

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
September 17, 2014**

The Board of Trustees met in regular session on Wednesday, September 17, 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 4:03 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mrs. Ruth Campolo, Mr. Thad Claggett, Mrs. Kathy Myers, Mr. Don Urban, and Mr. Barry Riley.

Trustees Excused: Ms. Marty Morrison

Other: Mr. Marty Altmaier

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant.

Guest: Mrs. Marilyn Donahue

Adoption of Agenda

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

014-053  
Adoption of  
Agenda

Public Comments

None

Minutes for Board Meeting, July 16, 2014

Mr. Urban MOVED and Mr. Claggett SECONDED to approve the Regular Business Meeting Minutes of July 16, 2014 as presented. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-054  
Approval of  
Regular  
Business  
Meeting  
Minutes

Announcements, Presentations, Correspondence

Mrs. Wofter introduced Mrs. Marilyn Donahue, President of the newly formed Friends of the Licking County Library.

Mrs. Donahue reported that the next Friends of the Library meeting will

be September 29, 2014

Committee Reports

Finance Committee Report

Mrs. Lodge reported on the August 20, 2014 Finance Committee Meeting on behalf of Committee Chair, Marty Morrison. Mrs. Lodge shared that the committee 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. Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Minutes for Special Board Meeting August 20, 2014

Mr. Claggett MOVED and Mr. Urban SECONDED to approve the Special Board Meeting Minutes of August 4, 2014 as presented. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Personnel Committee Report

Mr. Claggett MOVED and Mrs. Myers SECONDED that approval be given to revise the following policies: 1.207 Background Checks; 1.500 Disciplinary Procedures; 2.190 Paychecks & Paycheck Stubs; 2.195 Direct Deposit; 3.400 Transportation & Mileage; 3.301 Professional Meeting & Workshops; 4.201 Social Media-Employee Conduct. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. John Uible entered the meeting at this time, 4:30 p.m.

Oath of Office/Reappointment

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

Mr. Uible left the meeting at this time, 4:35 p.m.

Fiscal Officer's Report

Financial report for August, 2014

014-055  
Approval of  
July  
Financials

014-056  
Approval of  
Special Board  
Meeting  
Minutes

014-057  
Approval to  
Revise Policies:  
Background  
Checks;  
Disciplinary  
Procedures;  
Paychecks &  
Paycheck  
Stubs; Direct  
Deposit;  
Transportation  
& Mileage;  
Professional  
Meeting &  
Workshops;  
Social Media-  
Employee  
Conduct

The financial reports for August 2014 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 \$2,428,268.20. Receipts in the General Fund at the end of August were \$1,133,095.36. Disbursements in the General Fund for August totaled \$358,920.41. Receipts in the Building & Repair Fund totaled \$0.16 and disbursements totaled \$0.04. Mr. Claggett MOVED and Mrs. Campolo SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-058  
Approval of  
July  
Financials

Tax Budget Resolution

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

014-059  
Approval of  
Tax Budget  
Resolution

Gifts – September 2014

- Restricted:                 \$30.00 from patron donations for The Company Of Heroes project
  
- Unrestricted:             \$18.00 from coffee donation box at Miller
  
- \$43.60 collected at Hartford Fair
  
- \$30.00 from Saturday Review Club

The Board of Trustees unanimously agreed that approval be given to accept the September gifts as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-060  
Approval of  
Gifts

Other

Mrs. Lodge is requesting a new budget line to Library Materials & Information, to reflect the library's Guitar Lending Program that Barbary Sanderson/Teen Assistant received a grant from First Federal to start the program. The guitars will be considered Library Materials-All Other and to purchase guitars, the Board has to approve spending from that category.

Mr. Urban MOVED and Mr. Claggett SECONDED that approval be given to set up new account code. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-061  
Approval of  
new account  
code

Mr. Altmaier left the meeting at this time, 4:46 p.m.

Director's Report

Personnel Report – September 2014

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

014-062  
Approval of  
Personnel  
Report

Change of rate and / or Status

Deirdre McIntyre	From Adult Services Librarian To Hebron Branch Supervisor Effective: 07.28.14 \$24.335 Hourly
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Retirement

Kathy Jordan	Children's Assistant Effective: 07.31.14
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Sue Blaha	Branch Assistant Effective: 08.29.14
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Resignation

Rachel Crum	Circulation Page Effective: 08.01.14
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Paula La Frenierre	Branch Supervisor Effective: 08.05.14
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Joni Metoxen	Branch Assistant Effective: 08.22.14
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New Hire

Lisa McElwee	Library Substitute Effective: 08.05.14 \$10.00 Hourly
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Catherine Polack                      Adult Services Librarian  
Effective: 08.20.14  
\$18.00 Hourly

Jennifer Smith                         Branch Assistant Aide  
Effective: 08.28.14  
\$11.00 Hourly

Megan Lemley                         Circulation Page  
Effective: 08.28.14  
\$7.95 Hourly

Master Plan Proposal

Mr. Urban MOVED and Mr. Claggett SECONDED to approve Architect, Jack Hedge of Design Group to create a Master Plan that would include potentially a plan for renovating the Main Library, creating a Main Library campus including the property next door, and an overview of our service district and branch locations. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-063  
Approval to  
Proceed with  
Design Group  
For Master  
Plan

Other

Mr. Claggett MOVED and Mrs. Campolo SECONDED that approval be given for a resolution to urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund to 2.22% of the total General revenue Fund. Roll Call: Mrs. Campolo, Yes; Mr. Claggett, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

014-064  
Approval of  
Resolution to  
restore the  
Public Library  
Fund

The Board of Directors of the Licking County Chamber of Commerce voted to endorse the 1-mill continuing operating levy for the Licking County Library.

Piggy Pancake Breakfast will be held on Saturday, September 20 from 8:00-10:00 a.m. at the Applebee's in Heath.

Amanda Burns has been hired as the new Head of Children's Services, effective September 8, 2014 and will begin full-time on Monday, October 6, 2014.

Our second annual Staff Development Day will be held on Monday, October 13 from 9:00 a.m. – 4:00 p.m. The library will be closed. Board Members are welcome to attend all or part of the day.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:37 p.m.

The next Regular Business Meeting will be Wednesday, November 19, 2014 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Main Library.