

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 20, 2015**

The Board of Trustees met in regular session on Wednesday, May 20, 2015 in the 2nd Floor Conference Room of the Main Library. Vice President Mr. Thad Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of Vice President Mr. Thad Claggett: Mr. Marty Altmaier, Ms. Marty Morrison, Mrs. Kathy Myers, and Mr. Thad Claggett.

Trustees Excused: Mrs. Ruth Campolo, Mr. Barry Riley, and Mr. Don Urban.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mr. Ryan Worbs, Deputy Fiscal Officer.

Adoption of Agenda

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

015-041
Adoption of
Agenda

Public Comments

None

Minutes for the Board Meeting, March 25, 2015

Ms. Morrison MOVED and Mr. Altmaier SECONDED to approve the Regular Business Meeting Minutes of March 25, 2015 as corrected. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

015-042
Approval of
Regular
Business
Meeting
Minutes

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Ms. Morrison reported on the April 21, 2015 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of March which include the General Fund and the

015-043
Approval of
March
Financials

Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Ms. Morrison MOVED and Mr. Altmaier SECONDED to approve a revision to the current procurement card policy to allow for a card for the Head of Outreach Services and Head of Branch Services. Additionally, a revision to the policy to allow Head of Branch Services' card to be locked in a secure location at the Emerson R. Miller branch as opposed to the Business Office at Main. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Fiscal Officer's Report

Financial Report for April 2015

The financial reports for April 2015 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 \$1,829,303.76. Receipts in the General Fund at the end of April were \$197,224.27. Disbursements in the General Fund for April totaled \$392,211.39. Receipts in the Building & Repair Fund totaled \$48.44 and disbursements totaled \$7,850.65. Ms. Morrison MOVED and Mrs. Myers SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

2016 General Fund Request

Mr. Altmaier MOVED and Ms. Morrison SECONDED to accept the 2016 General Fund Request as submitted. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Gifts – May 2015

Restricted: \$2000.00 from Lindorf Family Foundation for
Music Lending Program

 \$75.00 from Billy Lee's Chop Suey House for
Outreach Summer Reading Event

015-044
Approval to
Revise the
Procurement
Card Policy

015-045
Approval of
April
Financials

015-046
Approval to
Accept 2016
General Fund
Request

Unrestricted: \$19.00 from coffee donations at Miller
\$10.00 from Anonymous

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

015-047
Approval of
Gifts

Other
None

Director's Report

Personnel Report – May 2015

Ms. Morrison MOVED and Mr. Altmaier SECONDED that the following Personnel changes be accepted as corrected. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

015-048
Approval of
Personnel
Report

Change of Rate and / or Status

Michayla Lehman From Circulation Clerk
To Library Substitute
Effective: 03.08.15
\$11.00 Hourly

Barbary Sanderson From Teen Assistant
To Emerging Technologies & Digital
Content Specialist
Effective: 04.13.15
\$17.00 Hourly

Resignation

Sean Fennell Emerging Technologies & Digital
Content Specialist
Effective: 03.02.15

Michayla Lehman Library Substitute
Effective: 03.23.15

New Hire

Elizabeth Michaelis Children's Assistant
Effective: 03.17.15
\$11.00 Hourly

Meredith Young
Circulation Clerk
Effective: 03.23.15
\$10.00 Hourly

Termination

Jerry Smith
Van Driver/Custodian
Effective: 03.20.15

Master Plan Phase 1

Mr. Altmaier MOVED and Ms. Morrison SECONDED to continue work on the Master Plan process, at a cost up to \$74,999.00 for restoration to the exterior of the Main Library building. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Ms. Morrison MOVED and Mrs. Myers SECONDED to hire Jack Hedge of DesignGroup to prepare construction documents for the Spencer-Walker building at a cost up to \$49,999.00. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

Other

Mrs. Wofter has been working with Dr. Joe Tebben and the Licking County Foundation to collaborate on a special centennial celebration of the Louis Sullivan Building in August.

Mrs. Wofter reported that Brock Hutchison, Head of Outreach Services, represented the library on April 29 at Library Legislative Day in Columbus. Mr. Hutchison met with Representative Scott Ryan and with Senator Jay Hottinger's Aide along with other library directors in Licking County to share Licking County Library's success story.

Business Consultant Dave Brenner hosted a workshop on running an effective meeting on April 8. Department Heads along with a few other staff were in attendance. He also facilitated a review of the Library's Strategic Plan.

The first large fund raiser for the newly established Friends of the Licking County Library was held on Saturday, April 18. They raised over \$1200.00 in sales and memberships.

Mary Harmon, Head of Adult Services, coordinated Licking County Library's first-ever local author fair on Saturday, April 18. It was well

015-049
Approval to
Proceed with
the Master
Plan

015-050
Approval to
Hire Jack
Hedge to
Prepare
Construction
Documents

received with 44 authors showcasing their work and over 300 in attendance.

Local artist Julie Barrett has completed seven paintings with a nursery rhyme theme for the children's area at the Miller Library. An opening reception is planned for this summer.

Amy Gantt, Head of Teen Services, and Jenn Mitchell, Branch Supervisor at Hervey Memorial Library, attended a conference in Chicago on the Next Chapter Book Club. This is a reading program for people with developmental disabilities that was founded in 2002 in Columbus, Ohio.

The Library's first Staff Day of 2015 was held on May 7. Tracey Wolfle, Human Resources Manager, along with staff committee members, coordinated an educational and fun day.

The 2015 Summer Reading Program begins June 1 through August 1. The program with a *heroes theme* is called "Escape the Ordinary". The program has something for all ages.

Old Business

None

New Business

Mrs. Wofter informed the Board of Trustees that Mr. Urban's term will expire August 31, 2015. Mr. Altmaier MOVED and Mrs. Myers SECONDED to recommend the reappointment of Mr. Don Urban. Roll Call: Mr. Altmaier, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Claggett, Yes. The Vice President declared the motion passed.

There being no further, the President declared the meeting adjourned At 4:55 p.m.

015-051

Approval to recommend the reappointment of Mr. Urban