

**Minutes**  
**Board of Trustees**  
**Licking County Library**  
**Regular Business Meeting**  
**July 15, 2020**

The Board of Trustees met in regular session on Wednesday, July 15, 2020 in a virtual meeting via Zoom. President Mr. Thad Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Thad Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mr. Barry Riley, Mrs. Debbie Seibel, Mr. Don Urban, and Mr. Thaddeus 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. Kathy Myers

Staff Present: Mrs. Babette Wofter, Director; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Ms. Kerrill Foster, Deputy Fiscal Officer; Mrs. Marisa Glaviano, Youth Services Coordinator; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Mrs. Laura Appleman, Community Engagement Manager; Ms. Julia Walden, Extended Services Manager; Mr. Craig Snyder, Maintenance Specialist; Mrs. Julie McElhaney, Branch Supervisor; Mrs. Ada Myers, Circulation Supervisor; Ms. Bobbi Galvin, Branch Supervisor; Ms. Emily Hankinson, Branch Supervisor; Mr. Bill Whipkey, Head of Building Services; Mrs. Darcy Heller, Assistant Circulation Supervisor; Ms. Deirdre McIntyre, Branch Supervisor; and Mr. Doug Stout, Veteran's Project Coordinator.

Adoption of Agenda

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

Public Comments

None

Announcements, Presentations, Correspondence

Summer Library Program

020-048  
Adoption of  
Agenda

Julia Walden reported on the 2020 Summer Library Program. The program runs from June 1 through July 25, 2020. Statistically the participation is lower than 2019. However, there has been a notable increase that correlates with the introduction of curbside services.

Summer Lunch Program

Marisa Glaviano provided an update on the 2020 Summer Lunch Program. A total of 6,992 meals were distributed between June 1, 2020 and July 15, 2020. The program runs through August 17, 2020.

Special Board Meeting Minutes of June 17, 2020

Mr. Altmaier MOVED and Mr. Urban SECONDED to approve the Special Board Meeting Minutes of June 17, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-049  
Approval of  
Special  
Board  
Meeting  
Minutes

Fiscal Officer's Report

Financial Reports for June 2020

The financial reports for June 2020 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$3,212,279.52. Receipts in the General Fund at the end of June were \$236,710.40. Disbursements in the General Fund for June totaled \$305,874.75. Receipts in the Building & Repair Fund totaled \$4,765.73 and disbursements totaled \$47,039.77. Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-050  
Approval of  
June Financials

Gifts - July 2020

Restricted:           \$20.00 from Sharon Davis for the *In the Company of Heroes* program in memory of D-day

Mrs. Seibel MOVED and Mrs. Campolo SECONDED that approval be given to accept the July gifts as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-051  
Approval of  
Gifts

Other

None

Director's Report

Mrs. Wofter submitted several grant applications on behalf of the Friends of the Licking County Library to support and sustain the Imagination Library. Additionally, Mrs. Wofter has reached out to the Licking County Foundation for additional opportunities for funds from Special Interest Funds. A total of 4,102 children are registered as of July 15, 2020.

Mrs. Wofter updated the Board on the Library's response to the COVID-19 Pandemic and reopening plans. The Downtown Library and the Mary E. Babcock Johnstown branch opened to the public July 15, 2020 with reduced days and hours. All other locations opened for curbside services on specific days beginning the same day.

Old Business

None

New Business

None

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

The next Regular Business Meeting will be Wednesday, September 16, 2020 at 4:00 p.m. in a virtual meeting via Zoom.