

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
May 18, 2022**

The Board of Trustees met in regular session on Wednesday, May 18, 2022 in the 2<sup>nd</sup> Floor Conference Room at the Downtown 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: Mrs. Ruth Campolo, Mr. Will McCoy, Mrs. Kathy Myers, Mr. Barry Riley, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Julia Walden, Deputy Director; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; Tracy Wolfle, Human Resources Officer; Raeanne Anthony, IT Project Manager; Laura Appleman, Marketing & PR Manager; Caitlynn Melick, Youth Services Supervisor; Craig Snyder, Building Services Manager; and Doug Stout, Veteran's Project Coordinator.

Adoption of Agenda

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

Public Comments

No members of the public were present.

Minutes for the Regular Business Meeting, March 16, 2022

Mr. McCoy MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of March 16, 2022. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Minutes for the Special Board Meeting, April 28, 2022

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of April 28, 2022. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Sarah Russell entered the meeting at this time.

022-032  
Adoption of  
Agenda

022-033  
Approval of  
Regular  
Business  
Meeting  
Minutes

022-034  
Approval of  
Special  
Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Doug Stout presented an update on the Veteran’s Project: *In the Company of Heroes*. The database documents veterans that have lived in Licking County from the Revolutionary War to present day and includes photos, diaries, newspaper clippings, audio and video interviews.

Committee Reports

Finance Committee

Mrs. Seibel reported on the April 20, 2022 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of March 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. Riley SECONDED to accept the reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-035  
Approval of  
March  
Financials

Fiscal Officer’s Report

Financial Reports for April 2022

The financial reports for April 2022 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$6,447,065.67. Receipts in the General Fund for the month of April were \$3,715,844.36. Disbursements in the General Fund for April totaled \$352,634.19. Receipts in the Building & Repair Fund totaled \$4,795.23 and disbursements totaled \$114,955.12. Mrs. Campolo MOVED and Mr. McCoy SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-036  
Approval of  
April Financials

PLF Resolution to Licking County Budget Commission

Mr. Riley MOVED and Mrs. Seibel SECONDED the approval to request that the Licking County Budget Commission maintain the current percentage of 62.00% to be allocated to the Licking County Library, for the distribution of the total County Public Library Fund (PLF) in 2023. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-037  
PLF Resolution  
to Licking  
County Budget  
Commission

Procurement Card Policy

The Fiscal Officer requested a revision to the Procurement Card Policy that cards be issued to reflect new titles. Mrs. Myers MOVED and Mr. McCoy SECONDED to approve the revised Procurement Card Policy. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes, Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – May 2022 received in March and April 2022

- Restricted:           \$150.00 in memory of Albert Holman by family for *In the Company of Heroes* Program
- \$23.50 from anonymous donors for Buckeye Lake Branch
- \$30.00 from anonymous donor for Mary E. Babcock Branch
- \$6.50 from anonymous donor for Downtown location
- \$20.00 from anonymous donor for Empowered Minds program
- \$30.00 in memory of Lynette Halstead from Dianne Smith for Buckeye Lake Branch
- Unrestricted:
- \$56.00 from anonymous donors
- \$4.00 from Joseph Wilson

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

Other  
None

Director’s Report

Personnel Report

Mr. Riley MOVED and Mrs. Myers SECONDED that the following

022-038  
Approval to  
Revise  
Procurement  
Card Policy

022-039  
Approval of  
Gifts

Personnel changes be accepted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-040  
Approval of  
Personnel  
Report

Hired

Elita Jones                      Public Services Clerk 10 hours  
Effective: 03.02.2022  
\$11.03 Hourly

Taylor Powell                      Youth Services Librarian FT  
Effective: 03.07.2022  
\$19.00 Hourly

Raeanne Anthony                      IT Project Coordinator FT  
Effective: 03.28.2022  
\$21.58 Hourly

Anna Dooley                      Circulation Supervisor FT  
Effective: 04.11.2022  
\$17.85 Hourly

Kinda Creech                      Circulation Clerk PT  
Effective: 04.18.2022  
\$11.03 Hourly

Cheryl Abbott                      Public Services Clerk 15 hours  
Effective: 04.18.2022  
\$11.03 Hourly

Amber Scaife                      Branch Assistant 20 hours  
Effective: 04.19.2022  
\$12.25 Hourly

Promotion

Julia Walden                      From: Extended Services Manager FT  
To: Deputy Director FT  
Effective 03.07.2022  
\$ 35.00 Hourly

Resignation

Jaymie Atkinson                      Circulation Clerk FT  
Effective: 03.23.2022

Darcy Heller                      Assistant Circulation Supervisor FT  
Effective: 04.08.2022

Marisa Glaviano Youth Services Supervisor FT  
Effective: 04.08.2022

Elita Jones Public Services Clerk 10 hours  
Effective 04.21.2022

Madelyn Eagle Public Services Clerk FT  
Effective 04.22.2022

**Transfer**

Abbigayle Stretton From: Youth Services Clerk 25 hours  
To: Circulation Clerk 25 Hours  
Effective: 03.14.2022

Other

Written report provided in Board packet by Ms. Sacchetti.

Old Business

Hervey Memorial Trust MOU

No action was taken at this time.

Other

None

New Business

Upcoming Board Member Term Expiration: Sarah Russell

Ms. Russell stated a decision has not been made at this time to seek reappointment when her term expires August 31, 2022.

There being no further business, the meeting was declared adjourned at 5:35 p.m.

The next Business Meeting will be Wednesday, July 20, 2022 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.