

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 20, 2019**

The Board of Trustees met in regular session on Wednesday, November 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, Mr. Barry Riley, Mrs. Debbie Seibel, Mr. Don Urban and Mr. Thaddeus Claggett.

Excused: Mrs. Kathy Myers

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

Adoption of Agenda

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

Public Comments

None

Minutes for the Board Meeting, September 18, 2019

Mr. Riley MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of September 18, 2019. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mrs. Wofter introduced Craig Snyder, Maintenance Specialist. Craig graduated from Evergreen High School in Metamora, Ohio. After moving to central Ohio, he continued his education at Columbus State

019-063

Adoption of
Agenda

019-064

Approval of
Regular
Business
Meeting
Minutes

Community College. He furthered his education by completing C-TEC's Manufacturing Certification Program. Craig's work experience includes positions at R & R Pipeline, Worthington Industries, State Industrial Products, Ridge Corporation, Katter Custom Cutters, and Great Oak Outdoor Services.

Committee Reports

Finance Committee Report

Financial Report for September 2019

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

019-065
Approval of
September
Financials

Fiscal Officer's Report.

Financial Report for October 2019

The financial reports for October 2019 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of October was \$3,357,102.16. Receipts in the General Fund at the end of October were \$395,235.08. Disbursements in the General Fund for October totaled \$388,532.90. Receipts in the Building & Repair Fund totaled \$869.66 and disbursements totaled \$166,904.89. Mr. Riley MOVED and Mr. Altmaier SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-066
Approval of
October
Financials

Permission to Reallocate Funds Between Categories

Mr. Urban MOVED and Mrs. Campolo SECONDED that approval be given to reallocate funds between categories. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-067
Approval to
reallocate
funds between
categories

Gifts – November 2019

Restricted \$100.00 from anonymous for Veterans Project

\$3000.00 from Central Ohio Technical College
for Dolly Parton Imagination Library

\$14.10 from anonymous for Miller Coffee Fund

Unrestricted: \$48.90 from anonymous donations

\$25.00 from Emily Branch

\$10.00 from Jerry Roper

\$25.00 from Ardetta Spear

\$750.00 from Jack Schmidt

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

019-068
Approval of
Gifts

Salary Chart effective January 1, 2020

Ohio's hourly minimum wage to increase from \$8.55 to \$8.70 per hour effective January 1, 2020. Mr. Riley MOVED and Mrs. Seibel SECONDED to approve the revised salary chart. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-069
Approval to
Revise Salary
Chart

Other

None

2020 Temporary Budget: (General Fund and Building & Repair Fund)

The Finance Committee recommended approval of the 2020 Temporary Budgets, which include the General Fund and Building & Repair Fund. Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the 2020 Temporary Budget as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-070
Approval of
2020
Temporary
Budget

Director's Report

Personnel Report

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

New Hire

Elizabeth Beck Part-time Circulation Clerk
Effective: 10.8.19
\$10.50 Hourly

Ashley Balay Youth Services Librarian
Effective: 10.21.19
\$18.00 Hourly

Nicholas Grigsby Automated Library Assistant
Effective: 10.28.19
\$11.14 Hourly

Transfer

Jason Jackson From: Full-time Branch Assistant at
Hebron
To: Part-time Branch Assistant at Utica
Effective: 9.9.19
\$11.70 Hourly

Kaycie Yeager From: Part-time Circulation Clerk
To: Full-time Circulation Clerk
Effective: 9.9.19
\$ 11.04 Hourly

Darcy Heller From: Circulation Clerk
To: Assistant Circulation Supervisor
Effective: 9.23.19
\$14.00 Hourly

Harlene Price From: Part-time Branch Assistant at
Hebron
To: Full-time Branch Assistant at Hebron
Effective: 9.30.19
\$11.36 Hourly

Audrey Finkle From: Part-time Branch Assistant at

019-071
Approval of
Personnel
Report

Johnstown
To: Full-time Branch Assistant at
Johnstown
Effective: 10.14.19
\$12.18 Hourly

Termination

Gretchen Persohn

Adult Services Coordinator
Effective: 10.1.19

Resignation

Zachery Baker

Branch Assistant at Johnstown
Effective: 9.23.19

Elizabeth Beck

Part-time Circulation Clerk
Effective: 10.21.19

Bidding Youth Services Renovation Project

Mr. Riley MOVED and Mr. Urban SECONDED approval to go out to bid on the lower level renovation project at the Downtown Newark Library. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

019-072

Approval to go
out to bid on
Lower Level
Renovation

Other

Mrs. Wofter provided an update on the Licking County Library Foundation Fund. The Licking County Library Endowment Fund has an ending balance of \$32,478.83 and the Licking County Library Fund has an ending balance of \$26,279.83. It was noted that both funds have seen growth due to investment activity.

The Downtown Newark Library parking lot project is nearing completion. The Director has received many positive comments.

Several staff have attended professional conferences including the Ohio Library Council Annual Conference, Safety/Security workshop, Library Marketing Conference and School and Library Partnership Conference. Those attending continuing education conferences are required to report orally or in writing and be made available to all staff.

Veteran's Project Coordinator, Doug Stout, facilitated a program in collaboration with a museum in Missouri that enabled Licking County to be the first county in Ohio to receive the designation of a POW/MIA

county. A ceremony was held on Friday, November 1, 2019 at the Main Library. Several Mayors, Congressmen, and Legislators attended the event.

Old Business

None

New Business

Nominating Committee

Mr. Claggett appointed Mr. Riley to present the nominations of officers for 2020 at the January 15, 2020 Organizational Board Meeting.

Executive Session

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to go into executive session at 4:00 p.m. to discuss the appointment of a public employee. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mr. Riley MOVED and Mrs. Campolo SECONDED to reconvene in public session at 4:35 p.m. The Board took no action. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

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

The next Regular Business Meeting will be Wednesday, January 15, 2020 at 3:30 p.m. in the 2nd Floor Conference Room of the Main Library.

019-073

Approval to go into Executive Session

019-074

Approval to Reconvene in Public Session