

Minutes
Board of Trustees
Licking County Library
Regular Meeting
January 21, 2010

The Board of Trustees of the Licking County Library met in regular session on Thursday, January 21, 2010 in the 2nd floor Conference Room of the Newark Library. President Mr. Barry M. Riley called the meeting to order at 4:05 p.m. The following trustees answered the roll call of Secretary, Kathy Myers: Mr. Martin (Marty) Altmaier, Mr. Thad Claggett, Ms. Martha (Marty) Morrison, Mrs. Kathy Myers, Mr. Barry M. Riley, and Mr. Don Urban.

Trustees excused: Mrs. Ruth Campolo

Staff Present: Mr. Steven Hawk, Mrs. Babette Wofter, Mrs. Sandra Lodge, Ms. Amber Schaaf, Mrs. Dreama Hughes and Mr. Dan Fleming.

Also present: Anna Sudar from the Newark Advocate and Mr. Tim Bubb, Licking County Commissioner and former member of the Library Board.

Mr. Claggett MOVED, and Ms. Morrison SECONDED to adopt the agenda as presented for the meeting. Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Don Urban, Yes. The President declared the motion passed.

010-008
Adoption of
Agenda

Announcements, Presentations, Correspondence

Licking County Commissioner, Tim Bubb honored Licking County Reference Librarian, Dan Fleming who edited a 2008 bicentennial history of Licking County. The book contains 91 short stories about Licking County. Various old and new pictures were included in the book. 6 copies of the book will be donated to the Licking County Library and branches.

Minutes

Mrs. Myer MOVED and Mr. Urban SECONDED to approve the minutes of the December 17, 2009 meeting as submitted. Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-009
Approval of
Minutes

Fiscal Officer's Report

The financial reports for December 2009 financial reports, bills, payrolls and investments were presented to the board for their approval. The balance in the General Fund at the end of December was \$335,147.26. Receipts in the General Fund at the end of December were \$173,537.01 which included the State Income

Tax distribution of \$165,318.41. Disbursements in the General Fund for December totaled \$265,504.33. Receipts in the Building & Repair Fund totaled \$25.03 and disbursements totaled \$0.00. Disbursements in the Criss Fund for December totaled \$5000.03 and receipts totaled \$8.79. Receipts in the Simmons Fund totaled \$0.03. Disbursements in the Simmons Fund for December totaled \$0.00. Receipts in the Banton Fund totaled \$4.19 and disbursements totaled \$0.00. Receipts in the Thomas Fund totaled \$2.53 and disbursements totaled \$0.00. Ms. Morrison MOVED and Mr. Altmaier SECONDED that the December financial reports, bill, payrolls and investments be approved. Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-010
Approval of
December
Financial
Reports

Gifts

Ms. Morrison MOVED and Mr. Claggett SECONDED that the following gifts be accepted:

010-011
Approval of
Gifts

Restricted:

\$100.00 from Fred & Barbara Pyle to be use at Hebron to purchase new books

\$5.00 from Christi and Allison Stidham in honor of Legend Elementary School Teacher Liza Carrizales to be used to purchase children’s kindergarten books

\$5.00 from Christi and Abigail Stidham in honor of Montessori Preschool Teacher Miss Tay to be used to purchase children’s preschool books

\$5.00 from Christi and Abigail Stidham in honor of Montessori Preschool Teacher Miss Dawn to be used to purchase children’s preschool books

\$5.00 from Christi and Abigail Stidham in honor of Montessori Preschool Teacher Miss Kayla to be used to purchase children’s preschool books.

Unrestricted:

\$100.00 from Mary B. Marron in memory of C. June Martin

Items:

17 Copies of “How to Raise a Drug Free Kid” by Joseph A. Califano, Jr. from Dr. Lew Mollica, Our Futures in Licking County

28 Paperback books from Ken Smith

Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Urban, Yes. The President declared the motion passed.

Committee Reports

None

Director's Report

Personnel Report

Mr. Claggett MOVED and Ms. Morrison SECONDED that the following personnel changes be approved:

Personnel Report – January, 2010

Appointments

Monica Amore Emerson R. Miller Branch/Part-Time Clerk II
(2/A) \$ 8.9266 Effective: 12.28.09

Rachel Phillips Buckeye Lake Branch/Part-Time Clerk II
(2/A) \$8.9266 Effective: 12.28.09

Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

Mr. Altmaier MOVED and Mrs. Myers SECONDED that approval be given to honor Mr. James W. Pyle by naming the Newark Library reading room after Mr. Pyle. A formal dedication is in the works for a later date. Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

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Old Business

Mr. Riley reported that he and Mr. Claggett have been working with Lynda Murray on the director search. They are working on a time line for various steps in the director search process. Mr. Riley also asked that Ms. Morrison also be involved in the selection process as well as any other board members that would like to be involved.

010-012
Approval of
Personnel
Changes

010-013
Approval
To Honor
James W.
Pyle Reading
Room

New Business

A list of Committee Assignments was presented:

Standing Committees 2010

Finance Committee

Martha (Marty) Morrison, *chair*
Martin (Marty) Altmaier
Don Urban
Ruth Campolo
Barry M. Riley, *ex officio (voting)*
Steven Hawk, *ex officio (non-voting)*
Sandra Lodge, *ex officio (non-voting)*
Babette Wofter, *ex officio (non-voting)*

Personnel Committee

Thaddeus J. Claggett, *chair*
Martha (Marty) Morrison
Kathy Myers
Barry M. Riley, *ex officio (voting)*
Steven Hawk, *ex officio (non-voting)*
Babette Wofter, *ex officio (non-voting)*

Buildings & Grounds Committee

Martin (Marty) Altmaier, *chair*
Thaddeus J. Claggett
Don Urban
Barry M. Riley, *ex officio (voting)*
Steven Hawk, *ex officio (non-voting)*
Babette Wofter, *ex officio (non-voting)*
Doug Stout, *ex officio (non-voting)*

Marketing & Library Services Committee

Kathy Myers, *chair*
Martin (Marty) Altmaier
Ruth Campolo
Barry M. Riley, *ex officio (voting)*
Steven Hawk, *ex officio (non-voting)*
Babette Wofter, *ex officio (non-voting)*
Doug Stout, *ex officio (non-voting)*
Kenton Daniels, *ex officio (non-voting)*

A list of Board and Committee meeting dates:

January 21, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

March 18, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

May 20, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

July 15, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

September 16, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

November 18, 2010

Board of Trustees
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

February 25, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

April 15, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

June 17, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

August 19, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

October 21, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

December 16, 2010

Finance Committee
4:00 pm
2nd Floor Conference Room
Newark Library
101 W. Main Street
Newark, OH 43055-5054

Ms. Morrison MOVED and Mr. Claggett SECONDED to accept the Citizens for Your Library's Future, a political action committee, by-laws. Roll call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-014
Approval To
Accept PAC
By-Laws

There being no further business, the President declared the meeting adjourned at 5:10 p.m.

The next meeting will be held on Thursday, March 18, 2010, at 4:00 p.m. in the 2nd floor Conference Room at the Newark Library of the Licking County Library.

List of Checks

Check.	Date.....	Name.....	Amount.....
30046	12/11/2009	BAKER & TAYLOR (L410794)	760.08
30047	12/11/2009	BAKER & TAYLOR (L410795)	1465.3
30048	12/11/2009	BAKER & TAYLOR L31977-2	238.45
30049	12/11/2009	BUCK'S LAWN SERVICE	191
30050	12/11/2009	BUCKEYE LINEN SERVICE	59.28
30051	12/11/2009	CNA SURETY	100
30052	12/11/2009	COLONIAL SUPPLEMENTAL INS. CO.	558.76
30053	12/11/2009	COLUMBUS DISPATCH	77.88
30054	12/11/2009	DIEHL OFFICE EQUIP CO.	187.68
30055	12/11/2009	MADISON-COLLINS-STEPHENS	100
30056	12/11/2009	MAIN HARDWARE	3.42
30057	12/11/2009	MIDWEST TAPE EXCHANGE	189.93
30058	12/11/2009	MOUNT VERNON NEWS	78
30059	12/11/2009	NOFZIGER DOOR SALES, INC.	144
30060	12/11/2009	OFFICE DEPOT	43.35
30061	12/11/2009	OURS GARAGE/WRECKER SERVICE	947.47
30062	12/11/2009	RAINBOW PRINTING	600
30063	12/11/2009	RECORDED BOOKS, LLC	527.6
30064	12/11/2009	RELIABLE OFFICE SUPPLIES	13.08
30065	12/11/2009	UNIQUE MANAGEMENT SERVICES, IN	375.9
30066	12/11/2009	XEROX CORPORATION	247.61
30067	12/29/2009	ALL COUNTY PEST CONTROL	40
30068	12/29/2009	AMAZON/GE MONEY BANK	22.34
30069	12/29/2009	ANTHEM BCBS OH GROUP ANTHEM LIFE INSURANCE COMPANY	23504.69
30070	12/29/2009	COMPANY	160.65
30071	12/29/2009	BAKER & TAYLOR (L410794)	118.52
30072	12/29/2009	BAKER & TAYLOR (L410795)	9.41
30073	12/29/2009	BAKER & TAYLOR L31977-2	14.4
30074	12/29/2009	BUCK'S LAWN SERVICE	975
30075	12/29/2009	CORESOURCE, INC.	1592.16

30076	12/29/2009	DAVE RILEY'S DRAIN SERVICES	65
30077	12/29/2009	DIEHL OFFICE EQUIP CO.	34.19
30078	12/29/2009	FIA CARD SERVICES	276.81
30079	12/29/2009	HUGH ARCHER	0
30080	12/29/2009	JOHNSON ELECTRIC SUPPLY CO.	36.23
30081	12/29/2009	LICKING COUNTY LIBRARY	3
30082	12/29/2009	MIDWEST TAPE EXCHANGE	52.98
30083	12/29/2009	MOTORISTS MUTUAL INS COMPANY	7005
30084	12/29/2009	MT BUSINESS TECHNOLOGIES	2791.39
30085	12/29/2009	MT CARMEL EAST HOSPITAL	0
30086	12/29/2009	OFFICE DEPOT	440.91
30087	12/29/2009	OHIO DEPT. JOB/FAMILY SERVICES	504
30088	12/29/2009	OHIO MOBILE SHREDDING	190.67
30089	12/29/2009	PUBLIC LIBRARY STEUBENVILLE	500
30090	12/29/2009	REBECCA CATES	9.96
30091	12/29/2009	ROSE DELANCEY	4.49
30092	12/29/2009	THERACARE PHYSICAL THERAPY	1836
30093	12/29/2009	THOMAS & BETTS SOLUTIONS, LLC	1600
30094	12/29/2009	VISION SERVICE PLAN - (OH)	292.75
30095	12/29/2009	WILLIS OF OHIO	124.98
30096	12/31/2009	BUCK'S LAWN SERVICE	840
30097	12/31/2009	BUCKEYE LINEN SERVICE	22.28
30098	12/31/2009	OHIO MOBILE SHREDDING	69.54
30100	12/31/2009	UNITED WAY OF LICKING COUNTY	221
30101	12/31/2009	KIMBERLY K. WEINER	0
912011	12/1/2009	BP	244.76
912012	12/1/2009	AT&T	2100
912031	12/3/2009	AMERICAN ELECTRIC POWER	66.06
912032	12/3/2009	AMERICAN ELECTRIC POWER	3833.47
912033	12/3/2009	AMERICAN ELECTRIC POWER	47.51
912081	12/8/2009	WASTE MANAGEMENT OF OHIO	92.78
912082	12/8/2009	WASTE MANAGEMENT OF OHIO	23.56
912083	12/8/2009	CITY OF NEWARK-WATER DEPT.	60.5
912084	12/8/2009	CITY OF NEWARK-WATER DEPT.	495.97
912085	12/8/2009	CITY OF NEWARK-WATER DEPT.	7.56
912091	12/9/2009	THE ENERGY COOPERATIVE	401.22
912092	12/9/2009	WINDSTREAM	141.07
912111	12/11/2009	ADP	196.36
912161	12/16/2009	COLUMBIA GAS	13.85
912162	12/16/2009	VERIZON WIRELESS	126.76

912181	12/18/2009	ADP	12.48
912182	12/18/2009	WINDSTREAM	6.21
912183	12/18/2009	METROMEDIA ENERGY INC.	158.71
912184	12/18/2009	WINDSTREAM	6.1
912185	12/18/2009	CENTURY LINK	105.32
912211	12/21/2009	MT BUSINESS TECHNOLOGIES	0
912212	12/21/2009	COLUMBIA GAS	517.47
912231	12/23/2009	WINDSTREAM	673.23
912232	12/23/2009	WINDSTREAM	575.84
912241	12/24/2009	ADP	295.26
912281	12/28/2009	CITY OF NEWARK-WATER DEPT. OHIO PUBLIC EMPLOYEES RETIRE	30.03
912282	12/28/2009	S OHIO PUBLIC EMPLOYEES RETIRE	6234.19
912283	12/28/2009	S OHIO PUBLIC EMPLOYEES RETIRE	5609.8
912284	12/28/2009	S OHIO PUBLIC EMPLOYEES RETIRE	16581.47
912285	12/28/2009	S OHIO PUBLIC EMPLOYEES RETIRE	5583.2
912286	12/28/2009	S OHIO PUBLIC EMPLOYEES RETIRE	6176.33
912287	12/28/2009	S	16463.29
912288	12/28/2009	CENTURY LINK	62.3
912291	12/29/2009	AMERICAN ELECTRIC POWER	560.85
912292	12/29/2009	BP	238.21
912293	12/29/2009	CENTURY LINK	116.8
912311	12/31/2009	HUNTINGTON NATIONAL BANK	54.71
T09251	12/3/2009	HUNTINGTON PAYROLL	44723.74
T09252	12/3/2009	HUNTINGTON MEDICARE	703.75
T09253	12/3/2009	OHIO DEFERRED COMPENSATION	640
T09261	12/17/2009	HUNTINGTON PAYROLL	50191.41
T09262	12/17/2009	HUNTINGTON MEDICARE	786.34
T09263	12/17/2009	OHIO DEFERRED COMPENSATION	655
T09271	12/31/2009	HUNTINGTON PAYROLL	50152.73
T09272	12/31/2009	HUNTINGTON MEDICARE	768.99
T09273	12/31/2009	OHIO DEFERRED COMPENSATION	655
Criss Fund Checking			
Check.	Date.....	Name.....	Amount.....
587	12/2/2009	DAVID SINCLAIR	5000
912311	12/31/2009	HUNTINGTON NATIONAL BANK	0.03

President

Secretary