

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
November 18, 2015**

The Board of Trustees met in regular session on Wednesday, November 18, 2015 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Barry Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry Riley: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Marty Morrison, Mrs. Kathy Myers, Mr. Don Urban and 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. Doug Stout, Head of Circulation.

Adoption of Agenda

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

Public Comments

None

Minutes for the Board Meeting, September 16, 2015

Ms. Morrison MOVED and Mrs. Myers SECONDED to approve the Regular Business Meeting Minutes of September 16, 2015. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Oath of Office

Mr. Altmaier administered the Oath of Office to reappoint Mr. Urban to a seven-year term.

Mrs. Wofter reported that six staff members attended the Ohio Library Council Convention and Expo in Cincinnati which was held on October 7-9. Of the group, three staff members, Brock Hutchison, Barbary

015-081  
Adoption of  
Agenda

015-082  
Approval of  
Regular  
Business  
Meeting  
Minutes

Sanderson and Stephanie Freas were presenters at the convention. Staff returned with a wealth of ideas and enthusiasm.

### Committee Reports

#### Finance Committee Report

Ms. Morrison reported on the October 21, 2015 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of September 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. Altmaier SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-083  
Approval of  
September  
Financials

#### 2016 Temporary Budget

Ms. Morrison recommended approval of the 2016 Temporary Budgets, which include the General Fund, Building & Repair Fund, Banton Fund, and Thomas Fund. Ms. Morrison MOVED and Mr. Altmaier SECONDED to approve the 2016 Temporary Budget as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-084  
Approval of  
2016  
Temporary  
Budget

#### Personnel Committee Report

Mr. Claggett MOVED and Mrs. Campolo SECONDED that approval be given to revise the following policy: 3.101 Holiday Leave and approval be given to add Policy 3.113 Unpaid Leave for Part-Time Employees and two new job descriptions for Building Services Supervisor and Maintenance/Security Specialist. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-085  
Approval to  
Revise Policy  
3.101 Holiday  
Leave and add  
Policy 3.113  
Unpaid Leave  
for Part-Time  
Employees and  
two new job  
descriptions

#### Fiscal Officer's Report

##### Financial Report for October 2015

The financial reports for October 2015 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of October was \$2,064,198.65.

015-086  
Approval of  
October  
Financials

Receipts in the General Fund at the end of October were \$246,679.21. Disbursements in the General Fund for October totaled \$387,095.00. Receipts in the Building & Repair Fund totaled \$282.43 and disbursements totaled \$46,384.34. Mr. Urban MOVED and Mr. Claggett SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Gifts – November 2015

Unrestricted:           \$53.00 from coffee donation box at Miller  
  
                                  \$15.33 from anonymous

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

015-087  
Approval of  
Gifts

Permission to Reallocate Funds Between Categories

Mr. Claggett MOVED and Mrs. Campolo SECONDED that approval be given to reallocate funds between categories. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-088  
Approval to  
reallocate  
funds between  
categories

Other

Additional Cash Drawers/Petty Cash & Change Funds Policy Revision

Mr. Urban MOVED and Ms. Morrison SECONDED that approval be given to revise Petty Cash & Change Funds Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-089  
Approval to  
Revise Petty  
Cash & Change  
Funds Policy

Director's Report

Personnel Report – November 2015

Mr. Claggett MOVED and Mrs. Campolo SECONDED that the following Personnel changes be accepted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes;

015-090  
Approval of  
Personnel  
Report

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

Change of Rate and / or Status

Sydney Johnson	From Page To Circulation Clerk Effective: 09.11.15 \$10.25 Hourly
Stephanie Freas	From Adult Services Assistant To Adult Services Librarian Effective 09.28.2015 \$18.00 Hourly

Resignation

Rachel Phillips	Branch Assistant Effective 09.30.2015
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Retirement

Bonnie Pessell	Adult Services Librarian Effective 09.11.15
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New Hire

Jesse Cunningham	Emerging Technologies Assistant Effective 09.14.15 \$11.14 Hourly
Nancy Richards	Branch Assistant Effective: 09.28.15 \$11.14 Hourly
Ariel McCullough	Page Effective: 09.28.15 \$8.10 Hourly
Linda Goodman	Branch Assistant Effective: 10.12.15 \$11.14 Hourly
Corey Stutes	Adult Services Assistant Effective: 10.19.2015 \$11.14 Hourly

Sue French

Branch Assistant  
Effective 10.20.15  
\$11.14 Hourly

Spencer-Walker Press Building Proposal

Mrs. Wofter presented a PowerPoint of sketches that were provided by DesignGroup for the property west of the Main Library.

CMR Request for Qualifications

Ms. Morrison MOVED and Mr. Altmaier SECONDED approval to proceed with selection process of Construction Manager at Risk for the Spencer-Walker Press building. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Other

Mrs. Wofter gave an update on the Strategic Plan, reporting she received a Market Segmentation Study that was completed by a marketing firm. The study detailed our demographic characteristics for each library. The Marketing subcommittee, led by Adult Services Librarian Stephanie Freas, is analyzing the results and beginning to draft a plan as to how we can better market our resources, programs and services. A summary of the report was distributed at the next meeting.

Mrs. Wofter presented a storytelling program to the Newark Coterie Club on Friday, November 6 as part of their luncheon and business meeting which was held in the library. This is a long-standing women's club in Newark, Ohio.

Mrs. Wofter reported that the parking lot next door to the Hervey Memorial Library has been roped off so that no one could use it and has caused a hardship for our customers. Attorney Alan Gustafson owns the parking lot and is frustrated at not having any help maintaining the lot. The library, village, post office and his clients and staff utilize the space. Mrs. Wofter called his office to inquire and he has not returned her call. Luconda Dager, Trustee for the Hervey Memorial Library, has been contacted and is planning to contact the mayor and arrange a meeting.

As part of the Library's Strategic Plan goal of increasing its financial resources and the sub-tactic of expanding selected giving opportunities, Mrs. Wofter and Mrs. Lodge will attend Hills of Ohio

015-091  
Approval to  
proceed with  
RFQ's

Planned Giving Council Meeting in Zanesville. The group focuses on planned giving and setting up endowments

Mrs. Wofter submitted a letter of intent to the Licking County Foundation and received notice of an invitation to submit a full grant proposal which is due on Monday, November 23. The request is for \$100,000.00 to support the 24/7 Library-in-a-Box project for the western side of the county. Award notification will occur in March 2016.

Mrs. Wofter has been invited to speak at the Granville Rotary on Monday, December 7. After consulting with Anita Carroll, Director at the Granville Library, Mrs. Wofter will present. The titled presentation "*The Thriving 21<sup>st</sup> Century Library; The Licking County Experience*" will focus on some of the programs and services that make us unique as well as note some of the collaborations with the Granville Public Library.

Mrs. Wofter reminded the Board of John Jordan's retirement open house on Thursday, November 19 from 3:30-6:30 p.m. in the lower level story time room. John has served the library for 16 years and is retiring on November 30, 2015.

#### New Business

#### Nominating Committee

Mr. Altmaier presented the Nominating Committee's slate of officers for 2016:

*President – Mr. Thaddeus Claggett*  
*Vice President – Mrs. Kathy Myers*  
*Secretary – Mrs. Ruth Campolo*

015-092  
Approval of  
2016 Elected  
Officers

Mr. Altmaier MOVED and Mr. Urban SECONDED to approve the slate of officers for 2016. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

#### Assignment of Committees for 2016

Mr. Riley asked for nominations for assignment of committees for 2016 be presented at the January 2016 meeting.

There being no further business, the President declared the meeting adjourned at 5:41 p.m.

The next Regular Business Meeting will be Wednesday, January 20, 2016 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.