

**Minutes
Board of Trustees
Licking County Library
Special Business Meeting
August 19, 2020**

The Board of Trustees met in special session on Wednesday, August 19, 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, Mrs. Debbie Seibel, 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.

Staff Present: Babette Wofter, Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Laura Appleman, Community Engagement Manager; Mary Harmon, Public Services Manager; Deb Holman, Support Services Manager; Julie McElhaney, Branch Supervisor, Deirdre McIntyre, Branch Supervisor; Marisa Glaviano, Youth Services Coordinator; Craig Snyder, Head of Building Services; Emily Hankinson, Branch Supervisor; Ada Myers, Circulation Supervisor; Darcy Heller, Assistant Circulation Supervisor; and Bobbi Galvin, Branch Supervisor.

Adoption of Agenda

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

Public Comments

No public participation.

Announcements, Presentations, Correspondence

Mary Harmon presented statistical data regarding Licking County Library items within SEO (Serving Every Ohioan) Consortium from January 2019 through July 2020.

020-052
Adoption of
Agenda

Minutes for the Regular Business Meeting July 15, 2020

Mr. Urban MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of July 15, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Reports for July 2020

The financial reports for July 2020 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$3,153,228.02. Receipts in the General Fund at the end of July were \$287,246.56. Disbursements in the General Fund for July totaled \$346,298.06. Receipts in the Building & Repair Fund totaled \$10,314.86 and disbursements totaled \$60,925.88. Mr. Riley MOVED and Mrs. Campolo SECONDED that approval be given to accept the July reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Medical Insurance Renewal

The library has received the renewal rates from insurance broker, AssuredPartners, Inc. Health Insurance rates with United Health Care for the plans offered by the library will increase 14% over the current rate for period October 1, 2020 through September 30, 2021. Dental and life insurance will not increase. The library will continue the current coverage with United Health Care, and will plan to review other options for health insurance prior to the next renewal.

Other

Coronavirus Relief Fund (CRF) Public Library Assistance Program

The Ohio Controlling Board has approved CARES Act funding for Ohio's public libraries. Each main library and branch location will be provided \$25,000 to assist in operating safely during the pandemic. The money can be used for a combination of things related to COVID relief: PPE, sanitation expenses, tools to enforce physical distancing, etc. The Ohio Office of Budget and Management is creating a portal specifically for public libraries to request this money. The Ohio Library Council is working closely with both agencies to provide more information.

020-053
Approval of
Regular
Business
Meeting
Minutes

020-054
Approval of
July Financials

Mrs. Wofter provided an update on the Reinstatement of Library Services plan. There have been no major issues with masking or other pandemic-related procedures. At present, Downtown Newark and Johnstown (Mary E. Babcock) locations are open with limited days and reduced hours. All other locations are open for limited curbside services on specific days. Licking County Library is working closely with the Licking County Health Department to monitor the latest information and guidelines provided by the Ohio Department of Health (ODH) and the Center for Disease Control and Prevention (CDC) related to COVID-19 and are in compliance with the most recent directives. The Management Team, Business Office, and Director are working together to determine next steps in terms of services and staffing levels.

July Circulation Statistics: In-house circulation was down 41% from last July, and because there was very little going out to other libraries, overall circulation was down 44%. Circulation of digital content is up 25% year-to-date.

Other

An updated report from Battelle Memorial Institute recommends the quarantine of materials be increased to four days instead of three due to results showing the virus's longevity on materials and the length of time required before the virus is undetectable.

PLF Update: The August distribution indicated that the PLF CY 2020 year-to-date total is \$265,213,921 which is \$9.4 million (-3.42%) below what was anticipated pre-pandemic. At the state level, the PLF was 35% above August 2019, and 14.7% above the revised Ohio Dept. of Taxation estimate for the month. The large increase in August revenue reflects the delay in income tax filings from April to July.

A grant was submitted on behalf of the Friends of the Licking County Library to help sustain the Dolly Parton's Imagination Library program from the John and Mary Alford Foundation. The \$10,000 grant will fund 800 children for a year with a matching grant from the Ohio Governor's Imagination Library. There are currently 4,446 children enrolled in the program.

Mrs. Wofter proposed that the Regular Business Meeting scheduled Wednesday, September 16, 2020 be changed to Wednesday, September 30, 2020. This will allow additional time to collect statistical data since opening July 15, 2020.

Old Business

Reappointment of Thaddeus J. Claggett

Mr. Riley MOVED and Mr. Altmaier SECONDED to approve the reappointment of Mr. Thaddeus Claggett to a 7-year term on the Licking County Library Board of Trustees, commencing September 1, 2020 and ending August 31, 2027. Sandra Lodge administered the Oath of Office.

020-058
Approval of
Reappointment

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, September 30, 2020 at 4:00 p.m. in a virtual meeting via Zoom.

President

Secretary