

Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 15, 2021

The Board of Trustees met in regular session on Wednesday, September 15, 2021 in the 2nd 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, Mrs. Kathy Myers, Mr. Barry Riley, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Excused: Sarah Russell

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Laura Appleman, Community Engagement Manager; Mary Harmon, Public Services Manager; Julia Walden, Extended Services Manager; Marisa Glaviano, Youth Services Supervisor; and Craig Snyder, Head of Building Services.

Other Present: Carolyn Carnes and Rick Heath

Adoption of Agenda

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

Public Comments

None

Minutes for the Regular Business Meeting of July 21, 2021

Mrs. Seibel MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of July 21, 2021. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Hervey Memorial Trust

Rick Heath, council for the Hervey Memorial Trust, provided an update on the reformation/modification of the existing 1937 trust agreement.

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Adoption of
Agenda

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Approval of
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The process will be for the trust's legal council to seek approval from the Ohio Attorney General's Office to modify the trust agreement. Next, the trust's legal council will petition the probate court for a hearing for the purpose of modernizing the current structure.

Announcements, Presentations, Correspondence

Summer Library Program

Julia Walden presented the 2021 Summer Library Program statistical report. A total of 592 participants age 6 months to 13 years submitted 3,343 tickets with an estimated 5,535 hours of reading. A total of 133 adult and teen participants submitted 592 book reviews.

Summer Lunch Program

Marisa Glaviano provided an update on the 2021 Summer Lunch Program. A total of 3,358 meals and 4,547 snacks were distributed between June 1, 2021 and August 17, 2021.

Committee Reports

Finance Committee

Mrs. Seibel reported on the August 18, 2021 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of July 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 Mrs. Myers SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for August 2021

The financial reports for August 2021 including bills, payrolls, and transfers were presented to the Board for their approval. The balance in the General Fund at the end of August was \$5,526,207.16. Receipts in the General Fund for August were \$1,337,669.95. Disbursements in the General Fund for August totaled \$353,203.35. Receipts in the Building & Repair Fund totaled \$32.93 and disbursements totaled \$9,504.00. Mr. Riley MOVED and Mrs. Seibel SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley,

021-056
Approval of
July
Financials

021-057
Approval of
August
Financials

Jaymie Atkinson Circulation Clerk 25 Hours
Effective: 08.02.2021
\$11.03 Hourly

Amanda Bone-Gee Youth Services Assistant 25 Hours
Effective: 08.09.2021
\$12.25 Hourly

Whitney Harkavy Branch Assistant: Mary E. Babcock
25 Hours
Effective: 08.24.2021
\$12.25 Hourly

Transfer

Wendy Laughery From: Youth Services Assistant 25 Hours
To: Youth Services Assistant FT
Effective: 07.26.2021

Resignation

Faith Covey Temporary Library Page
Effective: 08.21.2021

Organization Operating Hours Extension

On September 7, 2021 Licking County Library extended public service hours including all locations being open on Fridays and reopened meeting rooms to increase accessibility to the community.

Work is continuing with Specialty Vehicle Services on the order and purchase of a new bookmobile. The vehicle will offer a number of benefits, including lighter weight construction which does not require a Commercial Driver's License, long duty cycle, and ease of drivability, accessibility, and serviceability. The estimate cost for the vehicle is between \$275,000 and \$300,000.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:09 p.m.

The next Regular Business Meeting is Wednesday, November 17, 2021.