

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
March 18, 2021**

The Board of Trustees met in regular session on Wednesday, March 17, 2021 in a virtual meeting via Zoom. 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. Sarah Russell, Mrs. Debbie Seibel, and Mr. Thad Claggett.

The meeting is being held electronically pursuant to authority granted by the General Assembly in Amended Substitute H.B. 197 in that it is occurring during the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020.

Staff Present: Babette Wofter, Director; Sandra Lodge, Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Kerrill Foster, Deputy Fiscal Officer; Deb Holman, Support Services Manager; Craig Snyder, Head of Building Services; Laura Appleman, Community Engagement Manager; Julia Walden, Extended Services Manager; and Jenn Mitchell, Branch Supervisor.

Also in Attendance: Susanne Sacchetti

Adoption of Agenda

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

Public Comments

No public participation.

Minutes for the Board Meeting of January 17, 2021

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the Regular Business Meeting Minutes of January 17, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-019
Adoption of
Agenda

021-020
Approval of
Regular
Business
Meeting
Minutes

Minutes for the Special Board Meeting of February 17, 2021

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the Special Business Meeting of February 17, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-021
Approval of
Special
Business
Meeting
Minutes

Minutes for the Special Board Meeting of February 20, 2021

Mrs. Myers MOVED and Mr. Riley SECONDED to approve the Special Business Meeting of February 20, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-022
Approval of
Special
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Sarah Russel shared highlights of the Ohio Library Conference Trustee Workshop she attended on March 5, 2021, including library funding, boardmanship, legal issues, working with your director, and the importance of diversity and inclusion in public libraries.

Deb Holman reported on the 2020 circulation statistics and noted the Library had a 49 percent decrease system wide in print materials and a 17 percent increase in eContent services from prior year. A total of 799,715 items were circulated in 2020 including digital and non-digital services.

Committee Reports

Finance Committee Report

Mrs. Seibel reported on the February 17, 2021 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. Mrs. Seibel MOVED and Mr. Altmaier 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. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-023
Approval of
January
Financials

2021 Permanent Budget

Mrs. Seibel MOVED and Mr. Riley SECONDED that approval be given to

021-024
Approval of
2021
Permanent
Budget

Accept the 2021 Permanent Budget for the General Fund and the Building & Repair Fund. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. President declared the motion passed.

Fiscal Officer's Report

Financial Reports for February 2021

The financial reports for February 2021 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of February was \$3,914,022.97. Receipts in the General Fund at the end of February were \$296,742.93. Disbursements in the General Fund for February totaled \$287,913.14. Receipts in the Building & Repair Fund totaled \$575.21 and disbursements totaled \$111,188.94. The balance in the Building & Repair Fund at the end of February was \$2,103,697.50. Mrs. Seibel MOVED and Mr. Riley 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. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – March 2021 received in January and February 2021

Restricted	\$1,200.00 from Pataskala Public Library for Dolly Parton's Imagination Library
	\$600.00 from Alexandria Public Library for Dolly Parton's Imagination Library
	\$1,500.00 from Granville Public Library for Dolly Parton's Imagination Library
	\$500.00 from Homer Public Library for Dolly Parton's Imagination Library
	\$1,214.00 from Licking County Library Jessie C. Thomas Fund at Licking County Foundation
Unrestricted	\$0.25 from Theresa Jones

Mrs. Seibel MOVED and Mrs. Campolo 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. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-025
Approval of
February
Financials

021-026
Approval of
Gifts

Other

Written report provided in Board packet by Mrs. Wofter.

Old Business

None

New Business

Mr. Altmaier MOVED and Mr. Riley SECONDED approval of the Building & Grounds Committee Chair and the Director to pursue a Real Estate Purchase Agreement contingent upon an architectural review and authorization to allocate funds from the Building & Repair Fund to cover potential purchase of property. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

There being no further business, the President declared the meeting adjourned at 5:37 p.m.

The next Business Meeting will be Wednesday, May 19, 2021 at 4:00 p.m. via Zoom.

020-028
Approval to
Pursue a
Purchase
Agreement &
Authorization
to Allocate
Funds from
Building &
Repair Fund