

Minutes
Board of Trustees
Licking County Library
Regular Meeting
March 18, 2010

The Board of Trustees of the Licking County Library met in regular session on Thursday, March 18, 2010 in the 2nd floor Conference Room of the Newark Library. President Mr. Barry M. Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of Secretary, Kathy Myers: Mr. Martin (Marty) Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Martha (Marty) Morrison, Mrs. Kathy Myers, Mr. Barry M. Riley, and Mr. Don Urban.

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

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

010-015
Adoption
Of
Agenda

Minutes

Mr. Claggett MOVED and Mr. Urban SECONDED to approve the minutes of the January 21, 2010 meeting as submitted. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-016
Approval of
Minutes

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Ms. Morrison reported on the March 9, 2010 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of January and the committee reviewed the reports from the Fiscal Officer regarding bills, payrolls and transfers. Ms. Morrison MOVED and Mr. Altmaier SECONDED, that approval be given to the January 2010 reports as submitted. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-017
Approval of
January
Financials

The Fiscal Officer presented a proposed Credit Card Policy at the Finance Committee meeting. The policy would not change the current procedures but would document what has been the practice and demonstrate internal controls. Mrs. Myers MOVED and Mr. Urban SECONDED to accept the Credit Card Policy as submitted. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-018
Credit Card
Policy

The Fiscal Officer also presented a proposed Petty Cash Policy at the Finance Committee meeting. The policy would not change the current procedures but would document and reinforce the procedures and internal controls in regards to cash management. Ms. Morrison MOVED and Mr. Claggett SECONDED that approval be given to accept the Petty Cash Policy as submitted. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-019
Petty Cash
Policy

The Fiscal Officer also reported that she and the Deputy Fiscal Officer discarded 2924 lbs. of documents that was shredded in accordance with the Records Disposal Request approved by the Library's Public Records Commission in October 2009.

Search Committee Report

Mr. Riley reported on the director search calendar set up by Lynda Murray. March 29 - May 14 Advertise, May 19 Select six candidates for first round interviews with sub committee, Week of May 31 First round of interviews with sub committee, Select three candidates for final round of interviews, June 14 Final interviews, July 15 Board vote, September 1 Start date.

Mr. Riley also received a copy of the Ad from Lynda Murray that will be posted on the OLC website as well as on the LCL website.

Fiscal Officer's Report

The financial reports for February 2010 financial reports, bills, payrolls and investments were presented to the board for their approval. The balance in the General Fund at the end of February was \$351,435.70. Receipts in the General Fund at the end of February was \$237,491.04 which included the State Income Tax distribution of \$221,460.24. Disbursements in the General Fund for February totaled \$230,189.18. Receipts in the Building & Repair Fund totaled \$8.87 and disbursements totaled \$0.00. Disbursements in the Criss Fund for February totaled \$5015.04 and receipts totaled \$2.85. Mr. Urban MOVED and Mrs. Campolo SECONDED that the February financial reports, bills, payrolls and investments be approved. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-020
Approval
Of February
Financials

Gifts

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

010-021
Approval of
Gifts

Restricted: \$50.00 from Robert & Robin Meldahl Jr. in memory of Gloria Gill to purchase children's books.

Unrestricted: \$100.00 from R. Thomas and Gretchen Holdgreve in memory Of Johnny Smith

\$2.50 from Margo Clagg

Items: 1 microwave oven for staff break room from Rita Fullen

30 DVD's and DVD Box Sets from Chris Stassen

27 Paperback books from Gene Booher

2 Paperback books from local author Bill Queen

1 DVD: Too Young To Die: The Works Civil War Lecture Series from The Works

27 DVD's from Don Stenem

- Items:**
- 1 microwave oven for staff break room from Rita Fullen
 - 30 DVD's and DVD Box Sets from Chris Stassen
 - 27 Paperback books from Gene Booher
 - 2 Paperback books from local author Bill Queen
 - 1 DVD: Too Young To Die: The Works Civil War Lecture Series from the Works
 - 27 DVD's from Don Stenem
 - 2 copies of "Narcotics Anonymous: 6th edition" from Tim Bixler from Narcotics Anonymous
 - 9 Paperback books, 5 DVD's and 8 puzzles from Chris Cannon

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

Director's Report

Personnel Report

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

Appointments

Kristen Craig Newark/Full-Time Clerk II
(2A) \$ 8.9266 Effective: 02.08.10

010-022
Approval of
Personnel
Changes

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

Test Proctor Fees

Mr. Hawk recommended approval be given to implement a \$25.00 charge for proctoring tests at the Newark Library. After reviewing fees at other learning institutions the average fee for proctoring tests is \$25.00 because of the staff time involved in issuing the tests. Mr. Urban MOVED, and Mr. Claggett SECONDED that approval be given to implement a \$25.00 charge for proctoring tests. Roll call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Urban, Yes. The President declared the motion passed.

010-023
Approval
To Charge
Proctoring
Fee

Other

Mr. Hawk distributed buttons for the levy campaign as well as a fact sheet about what staff can say to patrons and a levy book mark.

Old Business

None

New Business

Mr. Hawk stated that State Farm would be holding a phone bank on April 29, 2010 to call registered voters about the Licking County Library Levy. Mr. Riley thanked all the businesses and volunteers involved in the PAC such as Park National Bank, State Farm, Englefield Oil and First Federal.

Mr. Hawk announced that the Newark Rotary donated \$117.00 dollars to purchase STEM educational materials.

Mr. Riley reported that he received a call from the Cherry Valley Lodge Coco Key wanting to know if the library would be interested in joining other libraries to do 2 days of activities at the water park. In return Coco Key would donate half of the earnings back to the libraries. The event would take place on Saturday April 24, 2010 and Sunday April 25, 2010.

There being no further business, the President declared the meeting adjourned at 5:00 p.m.

The next meeting will be held on Thursday, May 20, 2010, at 4:00 p.m. in the second floor Conference Room at the Newark Library of the Licking County Library.

Check List

Check.	Date.....	Name.....	Amount.....
1041	1/4/2010	AT&T	2100
1051	1/5/2010	AMERICAN ELECTRIC POWER	81.64
1071	1/7/2010	WINDSTREAM	141.67
1081	1/8/2010	CITY OF NEWARK-WATER DEPT.	7.56
1082	1/8/2010	ADP	216.14
1083	1/8/2010	CITY OF NEWARK-WATER DEPT.	394.37
1084	1/8/2010	CITY OF NEWARK-WATER DEPT.	60.5
1085	1/8/2010	AMERICAN ELECTRIC POWER	4104.65
1111	1/11/2010	WASTE MANAGEMENT OF OHIO	23.51
1112	1/11/2010	WASTE MANAGEMENT OF OHIO	98.28
1121	1/12/2010	ADP	12.48
1131	1/13/2010	AMERICAN ELECTRIC POWER	25.84
1141	1/14/2010	THE ENERGY COOPERATIVE	856.2
T10011	1/14/2010	HUNTINGTON PAYROLL	45074.28
T10012	1/14/2010	HUNTINGTON MEDICARE	705.33
T10013	1/14/2010	OHIO DEFERRED COMPENSATION	655
151	1/15/2010	COLUMBIA GAS	19.6
30102	1/15/2010	ALL COUNTY PEST CONTROL	40
30103	1/15/2010	BOOKLETTERS	2340
30105	1/15/2010	BUCK'S LAWN SERVICE	2430
30106	1/15/2010	BUCKEYE LINEN SERVICE	110.12
30107	1/15/2010	CHAMBER OF COMMERCE OF COLONIAL SUPPLEMENTAL INS. CO.	51.25
30108	1/15/2010	CO.	528.53
30109	1/15/2010	ENGLEFIELD OIL CO.	125
30110	1/15/2010	INDEX BLUE	600
30111	1/15/2010	INTELLIGENT MAILING SOLUTIONS	153
30112	1/15/2010	OFFICE DEPOT	47.65

30113	1/15/2010	SANDERSON CMI, INC.	2873.25
30114	1/15/2010	STATE LIBRARY OF OHIO	8787.5
30115	1/15/2010	THOMSON GALE	2550
30116	1/15/2010	UNIQUE MANAGEMENT SERVICES, IN	152.15
30117	1/15/2010	XEROX CORPORATION	247.61
101151	1/15/2010	OHIO DEPARTMENT OF TAXATION	267.89
1181	1/18/2010	VERIZON WIRELESS	126.76
1201	1/20/2010	CENTURY LINK	113.26
1211	1/21/2010	WINDSTREAM	5.94
1212	1/21/2010	WINDSTREAM	6.8
1213	1/21/2010	METROMEDIA ENERGY INC.	1779.77
1221	1/22/2010	ADP	295.26
1271	1/27/2010	COLUMBIA GAS	401.23
1281	1/28/2010	AT&T	2100
1282	1/28/2010	WINDSTREAM	1271.01
T10021	1/28/2010	HUNTINGTON PAYROLL	44584.64
T10022	1/28/2010	HUNTINGTON MEDICARE	701.4
T10023	1/28/2010	OHIO DEFERRED COMPENSATION	655
1291	1/29/2010	CITY OF NEWARK-WATER DEPT.	41.75
1292	1/29/2010	BP	169.44
1293	1/29/2010	CENTURY LINK	62.45
30118	1/29/2010	ANTHEM BCBS OH GROUP ANTHEM LIFE INSURANCE COMPANY	22998.57
30119	1/29/2010	COMPANY	165.85
30120	1/29/2010	BAKER & TAYLOR (L410794)	62.11
30121	1/29/2010	BAKER & TAYLOR (L410795)	946.6
30122	1/29/2010	BAKER & TAYLOR L31977-2 BETTER CONTAINERS MGF. CO. INC	2530.08
30123	1/29/2010	INC	60.88
30124	1/29/2010	BOOK PAGE	648
30125	1/29/2010	BUCK'S LAWN SERVICE BUREAU WORKERS' COMPENSATION	435
30126	1/29/2010	COMPENSATION	4929.35
30127	1/29/2010	CORESOURCE, INC.	1560.63
30128	1/29/2010	DIEHL OFFICE EQUIP CO.	385.78
30129	1/29/2010	DIRECT PAPER PRODUCTS	111
30130	1/29/2010	EBSCO SUBSCRIPTION SERVICES	15489.17
30131	1/29/2010	GREY HOUSE PUBLISHING	206.05
30132	1/29/2010	JOHNSON CONTROLS, INC.	820
30133	1/29/2010	LICKING COUNTY HEALTH DEPT.	150
30134	1/29/2010	MICHAEL L. SMITH, TREASURER	78
30135	1/29/2010	MIDWEST TAPE EXCHANGE	1673.76
30136	1/29/2010	MT BUSINESS TECHNOLOGIES	2722.53
30137	1/29/2010	OFFICE DEPOT	15.24

30138	1/29/2010	OHIO LIBRARY COUNCIL	2098
30139	1/29/2010	OHIO MOBILE SHREDDING	73.83
30140	1/29/2010	OHIONET	8217.14
		OURS GARAGE/WRECKER	
30141	1/29/2010	SERVICE	728
30142	1/29/2010	STEPHANIE M. SZEKELY	54.92
30143	1/29/2010	SYMANTEC SMB RENEWALS	0
		US POSTAL SERVICE-BUCKEYE	
30144	1/29/2010	LAKE	28
30145	1/29/2010	VISION SERVICE PLAN - (OH)	295.94
1311	1/31/2010	HUNTINGTON NATIONAL BANK	73.89
1313	1/31/2010	WINDSTREAM	-1
2011	2/1/2010	ADP	212.04
2012	2/1/2010	CENTURY LINK	2.29
2021	2/2/2010	AMERICAN ELECTRIC POWER	724.05
2051	2/5/2010	THE ENERGY COOPERATIVE	1166.42
2081	2/8/2010	CITY OF NEWARK-WATER DEPT.	7.56
2082	2/8/2010	CITY OF NEWARK-WATER DEPT.	489.23
2083	2/8/2010	AMERICAN ELECTRIC POWER	82.53
2111	2/11/2010	WASTE MANAGEMENT OF OHIO	98.93
2112	2/11/2010	WASTE MANAGEMENT OF OHIO	23.65
2113	2/11/2010	WINDSTREAM	146.5
T10031	2/11/2010	HUNTINGTON PAYROLL	50039.99
T10032	2/11/2010	HUNTINGTON MEDICARE	781.63
T10033	2/11/2010	OHIO DEFERRED COMPENSATION	655
2121	2/12/2010	MIDWEST TAPE EXCHANGE	1290.12
2122	2/12/2010	MIDWEST TAPE EXCHANGE	-1290.12
2123	2/12/2010	AMERICAN ELECTRIC POWER	4230.75
2124	2/12/2010	AMERICAN ELECTRIC POWER	27.76
30146	2/12/2010	BAKER & TAYLOR (L410795)	71.42
30147	2/12/2010	BAKER & TAYLOR L31977-2	2688.97
30148	2/12/2010	BAYSCAN TECHNOLOGIES	233
30149	2/12/2010	BUCKEYE LINEN SERVICE	95.84
		COLONIAL SUPPLEMENTAL INS.	
30150	2/12/2010	CO.	483.3
30151	2/12/2010	COLUMBUS DISPATCH	467.48
30152	2/12/2010	DEMCO	1596.85
30153	2/12/2010	ENGLEFIELD OIL CO.	267.28
30154	2/12/2010	MICHAEL L. SMITH, TREASURER	36
30155	2/12/2010	MIDWEST TAPE EXCHANGE	1586.23
30156	2/12/2010	OFFICE DEPOT	256.92
30157	2/12/2010	OHIO HUMANITIES COUNCIL	125
30158	2/12/2010	PATRICIA MCDANIEL	20
30159	2/12/2010	SIRSIDYNIX, INC.	30640

30160	2/12/2010	TRONITECH WESTERN, LLC	1700
2161	2/16/2010	METROMEDIA ENERGY INC.	2138.74
30161	2/17/2010	CDWG GOVERNMENT, INC.	1958.4
2181	2/18/2010	VERIZON WIRELESS	126.86
2181	2/18/2010	COLUMBIA GAS	19.6
2182	2/18/2010	ADP	224.52
2183	2/18/2010	WINDSTREAM	9.66
2184	2/18/2010	CENTURY LINK	110.97
2184	2/18/2010	WINDSTREAM	5.78
2251	2/25/2010	ADP	831.87
2252	2/25/2010	COLUMBIA GAS	990.2
T10041	2/25/2010	HUNTINGTON PAYROLL	44879.14
T10042	2/25/2010	HUNTINGTON MEDICARE	704.1
T10043	2/25/2010	OHIO DEFERRED COMPENSATION	655
2261	2/26/2010	ADP	70.72
2262	2/26/2010	OHIO PUBLIC EMPLOYEES RETIRE S	5605.87
2263	2/26/2010	OHIO PUBLIC EMPLOYEES RETIRE S	5610.56
2264	2/26/2010	OHIO PUBLIC EMPLOYEES RETIRE S	5583.52
2265	2/26/2010	OHIO PUBLIC EMPLOYEES RETIRE S	23519.65
2266	2/26/2010	CENTURY LINK	62.45
2267	2/26/2010	CITY OF NEWARK-WATER DEPT.	36.53
30162	2/26/2010	ABC-CLIO	213
30163	2/26/2010	ADT	308
30164	2/26/2010	ALL COUNTY PEST CONTROL	40
30165	2/26/2010	ANTHEM BCBS OH GROUP ANTHEM LIFE INSURANCE COMPANY	24437.5
30166	2/26/2010	COMPANY	178.45
30168	2/26/2010	BUCK'S LAWN SERVICE	4445
30169	2/26/2010	BUCKEYE POWER	125.95
30170	2/26/2010	CLEAN INNOVATIONS	278.4
30171	2/26/2010	CORESOURCE, INC.	1560.63
30172	2/26/2010	COUNTY TREASURERS' ED. FUND	100
30173	2/26/2010	FIA CARD SERVICES	921.06
30174	2/26/2010	FRANCOTYP-POSTALIA, INC.	323.4
30175	2/26/2010	JOHNSON CONTROLS, INC.	1100
30176	2/26/2010	LICKING COUNTY LIBRARY	78.01
30177	2/26/2010	MARY FARMER	32.95
30178	2/26/2010	MT BUSINESS TECHNOLOGIES	3032.51
30179	2/26/2010	OFFICE DEPOT OHIO DEPT. JOB/FAMILY SERVICES	31.77
30180	2/26/2010	SERVICES	96.83
30181	2/26/2010	OHIONET	275.24

30182	2/26/2010	POSTMASTER	185
30183	2/26/2010	RELIABLE OFFICE SUPPLIES	6.75
30184	2/26/2010	SALEM PRESS	68
30185	2/26/2010	TRONITECH WESTERN, LLC	216.42
		UNIQUE MANAGEMENT SERVICES,	
30186	2/26/2010	IN	1208.25
30187	2/26/2010	VISION SERVICE PLAN - (OH)	295.94
30188	2/26/2010	XEROX CORPORATION	266.93
D00074	2/26/2010	NANCY KELLEY	9
2281	2/28/2010	HUNTINGTON NATIONAL BANK	211.83

Criss Fund Checking

Check.	Date.....	Name.....	Amount.....
588	1/7/2010	DAVID SINCLAIR HUNTINGTON NATIONAL	5000
1312	1/31/2010	BANK	0.03
589	2/1/2010	DAVID SINCLAIR HUNTINGTON NATIONAL	5000
2281	2/28/2010	BANK	15.04

President
Board of Trustees
Licking County Library

Secretary
Board of Trustees
Licking County Library