

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 16, 2015**

The Board of Trustees met in regular session on Wednesday, September 16, 2015 in the 2nd 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, Mr. Thad Claggett, Ms. Marty Morrison, Mrs. Kathy Myers, and Mr. Barry Riley.

Trustees Excused: Mrs. Ruth Campolo 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, Mrs. Tracy Groves, Administrative Assistant, Mr. Doug Stout, Head of Circulation & Building Services, and Ms. Amy Gantt, Head of Teen Services.

Adoption of Agenda

The Board of Trustees unanimously agreed to adopt the agenda as amended to include a presentation by Doug Stout. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Public Comments

None

Minutes for the Board Meeting, July 15, 2015

The Board of Trustees unanimously agreed to approve the Regular Business Meeting Minutes of July 15, 2015. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Amy Gantt gave a presentation on the *Next Chapter Book Club*. The NCBC is a community-based literacy program that offer opportunities for people with intellectual and developmental disabilities to read and learn together and talk about books.

015-073
Adoption of
Agenda

015-074
Approval of
Regular
Business
Meeting
Minutes

Doug Stout gave an update on the building maintenance and repair work at the Main Library. Hittle Roofing has contracted with Romine Roofing to do gutter work as they are a certified installer of this type of gutter. Corner Stone Construction of Utica will begin masonry work soon.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the August 19, 2015 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of July 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 July reports as submitted. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-075
Approval of
July
Financials

Fiscal Officer's Report

Financial Report for August 2015

The financial reports for August 2015 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of August was \$2,544,564.75. Receipts in the General Fund at the end of August were \$1,170,850.63. Disbursements in the General Fund for August totaled \$352,484.50. Receipts in the Building & Repair Fund totaled \$271.49 and disbursements totaled \$3,390.18. Mr. Claggett MOVED and Ms. Morrison SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-076
Approval of
August
Financials

Tax Budget Resolution

Mr. Claggett Moved and Mrs. Myers SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-077
Approval of
Tax Budget
Resolution

Gifts – September 2015

Unrestricted: \$100.00 from Brad and Janet Histed in memory
of Robert Morrison

\$34.00 from coffee donations at Miller

\$500.00 from Southgate Corporation in memory of Robert Morrison

\$50.00 from Martin and Brenda Searle in memory of Robert Morrison

\$11.70 from anonymous

\$20.00 from Melvin and Mary Wenzel

\$50.00 from Nancy Swigart in memory of Robert Morrison

\$46.30 from Outreach donation box at Hartford Fair

Restricted \$475.82 from Land of Legend Council in memory of Robin Schwartz for Children's Department

\$200.00 from Joan Omlor in memory of Robin Schwartz for Children's Department

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

015-078
Approval of
Gifts

Other

Mrs. Lodge reported that she received a Notice of Furnishing from the masonry contractor requesting a Notice of Commencement. Mrs. Lodge prepared the document and filed it with the County Recorder's Office.

Director's Report

Personnel Report – September 2015

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

015-079
Approval of
Personnel
Report

Change of Rate and / or Status

Melissa Zimmerman
From Branch Assistant
To Outreach Assistant
Effective: 07.06.15
\$11.36 Hourly

Resignation

Ian Witt
Custodian
Effective 07.07.2015

Micah Arbogast
Circulation Clerk
Effective 08.08.2015

Joshua Dugan
Emerging Technologies Assistant
Effective: 08.15.15

Jennifer Smith
Branch Assistant
Effective 08.28.15

Retirement

Rebecca Weber
Branch Assistant
Effective 07.31.15

New Hire

Audrey Finkle
Branch Assistant
Effective 07.07.15
\$11.14 Hourly

Ian Witt
Custodian
Effective: 07.07.15
\$10.25 Hourly

Doug Gurney
Branch Assistant
Effective: 07.21.15
\$11.14 Hourly

John Cremeans
Custodian
Effective: 07.27.15
\$10.25 Hourly

Rhonda Priest
Branch Assistant
Effective: 08.24.2015
\$11.14 Hourly

24/7 Library-In-A-Box

Mrs. Myers MOVED and Ms. Morrison SECONDED approval be given to spend up to \$100,000.00 from the Building & Repair Fund for the 24/7 Library-In-A-Box to be located in the Licking Heights School District in western Licking County. Roll Call: Mr. Altmaier, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; and Mr. Riley, Yes. The President declared the motion passed

Other

Mrs. Wofter reported on the 2015 Summer Reading Program. This year the summer program was expanded and completely reimagined to include STEAM components (science, technology, engineering, art, and math) in addition to reading. Overall the response was positive, but fewer teens and children completed the program than in previous years. The staff is looking at ways to tweak the program for next year but feel satisfied with their first attempt at the new format. The adult program saw record participation this year with 2063 registered.

The Licking County Library in partnership with the Licking County Foundation hosted the Louis Sullivan Building Centennial Celebration. The program included lectures, a film, photography exhibit, book sale and signing, and cupcakes to celebrate the 100th anniversary of one of only eight banks designed by noted American architect Louis Sullivan. Attendance was over 350 and included enthusiasts from Columbus, New York, and Illinois.

Mrs. Wofter reported the *In the Company of Heroes* project, initiated and coordinated by Doug Stout continues being a great success. As of the end of August, Mr. Stout reported that 500 Licking County Veterans are included in the database.

The library is collaborating with the Newark Advocate to do a monthly online book discussion and a monthly column. The book club is called ABC (Advocate Book Club) and will meet the third Thursday each month from 7:00-8:00 p.m. for an online conversation on the Advocate web page.

The Buckeye Lake Library celebrated its 10 year anniversary on September 10, 2015.

The Licking County Republican Women's Club will kick-off their adult literacy tutoring program on September 17. It is called *Reading is Freedom*. They will be using the quiet study rooms at the Main Library for tutoring.

015-080

Approval to spend up to \$100,000.00 for Library-In-A-Box

Mrs. Wofter accompanied Bryn Bird, Director of Canal Market District, on a field trip to Athens and the Mid-Ohio Food Pantry in Columbus on Monday, September 14. She learned more about AmeriCorps and Vista volunteers, gathered information on demonstration kitchens and how to staff the kitchens to provide programming that compliments the Canal Market District as well as supports the library's mission of providing educational and fun learning experiences.

The Friends of the Licking County Library will hold their second book sale of the year on Saturday, October 3 from 9:00 – 4:00 p.m. with a special preview sale for members only on Friday, October 2 from 3:00-6:00 p.m. The sale will be held in the garage next door to the Main Library. Books will be a buck-a-bag.

The Friends of the Mary E. Babcock Library will hold their annual book sale October 8-10 during library hours inside the Mary E. Babcock Library.

Six staff members will be attending the Ohio Library Council annual convention October 7-9 that will be held in Cincinnati. Three staff members, Barbary Sanderson, Brock Hutchison and Stephanie Freas are speakers at the convention.

HR Manager, Tracey Wolfle and staff-day committee have scheduled the Library's second Staff Development Day for 2015 on Monday, October 12. The day's activities include a bus tour of all Licking County Library locations and lunch at Devine Farms in Hebron. This serves to fulfill a portion of our new onboarding program for new hires and will also give long-term staff who have never visited many of our other locations the opportunity to see them.

Following Mrs. Wofter's 360 Review in 2014 when Department Heads analyzed her management and leadership abilities, a similar process will begin on October 28 by interviewing staff from Main and Miller, plus branch supervisors regarding their immediate supervisor's performance. Business Consultant Dave Brenner and his new business partner, Chris Bee will be assisting Tracey Wolfle and Babette Wofter the first two days of interviews. Tracey and Babette will complete the interviews in November and December and all Department Heads will receive a summary of the results by the end of the year.

Local artist, Julie Barrett completed seven nursery rhyme paintings for the early literacy area of the Miller Library earlier this summer. A reception to recognize and celebrate Julie and her work will be held at the Miller Library on November 10.

Old Business

None

New Business

Mr. Riley appointed Mr. Altmaier, Ms. Morrison and Mrs. Myers to the Nomination Committee and asked Committee Chair, Mr. Altmaier to have recommendations for 2016 officers at the November board meeting.

There being no further business, the President declared the meeting adjourned at 5:10 p.m.

The next Regular Business Meeting will be Wednesday, November 16, 2015 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.