

Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 18, 2017

The Board of Trustees met in regular session on Wednesday, January 18, 2017 in the 2nd Floor Conference Room of the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Thaddeus Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, and Mr. Thad Claggett.

Trustees Excused: Ms. Marty Morrison and Mr. Don Urban

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mr. Ryan Worbs, Deputy Fiscal Officer; Mr. Doug Stout, Head of Circulation; Mr. Bill Whipkey, Head of Building Services and Mrs. Mary Harmon, Head of Adult Services.

Adoption of Agenda

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

017-001
Adoption of
Agenda

Public Comments

None

Appointment of Officers 2017

Mr. Riley Moved and Mrs. Campolo SECONDED to appoint the following officers for 2017: Mr. Thaddeus Claggett, President; Mrs. Kathy Myers, Vice-President; and Mrs. Ruth Myers, Secretary. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-002
Appointment
of Officers

Appointment of Fiscal Officer & Deputy Officer; Execution of Bond; and Oath of Office

Mrs. Myers MOVED and Mr. Riley SECONDED that Mrs. Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 bond and Mr. Ryan Worbs be reappointed to serve as Deputy Fiscal Officer at his current salary and posting a \$250,000.00 bond. Ms. Mandie Burns administered the Oath of Office

017-003
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

to the Fiscal Officer and Deputy Fiscal Officer. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-004
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

Announcements, Presentations, Correspondence

Mr. Doug Stout presented the 2016 circulation statistics and noted the Library circulated 70,709 or 4% less for Non-Digital Services compared to 2015. A total of 1,241,074 items were circulated in 2016.

Minutes for the Board Meeting, November 16, 2016

Mr. Riley MOVED and Mrs. Myers SECONDED to approve the Regular Business Meeting Minutes of November 16, 2016 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-005
Approval of
Regular
Business
Meeting
Minutes

Committee Reports

Personnel Committee Report

Mr. Riley MOVED and Mrs. Campolo SECONDED to approve the following policy revisions: 1.000 Introduction to Staff Handbook (New); 1.001 Employment At-Will (New); 1.120 Drug Free Workplace Policy; 1.151 Workplace Accidents; 1.210 Appointments; 1.300 Promotions and Transfers; 2.100 Work Day and Work Week; 2.150 Lunch or Dinner Breaks; 3.101 Holiday Leave; 3.401 Library Owned and Personal Vehicle. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-006
Approval to
Revise the
following
Policies: 1.001;
1.120;
1.300; 2.100;
2.150; 3.101;
3.401

Finance Committee Report

Sandra Lodge reported on the December 21, 2016 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November 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. Myers MOVED and Mr. Altmaier SECONDED that approval be given to

017-007
Approval of
November
Financials

accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Reports for December, 2016

The financial reports for December 2016 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$1,518,397.78. Receipts in the General Fund at the end of December were \$244,545.47. Disbursements in the General Fund for December totaled \$443,311.05. Receipts in the Building & Repair Fund totaled \$680.80 and disbursements totaled \$7,500.05. Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Advances from County Auditor

Mr. Riley MOVED and Mrs. Campolo SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts - January 2017

Restricted:	\$75.00 from Buckeye Lake Chamber of Commerce for coloring books for Santa Program at Hebron
	\$60.00 from Kelly Parker and the Bookmark Babes in memory of Dorothy Marie Burns for books
Unrestricted:	\$40.00 from Harry Winter
	\$42.75 from coffee donation box at Miller
	\$400.00 from Freda Mae Tippie
	\$20.00 from anonymous

017-008
Approval of
December
Financials

017-009
Approval to
Request
Advances from
County Auditor

\$2000.00 from Gina Buckey

\$100.00 from Southgate Corporation in honor
of Marty Morrison

\$200.00 from Jill Campen

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

017-010
Approval of
Gifts

Other

None

Director's Report

Personnel Report – January 2017

Mr. Riley MOVED and Mr. Altmaier SECONDED that the following Personnel changes be approved. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-011
Approval of
Personnel
Report

New Hire

Kayvon Grassette Circulation Clerk
Effective: 11.16.16
\$10.25 Hourly

John Ransom Bookmobile Driver/Clerk
Effective: 12.19.16
\$11.14 Hourly

Re-Hire

Linda Goodman Branch Assistant
Effective: 11.02.16
\$11.14 Hourly

Transfer

Melissa Zimmerman To Children Services Librarian
From Outreach Assistant
Effective: 11.21.16

Computer Area Renovation

Mr. Riley MOVED and Mrs. Campolo SECONDED to approve \$90,000.00 from Building & Repair for computer area renovations to include reusing existing desk chairs, new flooring, new desks and lounge type seating. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Other

Mrs. Wofter reported that although circulation was down 4% for 2016, the door counts were up nearly 27%. There were 502,913 people through the doors in 2016. Additionally, eBook circulation increased 20% and movie streaming service increased 117%.

Mrs. Wofter presented circulation totals for the new 24 Hour Library. A total of 1,839 items circulated for part of September thru December 31, 2016. The highest month was October with 567 items.

The Licking County Law Library's print collection, furniture and two computers have been transported from the former law library to the Main Library. Wiring and data line work should be completed by the end of January and a formal announcement to the public and Bar Association will follow.

Mrs. Wofter has an appointment with the Licking County Land Bank to discuss the Jeffries Property on January 19.

The Friends of the Licking County Library met on November 21, 2016 and approved another grant for \$5,000.00 for the library for 2017. This grant will help sponsor the Nutcracker Celebration at Main, Halloween Program at Miller, postage, office supplies and clerical support provided by the Executive Assistant, marketing costs for book sales such as Facebook boosts, grand prizes for the Summer Library Program and children's books for the 24 Hour Library.

The Hervey Memorial Library furnace has been replaced and relocated to the basement at a cost of \$5,748.00. The Hervey Trust paid \$4,000.00. Licking County Library paid the remainder as an improvement to the branch.

Head of Community Engagement position will replace the Head of Emerging Technology that is being vacated by Anne Kennedy.

017-012

Approval of
Computer Area
Renovations

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:50 p.m.

The next Regular Business Meeting will be Wednesday, March 16, 2017 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.