



Organizational & Regular Business Meeting  
Licking County Library Board of Trustees  
Wednesday, January 15, 2020 at **4:00 PM**  
2<sup>nd</sup> Floor Conference Room/Main Library

---

1. Call to Order – Thaddeus J. Claggett
2. Roll Call and Introductions – Thaddeus J. Claggett
3. Adoption of Agenda – Thaddeus J. Claggett (*Action required*)
4. Public Comments – Thaddeus J. Claggett
5. Appointment of Officers – Barry Riley (*Action required*)
  - President
  - Vice President
  - Secretary
6. Appointment of Standing Committees – Barry Riley (*Action required*)
  - Finance
  - Personnel
  - Building & Grounds
  - Marketing & Library Services
7. Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and, Oath of Office – Thaddeus J. Claggett (*Action required*)
  - Fiscal Officer – Sandra Lodge
  - Deputy Fiscal Officer – Kerrill Foster
8. Appointment of Purchasing Agent & Deputy Purchasing Agent – Thaddeus J. Claggett (*Action required*)
  - Purchasing Agent – Babette Wofter
  - Deputy Purchasing Agent – Sandra Lodge
9. Approval of the 2020 Board Meeting Calendar – Thaddeus J. Claggett (*Action required*)
10. Minutes for the Board Meeting, November 20, 2019 - Thaddeus J. Claggett (*Action required*)
11. Minutes for the Special Board Meeting, December 11, 2019 - Thaddeus J. Claggett (*Action required*)
12. Announcements, Presentations, Correspondence – Thaddeus J. Claggett
  - Circulation Report 2019, Deb Holman, Support Services Manager; Ada Myers  
Circulation Supervisor
13. Committee Reports
  - Building & Grounds Committee, December 11, 2019 – Marty Altmaier (*Action Required*)
  - Finance Committee, December 18, 2019 – Kathy Myers (*Action Required*)
14. Fiscal Officer's Report – Sandra Lodge
  - Financial Reports for December 2019 (*Action Required*)

- Lower Level Renovation Project Bids (*Action Required*)
  - Advances from the County Auditor on Real Estate and Personal Property Tax (*Action Required*)
  - Gifts (*Action Required*)
  - Other
15. Director's Report – Babette Wofter
    - Personnel Report (*Action Required*)
    - Landscaping Project Main Library (*Action Required*)
    - Annual Request for Statement of Qualifications (*Action Required*)
    - Other
  16. Old Business – Thaddeus J. Claggett
  17. New Business – Thaddeus J. Claggett
  18. Adjournment – Thaddeus J. Claggett

**Next Meeting: Regular Business Meeting: Wednesday, March 18, 2020 at 4:00 PM  
2<sup>nd</sup> Floor Conference Room/Main Library**