

**Minutes  
Board of Trustees  
Licking County Library  
Organizational & Regular Business Meeting  
January 15, 2020**

The Board of Trustees met in regular session on Wednesday, January 15, 2020 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Thad Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Thad 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; 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; Mr. Kent Daniels, Adult Services Coordinator; Mrs. Deb Holman, Support Services Manager; Mrs. Ada Myers, Circulation Supervisor; Mrs. Mary Harmon, Public Services Manager; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Bill Whipkey, Head of Building Services; Mr. Craig Snyder, Maintenance Specialist; and Ms. Julia Walden, Extended Services Manager.

Other: Stephanie Tackett

Adoption of Agenda

Mr. Altmaier MOVED and Mrs. Myers SECONDED to adopt the agenda as presented. 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.

Public Comments

None

Appointment of Officers

Mr. Claggett asked for nominations of officers for 2020. Mr. Riley MOVED and Mrs. Myers SECONDED that the officers remain the same as 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.

President: Thaddeus Claggett

Vice President: Kathy Myers

Secretary: Ruth Campolo

020-001  
Adoption of  
Agenda

020-002  
Approval of  
Officers for  
2020

Appointment of Standing Committees

The Board of Trustees unanimously agreed that the following 2020 Standing Committees be approved: 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.

Finance Committee

Don Urban, *chair*  
Debbie Seibel  
Ruth Campolo  
Thaddeus Claggett, ex officio (voting)  
Babette Wofter, ex officio (non-voting)  
Sandra Lodge, ex officio (non-voting)

Marketing & Library Services

Ruth Campolo, *chair*  
Martin Altmaier  
Don Urban  
Thaddeus Claggett, ex officio (voting)  
Babette Wofter, ex officio (non-voting)  
Sandra Lodge, ex officio (non-voting)

Building & Grounds Committee

Martin Altmaier, *chair*  
Barry Riley  
Debbie Seibel  
Thaddeus Claggett, ex officio (voting)  
Babette Wofter, ex officio (non-voting)  
Sandra Lodge, ex officio (non-voting)

Personnel Committee

Barry Riley, *chair*  
Ruth Campolo  
Kathy Myers  
Thaddeus Claggett, ex officio (voting)  
Babette Wofter, ex officio (non-voting)  
Sandra Lodge, ex officio (non-voting)  
Tracey Wolfle, ex officio (non-voting)

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

Mr. Altmaier MOVED and Mr. Urban SECONDED that Mrs. Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 surety bond and Ms. Kerrill Foster be

020-003  
Appointment  
of Standing  
Committees

020-004  
Reappointment  
of Fiscal Officer  
and Deputy  
Fiscal Officer

reappointed to serve as Deputy Fiscal Officer at her current salary and posting a \$250,000.00 surety bond. Ms. Stephanie Tackett administered the Oath of Office to the Fiscal Officer and the Deputy Fiscal Officer. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Debbie Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Riley MOVED and Mrs. Campolo SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. 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.

Approval of 2020 Board Calendar

Mr. Altmaier MOVED and Mrs. Seibel SECONDED to approve the 2020 Board and Committee dates. 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.

List of Board and Committee Dates

All meetings on third Wednesdays of the month at 4:00 p.m. in the Conference Room on the 2<sup>nd</sup> Floor of the Main Library unless otherwise noted.

January 15, 2020  
Board of Trustees

February 19, 2020  
Finance Committee

March 18, 2020  
Board of Trustees

April 15, 2020  
Finance Committee

May 20, 2020  
Board of Trustees

June 17, 2020  
Finance Committee

July 15, 2020  
Board of Trustees

August 19, 2020  
Finance Committee

September 16, 2020  
Board of Trustees

October 21, 2020  
Finance Committee

November 18, 2020\*  
*Public Records Commission 3:45 p.m.*  
Board of Trustees

December 16, 2020  
Finance Committee

020-005  
Reappointment  
of Purchasing  
Agent & Deputy  
Purchasing  
Agent

Minutes for the Board Meeting, November 20, 2019

Mr. Urban MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of November 20, 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.

020-006  
Approval of  
Regular  
Business  
Meeting  
Minutes

Minutes for the Special Board Meeting, December 11, 2019

Mr. Riley MOVED and Mrs. Campolo SECONDED to approve the Special Business Meeting Minutes of December 11, 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.

020-007  
Approval of  
Special  
Board Meeting  
Minutes

Announcements, Presentations, Correspondence

Mrs. Deb Holman presented the 2019 circulation statistics and noted the Library had a 9% decrease over 2018 system wide and a 25% increase in eContent circulation. A total of 1,440,683 items were circulated in 2019 including digital and non-digital services.

Committee Reports

Building & Grounds Committee

The Building & Grounds Committee report was reviewed and discussed at the December 11, 2019 Special Board Meeting.

Finance Committee Report

Mrs. Myers reported on the December 18, 2019 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from Fiscal Officer regarding bill, payroll, and transfers. Mr. Riley Moved and Mrs. Campolo SECONDED that approval be given to accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-008  
Approval of  
November  
Financials

Fiscal Officer's Report

Financial Reports for December, 2019

The financial reports for December 2019 including bills, payrolls, and

transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$2,889,899.63. Receipts in the General Fund at the end of December were \$263,403.39. Disbursements in the General Fund for December totaled \$571,418.47. Receipts in the Building & Repair Fund totaled \$7,036.53 and disbursements totaled \$100,520.28. Mrs. Myers MOVED and Mr. Urban SECONDED that approval be given to accept the December 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.

020-09  
Approval of  
December  
Financials

Lower Level Renovation

Mr. Riley MOVED and Mr. Altmaier SECONDED approval to proceed with Robertson Construction for the lower level renovation at the Main Library. 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.

020-010  
Approval to  
Proceed with  
Robertson  
Construction

Advances from County Auditor

Mrs. Seibel MOVED and Mr. Urban SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. 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.

020-011  
Approval to  
Request  
Advances from  
County Auditor

Gifts – January 2020 received in November and December 2019

Restricted:	\$500.00 from Granville Kiwanis for the Dolly Parton Imagination Library
	\$400.00 from Freda Tippie for Bookmobile
	\$1000.00 from Licking County Reading Foundation for Dolly Parton Imagination Library
	\$14.73 from Miller Coffee Donation Box
Unrestricted:	\$1000.00 from Gina Buckey
	\$20.00 from anonymous donor
	\$50.00 from James Swain in honor of Matt Swain
	\$20.00 from JR Enterprises*

\$16.00 from Mark Boston\*

\$50.00 from Beth Beckman\*

\$20.00 from Sandra Lodge\*

\$50.00 from Teresa K. Beimesch\*

\$10.00 from Sharon Schenbeck\*

\$165.00 in memory of Nancy E. Ciroli from  
Farmer's National Bank Corp Board

\$500.00 from Huntington Bank

\$25.60 from anonymous donations

\*Denotes Giving Tuesday donation

Mr. Urban MOVED and Mrs. Myers SECONDED that approval be given to accept the January 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.

020-012  
Approval of  
Gifts

Other  
None

Director's Report

Personnel Report – January 2020

Mr. Riley MOVED and Mrs. Campolo SECONDED that the following Personnel changes be approved. 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.

020-013  
Approval of  
Personnel  
Report

New Hire

Sally Gummere

Seasonal Clerk  
Effective: 11.26.19  
\$10.50 Hourly

Amanda Grubbs

Library Substitute  
Effective: 12.2.19  
\$11.14 Hourly

Amber Scaife

Branch Assistant at Mary E. Babcock

	Effective: 12.2.19 \$11.14 Hourly
Rebekah Lennon	Circulation Clerk Effective:12.2.19 \$10.50 Hourly
Alexandra Boring	Seasonal Clerk Effective: 12.4.19 \$10.50 Hourly
Kenton Daniels	Adult Services Coordinator Effective: 12.9.19 \$26.92 Hourly
Rebecca Gager	Branch Assistant at Buckeye Lake Effective: 12.9.19 \$11.14 Hourly
Kelly Pertee	Branch Assistant at Hebron Effective: 12.9.19 \$11.14 Hourly
<u>Termination</u> Adam Baker	Page Effective: 12.4.19
<u>Resignation</u> Mary Smrek	Youth Services Assistant Effective: 11.29.19
Bobbie Browning	Circulation Clerk Effective: 12.17.19

Landscaping Project Main Library

Mr. Urban MOVED and Mr. Altmaier SECONDED approval to go out to bid on the landscaping project at the Downtown Library. 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.

Requesting Statement of Qualifications

The Director and Fiscal Officer plan to annually request a Statement of Qualifications from the architectural and engineering industries interested in providing services to Licking County Library. The Board of

020-014  
Approval to Go  
Out to Bid

020-015  
Approval to  
Request  
Statement of  
Qualifications

Trustees unanimously agreed the approval to request Statement of Qualifications. 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

The annual Winterfest was held on Saturday, December 7, 2019 with an attendance of 600. The Friends of the Licking County Library held a book sale during the event and raised \$1200.00.

A new format for the Check It Out Library newsletter premiered with the January/February 2020 issue. New features include: a table of contents, listing of the Board Members and Managers, feature articles and a program guide categorized by age and location.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:11 p.m.

The next Regular Business Meeting will be Wednesday, March 18, 2020 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.