

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 17, 2017**

The Board of Trustees met in regular session on Wednesday, May 17, 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. Don Urban and Mr. Thad Claggett.

Trustees Excused: Ms. Marty Morrison, Mr. Barry Riley

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. Bill Whipkey, Building Services Supervisor; Mrs. Laura Appleman, Head of Community Engagement; Mrs. Mary Harmon, Head of Adult Services; Ms. Mandie Burns, Head of Children’s Services and Doug Stout, Head of Circulation,

Adoption of Agenda

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

017-026
Adoption of
Agenda

Public Comments

None

Minutes for the Board Meeting, March 15, 2017

Mrs. Myers MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of March 15, 2017. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-027
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

Mandie Burns discussed the benefits of exposing children to technology and the importance of keeping up with technological changes that students need in order to succeed in the information age.

Doug Stout presented a preview of the film, *In the Company of Heroes: Licking County in Vietnam, Our Honored Dead*, to be shown at the Midland Theatre on May 23, 2017. The documentary is about 46 Licking County men who died serving in Vietnam. The film includes personal reflections of those who served as well as the memories of family and military comrades who knew them.

Fiscal Officer's Report

Financial Report for March 2017

The financial reports for March 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of March was \$1,999,516.53. Receipts in the General Fund at the end of March were \$1,402,046.71. Disbursements in the General Fund for March totaled \$398,706.92. Receipts in the Building & Repair Fund totaled \$702.81 and disbursements totaled \$13,923.65. Mrs. Myers MOVED and Mr. Altmaier SECONDED that approval be given to accept the March reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Financial Report for April 2017

The financial reports for April 2017 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of April was \$1,857,346.04. Receipts in the General Fund at the end of April were \$184,621.94. Disbursements in the General Fund for April totaled \$326,792.43. Receipts in the Building & Repair Fund totaled \$671.97 and disbursements totaled \$16,669.09. Mrs. Myers MOVED and Mr. Altmaier SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

2018 General Fund Request

Mrs. Campolo MOVED and Mrs. Myers SECONDED to accept the 2018 General Fund Request as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

017-028
Approval of
March
Financials

017-029
Approval of
April
Financials

017-030
Approval to
Accept 2018
General Fund
Request

Gifts – May 2017

Restricted \$300.00 from Pythian Sisters of Hiawatha Temple #278 for new books

Unrestricted: \$62.50 from Jill Campen

 \$50.00 from Progressive Club

 \$44.00 from coffee donation box at Miller

 \$25.00 from anonymous donors

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

017-031
Approval of
Gifts

Other

Mrs. Lodge requested information from Licking County Prosecutor's Office, Carolyn Carnes, Civil Division Chief, regarding the solvency of *Other Governmental Funds*. One of the funds cannot be liquidated. Ms. Carnes is still reviewing the possibilities of the other fund.

Director's Report

Personnel Report – May 2017

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

017-032
Approval of
Personnel
Report

New Hire

Laura Appleman Head of Community Engagement
 Effective 3.13.17
 \$43,000.00 Salary

Toby Casey Library Substitute
 Effective: 3.21.17
 \$11.14 Hourly

Amanda Johnson Library Substitute
 Effective: 3.23.17
 \$11.14 Hourly

Wendy Laughery Children's Assistant
Effective: 4.3.17
\$11.14 Hourly

Resignation

Stephanie Freas Adult Services Librarian
Effective: 3.11.17

Kayvon Grassetto Circulation Clerk
Effective: 4.6.17

Jesse Cunningham Emerging Technologies and Digital
Content Assistant
Effective: 4.25.17

Tesse Griffith Circulation Clerk
Effective: 4.28.17

Organizational Chart Update

Mrs. Myers MOVED and Mr. Altmaier SECONDED to approve the implementation of a new organizational chart. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Event Space Update

A Building and Grounds Committee meeting to be scheduled in June, 2017.

Other

Closing has not been scheduled to date on the Jefferies Property. Stimson House Title Agency is waiting on confirmation that liens have been waived and for a formal resolution from the land bank of their intent to sell the property. Closing should follow soon after these documents have been approved.

The Friends of the Library held their spring book sale April 21 & 22 and raised \$1335.00. They have secured a new board member and a treasurer from the Young Leaders of Licking County group. Jessica Royster of Park National Bank will replace Janice LoRaso. The book bike has been ordered and is scheduled to ship at the end of May. The Friends have also approved an extra \$300.00 to be used for children's books in *The Great Book Hunt*, as part of the Summer Library Program

festivities. This will total over \$8000.00 in support from the Friends in 2017.

The Ohio House of Representatives passed its version of the state budget (HB 49), setting the Public Library Fund (PLF) for the next two fiscal years at 1.66% of the General Revenue Fund (GRF) rather than retaining the PLF at 1.7%. The bill now formally moves to the Senate for consideration. The decrease will amount to approximately \$50,000-\$75,000 per year for the library.

Mrs. Wofter met with Luconda Dager and representatives of Robertson Construction on March 21 to discuss possible updates to the Hervey Memorial Branch. A rough estimate has been prepared and includes the possibility of making the branch handicap accessible. Mrs. Dager is confident that money can be raised for improvements from within the community.

The 24 Hour Library was showcased on Good Day Columbus on Tuesday, May 2. Additionally, Story Time will premier this summer in the Licking Heights School District on select Fridays at 12:00 p.m. The story times will be held in the COTC-Pataskala ball room.

The renovation of the public computer area is underway with new paint, flooring and furniture. Renovation should be completed by the end of May 2017.

Tracey Wolfle recently received her SHRM-CP certification. SHRM stands for Society for Human Resource Management, CP is Certified Professional.

Mary Harmon and Brock Hutchison will graduate from the Licking County Leadership program on Friday, May 12, 2017. The mission of the program is to foster the next generation of leaders in Licking County, offering opportunities for networking, mentorship, education, and philanthropy and leadership development.

Mrs. Wofter invited several community members to meet and discuss the concept of the Event Space and demonstration kitchen, along with ideas for potential monetary support.

Mr. Claggett, Mrs. Lodge and Mrs. Wofter toured several pre-engineered buildings in Columbus on Wednesday, May 3 along with architect, Megan Stuart from DesignGroup. Specifically looking for energy code, theming, aesthetic and sound quality, compared to a traditional build.

All department heads will be presenting annual performance reviews during the months of May and June.

Doug Stout and Babette Wofter will be doing a presentation for the Lifelong Learners program at COTC Pataskala campus on June 16, showcasing the 24 Hour Library and presenting an overview of library services.

Old Business

There being no further business, the President declared the meeting adjourned at 4:52 p.m.

New Business

Mr. Altmaier MOVED and Mr. Urban SECONDED to recommend the reappointment of Mr. Barry Riley. Mr. Claggett asked Mrs. Wofter to send a letter to the Licking County Court of Common Pleas respectively asking for the reappointment to the Library Board for a 7-year term commencing September 1, 2017 and ending August 31, 2024. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

The next Regular Business Meeting will be Wednesday, July 19, 2017 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.

017-033
Approval to
Recommend
the
Reappointment
of Mr. Riley