

**Minutes  
Board of Trustees  
Licking County Library  
Organizational & Regular Business Meeting  
March 18, 2020**

The Board of Trustees met in regular session on Wednesday, March 18, 2020 in a virtual meeting via conference call. 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. Deb Holman, Support Services Manager; Mrs. Mary Harmon, Public Services Manager; Mr. Bill Whipkey, Head of Building Services; Mrs. Laura Appleman, Community Engagement Manager; Ms. Julia Walden, Extended Services Manager; and Mr. Craig Snyder, Maintenance Specialist.

Adoption of Agenda

Mr. Riley MOVED and Mr. Urban SECONDED to adopt the agenda as amended. 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.

020-019  
Approval of  
Agenda

Public Comments

None

Minutes for the Board Meeting of January 15, 2020

Mrs. Myers MOVED and Mr. Altmaier SECONDED to approve the Regular Business Meeting Minutes of January 15, 2020. 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.

020-020  
Approval of  
Regular  
Business  
Meeting  
Minutes

Minutes for the Special Board Meeting of February 19, 2020

Mr. Riley MOVED and Mr. Urban SECONDED to approve the Special Business Meeting of February 19, 2020. 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.

020-021  
Approval of  
Special  
Business  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mary Harmon gave an update on the lower level renovation project at the Downtown Newark Library. The project is on schedule with no change orders.

Licking County Library Local History Specialist, Jack Goodman was invited to participate in the television series, The Dead Files, airing on the Travel Channel. Mr. Goodman provided research on the history of a house in Pataskala, Ohio.

Committee Reports

Personnel Committee

Mr. Riley reported on the February 5, 2020 Personnel Committee meeting. The Committee recommended the salary chart adjustment. Additionally, approval be given to the following policy changes: *Policy Deletion: 1.182 Email Advice. (New) Policies: 1.165 Workplace Civility and 3.104 Personal Leave. Policy Revisions: 1.100 Staff Responsibility & Employment Practices; 1.181 Email Policy; 1.330 Performance Reviews; 1.500 Disciplinary Procedure; 1.505, 1.510, 1.520 Written Level Warnings; 3.101 Holiday Leave; and Glossary of Terms.* Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the policy changes. 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 Report

Mr. Urban reported on the February 19, 2020 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of January 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. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the January 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.

Mr. Riley MOVED and Mr. Urban SECONDED the approval to amend the 2020 Permanent Budget incorporating a revised salary chart effective in pay period #16 and would be in lieu of raises for 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs.

020-022  
Approval of  
Policy Changes  
& Salary Chart  
Adjustment

020-023  
Approval of  
January  
Financials

020-024  
Approval to  
Amend 2020  
Permanent  
Budget

Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Petty Cash Funds

Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to revise the Petty Cash Change Fund. 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 Reports for February 2020

The financial reports for February 2020 including bills, payrolls, and transfers were presented to the board for their approval. The balance at the end of February was \$2,504,770.75. Receipts in the General Fund at the end of February were \$297,867.08. Disbursements in the General Fund for February totaled \$428,603.74. Receipts in the Building & Repair Fund totaled \$578.61 and disbursements totaled \$53,999.48. Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the February 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.

Gifts – March 2020 received in January and February 2020

Restricted:	\$1189.00 from Jessie Thomas Fund for children's materials
	\$20.00 from Miller Coffee Donation Box
Unrestricted	\$25.00 from Kathleen Lattig
	\$25.00 from Elmer & John Stocker in memory of Doris Meyers
	\$20.00 from Summer Trace in memory of Doris Meyers
	\$25.00 from Thomas Lintz in memory of Doris Meyers
	\$50.00 from David Lynch

020-025  
Approval of  
February  
Financials

\$10.00 from anonymous

Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the March 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.

020-026  
Approval of  
Gifts

Other  
None

Director's Report

Personnel Report

Mr. Riley MOVED and Mr. Urban 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.

020-027  
Approval of  
Personnel  
Report

New Hire

Brian Cabiness	Youth Services Assistant Effective: 1.13.20 \$11.14 Hourly
Logan Nethers	Page Effective: 1.21.20 \$8.70 Hourly
Doug Stout	Veterans Project Coordinator Effective: 2.1.20 \$20.55 Hourly
Alex Boring	Library Substitute Effective: 2.10.20 \$11.14 Hourly
Sally Gummere	Library Substitute Effective: 2.10.20 \$11.14 Hourly
Dylan Parks	Page Effective: 2.25.20 \$8.70 Hourly

Transfer

Hallie Mayabb

To: Circulation Clerk  
From: Youth Services Page  
Effective: 1.27.20

Retirement

Doug Stout

Veterans Project Coordinator  
Effective: 1.31.20

Resignation

Brittany Graham

Library Substitute  
Effective: 1.3.20

End of Seasonal Employment

Alex Boring

Seasonal Clerk  
Effective: 2.8.20

Sally Gummere

Seasonal Clerk  
Effective: 2.8.20

Pandemic Plan Organizational Policy

Mr. Urban MOVED and Mr. Riley SECONDED the approval of the Pandemic March 2020 Plan Organizational Policy with edits. 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.

020-028

Approval of  
Pandemic Plan  
Organizational  
Policy

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:04 p.m.

The next Business Meeting will be Wednesday, May 13, 2020 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.