

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
November 19, 2014**

The Board of Trustees met in regular session on Wednesday, November 19, 2014 in the 2<sup>nd</sup> Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:05 p.m. The following trustees answered the roll call of President Mr. Barry M. 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, Administrative Assistant; Mr. Ryan Worbs, Deputy Fiscal Officer; Ms. Mandie Burns, Head of Children's Services; Ms. Anne Kennedy, Head Emerging Technologies & Digital Content; Ms. Molly Howard, Emerging Technologies & Digital Content Aide.

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.

014-065  
Adoption of  
Agenda

Public Comments

None

Appointment of Deputy Fiscal Officer

Ms. Morrison administered the Oath of Office to appoint Mr. Ryan Worbs to Deputy Fiscal Officer.

Minutes for Board Meeting, September 17, 2014

Mr. Claggett MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of September 17, 2014 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.

014-066  
Approval of  
Regular  
Business  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mr. Riley thanked everyone who helped make the passage of the levy possible and for all their time and effort.

Ms. Burns gave a brief introduction and an overview of the changes that will be coming to the 2015 Summer Reading Program.

Ms. Kennedy gave a presentation on the touch screen displays that are located in the lobby and on the upper level of the Main Library. At the OverDrive Media Station, patrons can browse our digital collection of eBooks, downloadable audiobooks, streaming videos, and music from OverDrive. They can read, watch, or listen to samples of titles and they can email or text themselves a link to a title or scan a QR code to download and checkout the title on their smartphones.

Mrs. Wofter reported that fourteen staff members attended at least one day of the Ohio Library Council Convention and Expo in Columbus which was held on October 7-10. Of the group, four staff members (Rhonda Adams, Brock Hutchison, Anne Kennedy and Barbary Sanderson) were presenters. Staff returned with a wealth of ideas and enthusiasm.

Ms. Howard gave a presentation on *A Day in the Life of the Bookmobile*, a video presentation documenting the bookmobile at Licking Heights West Elementary.

### Committee Reports

#### Finance Committee Report

Ms. Morrison reported on the October 15, 2014 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.

#### 2015 Temporary Budget

Ms. Morrison recommended approval of the 2015 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 2015 Temporary Budget as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes;

014-067  
Approval of  
September  
Financials

014-068  
Approval of  
2015  
Temporary  
Budget

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

Fiscal Officer's Report

Financial Report for October, 2014

The financial reports for October 2014 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 \$1,824,446.31. Receipts in the General Fund at the end of October were \$388,980.46. Disbursements in the General Fund for October totaled \$405,166.94. Receipts in the Building & Repair Fund totaled \$425.73 and disbursements totaled \$0.00. Mr. Urban MOVED and Ms. Morrison 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 2014

- Restricted:
- \$215.00 from Mary E. Babcock Friends for Babcock Bash held July 15, 2014
  - \$250.00 from First Federal for guitar lending Program
  - \$25.00 from Mary Kishler in memory of Marjorie Arthur
  - \$25.00 for Outreach Department from Adele Cerrelli in memory of Ruth Watson
- Unrestricted:
- \$12.00 from coffee donation box at Miller
  - \$51.00 Anonymous collected
  - \$30.00 from Newark Garden Club

The Board of Trustees unanimously agreed 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.

Permission to Reallocate Funds Between Categories

014-069  
Approval of  
October  
Financials

014-070  
Approval of  
Gifts



Josh Dugan	ETDC Assistant Aide Effective: 09.08.14 \$11.00 Hourly
Zachary Baker	Branch Assistant Aide Effective: 09.29.14 \$11.00 Hourly
Laura Riley	Branch Assistant Aide Effective: 10.01.14 \$11.00 Hourly
Sofialyn Durasan	Children's Assistant Aide Effective: 10.31.14 \$11.00 Hourly

Ballot Issue Committee Proceeds

Mr. Urban MOVED and Ms. Morrison SECONDED approval be given to disperse the remaining funds from the levy committee treasury to the three Friends groups—Buckeye Lake, Licking County Library, and the Mary E Babcock, Inc. and then close out the account. 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.

014-073  
Approval to disperse funds from levy committee treasury to three Friends groups

Policy Revision: 3.205 Professional Membership Allowance

Mr. Riley asked to discuss Policy Revision: 3.205 Professional Allowance at the end of the meeting that involves compensation of a public employee.

New Business

Nominating Committee

Mr. Riley asked for nominations of officers for 2015. Mr. Urban MOVED and Mrs. Campolo SECONDED that the officers remain the same as 2014. 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.

014-074  
Approval to leave the Board Officers the same for 2015

President - Mr. Barry Riley  
Vice-President - Mr. Thad Claggett  
Secretary - Mrs. Kathy Myers

Assignment of Committees for 2015

Mr. Altmaier MOVED and Ms. Morrison SECONDED that the assignment of committees remain the same in 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.

014-075  
Approval for  
the Assignment  
of Committees  
to remain the  
same

Other

Executive Session

Mr. Claggett MOVED and Ms. Morrison SECONDED that the board go into executive session at 4:52 p.m. to discuss compensation of public employee. 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.

014-076  
Approval to go  
Into Executive  
Session

Upon reconvening in public session at 5:15 no action was taken at this time.

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

The next Regular Business Meeting will be Wednesday, January 21, 2015 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.