minutes

Minutes for the Special Board Meeting August 21, 2019

Mr. Urban MOVED and Mr. Riley SECONDED to approve the Special Board Meeting Minutes of August 21, 2019. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-057
Approval of
Special
Board Meeting
Minutes

Announcements, Presentations, Correspondence

Julia Walden presented the 2019 Summer Library Program statistical report. There was a total of 98 programs with 2,323 participating. An 8% increase in participation from 2018.

Mary Harmon and Marisa Glaviano discussed several Youth Services programs, including the 1000 Books Before Kindergarten, Classroom Collections, and the 2019 Summer Lunch Program. A total of 2,181 lunches were served between June 3 and August 21, 2019.

Bill Whipkey provided the Board with an update regarding the progress of the parking lot project at the Downtown Newark Library. The project broke ground July 11, 2019 with a planned completion date of October 28, 2019.

Tracey Wolfle introduced Jack Goodman, Local History Specialist. Mr. Goodman completed his undergraduate degree in History and Archaeology at the University of Evansville in Indiana. He pursued his master's and then his Ph.D. in History at Western Michigan University, completing his dissertation and doctorate in 2017. Jack previously taught college-level history courses and has conducted research in libraries and archives both in the United States and Europe.

Committee Reports

Finance Committee Report

Mrs. Myers reported on the August 21, 2019 Finance Committee Meeting. Mrs. Myers recommended approval of the financial reports for the month of July which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal

019-058
Approval of
July
Financials

Officer regarding bills, payroll, and transfers. Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for August 2019

The financial reports for August 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of August was \$3,457,032.71. Receipts in the General Fund at the end of August were \$1,382,229.61. Disbursements in the General Fund for August totaled \$435,989.54. Receipts in the Building & Repair Fund totaled \$5,092.16 and disbursements totaled \$142,500.86. Mr. Urban MOVED and Mr. Altmaier SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Tax Budget Resolution

Mr. Urban Moved and Mrs. Campolo SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – September 2019

Restricted \$23.45 from anonymous coffee donation box at Miller

Unrestricted: \$50.10 from anonymous donations

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

Other
None

019-059
Approval of
August
Financials

019-060
Approval of
Tax Budget
Resolution

019-061
Approval of
Gifts

Director's Report

Personnel Report – September 2019

019-062
Approval of
Personnel
Report

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

New Hire

Bethanie Copen Part-time Circulation Clerk
Effective: 7.8.19
\$10.50 Hourly

Jack Goodman Local History Specialist
Effective: 7.15.19
\$17.00 Hourly

Adam Baker Page
Effective: 7.22.19
\$8.55 Hourly

Taylor Donegan Page
Effective: 7.22.19
\$8.55 Hourly

Craig Snyder Maintenance Specialist
Effective: 7.29.19
\$17.00 Hourly

Grace Frye Page
Effective: 8.12.19
\$8.55 Hourly

Transfer

Garrett Wohlford From: Maintenance/Security Specialist
To: Security Specialist
Effective: 7.29.19

Resignation

Gracie Wilson Temporary Circulation Clerk
Effective: 8.6.19

Katherine Beard Part-time Branch Assistant at Buckeye
Lake
Effective: 8.13.19

Angela Hammond

Temporary Clerk
Effective: 8.17.19

Emily Klinger

Circulation Clerk
Effective: 8.23.19

Amber Keener

Part-time Branch Assistant at Hervey
Memorial
Effective: 8.30.19

24 Hour Library Kiosk at Legacy Park

Site work is nearing completion at Legacy Park in Hanover. Delivery of the automated library is expected Thursday, September 19, 2019. Automated lockers will be added soon after installation.

Hervey Memorial Library

Julia Walden and Babette Wofter, along with Luconda Dager, Trustee for the Hervey Memorial Library have been working closely with the Utica Area Foundation to develop a proposal and a fundraising plan to make the library in Utica handicapped accessible including a ramp, new bathroom, refurbished porch, sidewalk, and repair of the rear parking lot.

Library App

Laura Appleman and Mary Harmon worked together to customized a Library App that recently became available through the SEO Consortium.

Landscaping at Emerson R. Miller and Downtown Newark

Licking County Library has been working with Hidden Creek Landscaping to development proposals for additional plantings at Miller Library near Main Street and for a complete renovation of landscaping at Downtown Newark Library.

Other

The Friends of the Licking County Library will be holding their annual fall book sale with a members-only preview sale Friday, October 18 from 3:30–5:30 p.m. and a public sale on Saturday, October 19 from 9:00 a.m.–3:00 p.m.

Seven staff members will be attending the Ohio Library Conference September 25-27 in Cincinnati. Amy Gantt is serving on the program

committee and Doug Stout will be a speaker at one of the sessions. There are also representatives from Adult Services, Mobile Services, Youth Services, Circulation and the Buckeye Lake Branch.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:37 p.m.

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