

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Regular Business Meeting**  
**January 20, 2016**

The Board of Trustees met in regular session on Wednesday, January 20, 2016 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Thaddeus Claggett called the meeting to order at 3:00 p.m. The following trustees answered the roll call of President Mr. Thaddeus Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban, and Mr. Thad Claggett.

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; and Ms. Anne Kennedy, Head of Emerging Technologies.

Adoption of Agenda

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

016-011  
Adoption of  
Agenda

Public Comments

None

CMR RFP/Interview Review & Selection

The Director, Mrs. Babette Wofter, and the Board of Trustees reviewed and discussed the three proposals received from short-listed construction firms for the Event Space – Main Library Campus, along with reference check responses. Interviews were conducted by the Board of Trustees with the three firms: Regency Construction Services, Robertson Construction Services, and Setterlin Building Company. Based upon the scoring, the Board of Trustees recommended Robertson Construction Services as the successful CMR. Ruth Campolo MOVED and Mr. Urban SECONDED to proceed to negotiate a contract with Robertson Construction, as the firm determined to be the best value, and to establish the Guaranteed Maximum Price (GMP) for the Event Space-Main Library Campus construction project. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-012  
Approval to  
proceed to  
negotiate a  
contract with  
Robertson  
Construction

Minutes for the Special Board Meeting, January 5, 2016

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the Special Board Meeting Minutes of January 5, 2016 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-013  
Approval of  
Special Board  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mr. Doug Stout presented the 2015 circulation statistics and noted the Library circulated 16,534 or 1% less for Non-Digital Services compared to 2014.

Ms. Anne Kennedy presented the 2015 digital circulation statistics and noted an increase of 40% for Digital Services compared to 2014.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the December 16, 2015 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. Riley SECONDED that approval be given to accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

016-014  
Approval of  
November  
Financials

Fiscal Officer's Report

Financial Reports for December, 2015

The financial reports for December 2015 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 \$1,779,430.63. Receipts in the General Fund at the end of December were \$247,583.38. Disbursements in the General Fund for December totaled \$442,614.62. Receipts in the Building & Repair Fund totaled \$75.55 and disbursements totaled \$82,978.28. Mr. Altmaier MOVED and Mrs. Myers SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes;

016-015  
Approval to  
accept  
December  
Financials

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

Advances from County Auditor

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

016-016  
Approval to  
request  
Advances from  
County Auditor

Gifts – January 2016

Restricted:                 \$75.00 from Buckeye Lake Chamber of  
Commerce for coloring books for Santa Program  
at Hebron

                                  \$500.00 from Monday Talks for presentation  
Given by Doug Stout about the Licking County  
Veterans “In the Company of Heroes” program

                                  \$2,000.00 from Southgate Corporation for the  
Outreach Department

                                  \$50.00.00 from Kathy Fryman for children’s  
Books in honor of her grandchildren Max and  
Olivia

Unrestricted:             \$50.00 from Coterie Club for presentation given  
by Babette Wofter

                                  \$20.00 from coffee donation box at Miller

                                  \$100.00 from Jacqueline Morgan

                                  \$65.50 from anonymous

                                  \$1,000.00 from Gina Buckey

                                  \$250.00 from First Federal Savings

                                  \$9.80 from Gretchen Wagner

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

016-017  
Approval of  
Gifts

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

Other

None

Director's Report

Personnel Report – January 2016

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

Retirement

John Jordan	Maintenance Supervisor Effective: 11.30.15
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New Hire

William Whipkey	Building Services Supervisor Effective: 11.02.15 \$18.00 Hourly
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Jeffery (Garrett) Wohlford	Maintenance/Security Specialist Effective: 11.09.15 \$17.00 Hourly
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Anthony Miceli	Graphics Artist Effective: 12.20.15 \$14.00 Hourly
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Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:25 p.m.

016-018  
Approval of  
Personnel  
Report

The next Regular Business Meeting will be Wednesday, March 16, 2016 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.