

**Minutes
Board of Trustees
Licking County Library
Special Business Meeting
June 17, 2020**

The Board of Trustees met in special session on Wednesday, June 17, 2020 in a virtual meeting via Zoom. President Mr. Thad Claggett called the meeting to order at 4:02 p.m. The following trustees answered the roll call of President Mr. Thad Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, Mr. Don Urban, and Mr. Thad Claggett.

The meeting is being held electronically pursuant to authority granted by the General Assembly in Amended Substitute H.B. 197 in that it is occurring during the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020.

Excused: Mrs. Debbie Seibel

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Kerrill Foster, Deputy Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Mrs. Julie McElhaney, Branch Supervisor, Ms. Deirdre McIntyre, Branch Supervisor; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Bill Whipkey, Head of Building Services; Mr. Craig Snyder, Maintenance Specialist; and Bobbi Galvin, Branch Supervisor.

Adoption of Agenda

Mr. Altmaier MOVED and Mr. Riley SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

No public participation.

Minutes for the Regular Business Meeting May 13, 2020

Mr. Urban MOVED and Mr. Riley SECONDED to approve the Regular Business Meeting Minutes of May 13, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-044
Adoption of
Agenda

020-045
Approval of
Regular
Business
Meeting
Minutes

Fiscal Officer's Report

Financial Reports for May 2020

The financial reports for May 2020 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$3,281,443.87. Receipts in the General Fund at the end of May were \$333,900.39. Disbursements in the General Fund for May totaled \$323,316.59. Receipts in the Building & Repair Fund totaled \$755.12 and disbursements totaled \$208,691.17. Mr. Riley MOVED and Mr. Altmaier SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Policy Revision: 1.310 Resignations & 1.580 Reduction in Force/Mandatory Lay-Offs

Mr. Riley MOVED and Mrs. Campolo SECONDED that approval be given to revise Policy: 1.310 Resignations and Policy: 1.580 Reduction in Force/Mandatory Lay-Offs. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Director's Report

Update: Reinstatement of Library Services

Mrs. Wofter gave an update on the Reinstatement of Library Services plan. All book drop locations are opened. Priority Dispatch will resume delivery service of consortium materials on Monday, June 29, 2020. Reinstatement of hold pick-up began at the Downtown Library, Mary E. Babcock Branch, Hebron Library Branch, and both 24-Hour Kiosks/Lockers on Monday, June 15.

Request Practicum Student

Consideration of approval of Practicum Student was requested. Ms. Michelle Lundy submitted a request to complete a practicum at Licking County Library. Ms. Lundy is completing her Masters in Library and Information Science. Mr. Urban MOVED and MR. Altmaier SECONDED that approval be given for Practicum Student. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Other

020-046
Approval of
May Financials

020-047
Approval of
Policy
Revisions

Friends of the Licking County Library

Friends of the Licking County Library will meet for their annual organizational meeting on Monday, June 15, 2020. The meeting was originally scheduled for March 16, but was postponed due to the pandemic. The Friends received notification of a grant award of \$3,300.00 from United Way. Additional grant applications have been submitted. The purpose of these grants is to secure the long term sustainability of the Dolly Parton's Imagination Library in Licking County.

IMLS Grant Application

Several staff members including Mary Harmon, Kent Daniels, Lindsay Kelly, and Kerrill Foster are completing a grant application for the Institute for Museum and Library Services. These funds are made available to Libraries and Museums as part of the CARES Act. The grant application focuses on addressing the digital divide and providing for technical support and capacity building for digital inclusion and engagement.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:38 p.m.

The next Regular Business Meeting will be Wednesday, July 15, 2020 at 4:00 p.m. in a virtual meeting via Zoom.

President

Secretary