

**Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 15, 2014**

The Board of Trustees met in regular session on Wednesday, January 15, 2014 in the 2nd Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:02 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mr. Martin (Marty) Altmaier, Mrs. Ruth Campolo, Ms. Martha (Marty) Morrison, Mrs. Kathy Myers, Mr. Don Urban and Mr. Barry M. Riley.

Trustee Excused: Mr. Thad Claggett

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant; and Mr. Doug Stout, Head of Circulation and Building Services.

Adoption of Agenda

The Board of Trustees unanimously agreed to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Public Comments

None

Appointment of Officers 2014

Mrs. Myers MOVED and Mr. Altmaier SECONDED to appoint the following officers for 2014: Mr. Barry M. Riley, President; Mr. Thaddeus J. Claggett, Vice-President; and Mrs. Kathy Myers, Secretary. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Appointment of Fiscal Officer & Deputy Fiscal Officer

Ms. Morrison MOVED and Mr. Urban SECONDED that Mrs. Sandra Lodge be re-appointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 bond and that Ms. Jessica Dye be re-appointed to serve as Deputy Fiscal Officer at her current salary and posting a \$250,000.00 bond. Ms. Morrison administered the Oath of

014-001
Adoption of
Agenda

014-002
Appointment of
Officers

014-003
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

Office to the Fiscal Officer. The Oath of Office will be administered to the Deputy Fiscal Officer at a future date, due to her absence. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Urban 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; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Minutes for the Meeting, November 20,2013

Ms. Morrison MOVED and Mrs. Myers SECONDED to approve the Regular Business Meeting Minutes of November 20, 2013 as presented. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Mr. Doug Stout presented the 2013 circulation statistics and noted that all locations have cumulatively increased by 2% for Non-Digital Services and an increase of 134% for Digital Services.

Committee Reports

Finance Committee Reports

Ms. Morrison reported on the December 18, 2013 Finance Committee Meeting. Ms. Morrison 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. Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial report for December 2013

014-004
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

014-005
Approval of
Regular
Business
Meeting
Minutes

014-006
Approval of
November
Financials

The financial reports for December 2013 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 \$2,001,425.52. Receipts in the General Fund at the end of December were \$197,250.25. Disbursements in the General Fund for December totaled \$446,278.58. Receipts in the Building & Repair Fund totaled \$0.31 and disbursements totaled \$0.04. Ms. Morrison MOVED and Mr. Urban SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-007
Approval of
December
Financials

Advance from the County Auditor

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

014-008
Approval for
Advances from
the County
Auditor

Gifts – January 2014

Restricted: \$100.00 from First Federal Savings for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta

 \$100.00 from JP Morgan Chase for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta

 \$100.00 from Fiberglass Federal Credit Union for sponsoring Casey Weston Concert at Licking County Library during 2014 Chocolate Fiesta

 \$5.00 from Mark Kolopajlo for holiday lights for front window of Buckeye Lake Library

Unrestricted: \$42.00 from coffee donation box at Miller

014-009
Approval
of Gifts

Mrs. Myers MOVED and Ms. Morrison SECONDED that approval be given to accept the December gifts as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes;

Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Other

The Fiscal Officer proposed a Procurement 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. Ms. Morrison MOVED and Mr. Altmaier SECONDED to accept the Procurement Card Policy as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-010
Approval of
Procurement
Card Policy

Personnel Report – January 2014

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

014-011
Approval of
Personnel
Report

Appointments

Rachel Crum	Page
	Effective: 12.09.13
	\$7.85 Hourly

Policy Revision: 4.106: Personal Telephone Calls

Ms. Morrison MOVED and Mrs. Myers SECONDED that approval be given to revise Policy 4.106 Personal Telephone Calls. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mrs. Campolo, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-012
Revise Policy
4.106 Personal
Telephone
Calls

Other

Mrs. Wofter invited the Board to the Licking County Chamber of Commerce Groundhog Breakfast on January 31, 2014. Keynote speaker this year will be Donatos Pizza board chairman Jane Grote Abell.

Mrs. Wofter presented an update to the Strategic Plan and noted that effective progress was being made.

The phone answering service has been reduced from approximately \$3500 per month to under \$2000. Calls related to searching the catalog and placing holds are transferred to the Reference Department. This significantly reduced the number of minutes being charge.

Mrs. Wofter discussed options available for a successful levy campaign.

Old Business

Mr. Claggett has been working with the City of Newark to get the alleys vacated next door to the library. This proposal will be presented to Council for consideration in the coming month.

New Business

A Board of Trustees group photo was taken prior to the meeting.

There being no further business, the President declared the meeting adjourned at 5:15 p.m.

The next Regular Business Meeting will be Wednesday, March 19, 2014 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.