

**Minutes
Board of Trustees
Licking County Library
Special Business Meeting
December 11, 2019**

The Board of Trustees met in special session on Wednesday, December 11, 2019 in the 2nd Floor Conference Room at the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 4:30 p.m. The following trustees answered the roll call of President Mr. Thaddeus Claggett: Mr. Marty Altmaier, Mr. Barry Riley, Mr. Don Urban, and Mr. Thad Claggett.

Excused: Mrs. Ruth Campolo, Mrs. Kathy Myers, and Mrs. Debbie Seibel

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Kerrill Foster, Deputy Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Craig Snyder, Maintenance Specialist; and Mr. Bill Whipkey, Head of Building Services.

Adoption of Agenda

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

Public Comments

None

Building & Grounds Committee Report

Main Library - Lower Level Renovation Project

Mr. Altmaier MOVED and Mr. Riley SECONDED to reject any and all bids received. Mrs. Lodge will re-post the request for bids. Roll Call: Mr. Altmaier, Yes; Mr. Riley Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Main Library – Landscape Project

The Building & Grounds Committee recommended further discussion and additional information on plant care and maintenance. No action was taken at this time.

019-075
Adoption of
Agenda

019-076
Rejection of all
Bids and
Approval to Re-
post the
Request for
Bids

Main Library – Flooring Project

Mr. Urban MOVED and Mr. Altmaier SECONDED approval to go out for design and bid on flooring project at the Main Library. Roll Call: Mr. Altmaier, Yes; Mr. Riley Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Policy Revision: Petty Cash and Change Funds

Due to the elimination of the payment kiosks at the self-checkout stations, the remaining change will be collected and deposited. Mr. Riley MOVED and Mr. Altmaier SECONDED approval to revise the Petty Cash and Change Funds Policy. Roll Call: Mr. Altmaier, Yes; Mr. Riley Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Executive Session

Mr. Riley MOVED and Mr. Altmaier SECONDED that the Board go into executive session at 4:45 p.m. to discuss the appointment of a public employee. Roll Call: Mr. Altmaier, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Upon reconvening in public session at 5:00 p.m. Mr. Riley MOVED and Mr. Urban SECONDED approval to rehire Doug Stout following his retirement as recommended by the Director. Roll Call: Mr. Altmaier, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:00 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.

President

Secretary

019077

Approval to go out for Design and Bid on Flooring Project

019-078

Revision of Petty Cash Policy

019-079

Approval to Go into Executive Session

019-080

Approval to Rehire Doug Stout