

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 30, 2020**

The Board of Trustees met in regular session on Wednesday, September 30, 2020 in a virtual meeting via Zoom. President Mr. Thaddeus 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, 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; Julia Walden, Extended Services Manager; Marisa Glaviano, Youth Services Supervisor; Shirley Smith, Materials Management Supervisor; Craig Snyder, Head of Building Services; Doug Stout, Veteran’s Project Coordinator; Deirdre McIntyre, Branch Supervisor; Emily Hankinson, Branch Supervisor; Bobbi Galvin, Branch Supervisor, Julie McElhaney, Branch Supervisor; and Ashley Balay, Youth Services Librarian.

Other Present: Mike Schmidt, Executive Vice President & Partner at Cramer & Associates

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; Mrs. Debbie Seibel, Yes; Mr. Don Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

None

Minutes for the Special Board Meeting August 19, 2020

Mr. Urban MOVED and Mr. Altmaier SECONDED to approve the Special

020-059
Adoption of
Agenda

020-060
Approval of
Special
Board Meeting
Minutes

Board Meeting Minutes of August 19, 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 Report for August 2020

The financial reports for August 2020 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 \$4,151,688.62. Receipts in the General Fund for August were \$1,343,753.96. Disbursements in the General Fund for August totaled \$345,293.36. Receipts in the Building & Repair Fund totaled \$726.43 and disbursements totaled \$149,780.23. Mrs. Myers MOVED and Mrs. Campolo SECONDED that approval be given to accept the August 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.

Tax Budget Resolution

Mr. Riley Moved and Mr. Altmaier SECONDED that approval be given to accept the Tax Budget Resolution. 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.

Gifts –September 2020 received in July and August 2020

Restricted: \$100.00 from Radon Be Gone for the *In the Company of Heroes* program in memory of Allen Barol

 \$25.00 from Amy Cooper for Hervey Memorial Branch in memory of James Pierpont

Unrestricted: \$100.52 from Anonymous donations

 \$50.00 from Barbara Ransopher in memory of Sandra Smith

 \$7.50 from Jordan Moore

 \$100 from Paul Shull in memory of Sandra Smith

020-061
Approval of
August
Financials

20-062
Approval of
Tax Budget
Resolution

\$30.00 from Karen Nelson in memory of Sandra Smith

\$25.00 from Ardis Reed in memory of Sandra Smith

\$100 from Marlene Murphy in memory of Sandra Smith

\$25.00 from Shannon Metz*

\$50.00 from William Acklin*

\$500 from Laura McPeek*

\$50.00 from Anna Pyle*

\$41.14 from Douglas F. Kridler donor advised fund*

**Donations received through The Columbus Foundation's Big Give campaign*

Mrs. Myers MOVED and Mr. Urban SECONDED that approval be given to accept the September gifts 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.

Other
None

Policy Revision 2.150: Dinner or Lunch Breaks

Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given to revise Policy 2.150 *Dinner or Lunch Breaks*. 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.

Announcements, Presentations, Correspondence

Mike Schmidt presented an overview of the PIVOT Plan, a short-term mission driven plan that addresses fundamental changes designed to meet unique needs during times of disruption.

020-063
Approval of
Gifts

020-064
Approval to
Revise Policy
2.150

Director's Report

Personnel Report – September 2019

Mrs. Campolo MOVED and Mr. Altmaier SECONDED that the following Personnel changes be accepted. 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.

Resignation

Dylan Parks	Page Effective:8.3.2020
Logan Nethers	Page Effective: 8.10.2020
Jason Jackson	Branch Assistant at Hervey Memorial Effective: 8.16.2020

Retirement

William Whipkey	Head of Building Services Effective: 8.7.2020
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Promotion

Craig Snyder	From Maintenance Specialist to Head of Building Specialist Effective: 8.10.2020 \$20.55 Hourly
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Hours Revision

Mrs. Wofter is seeking approval to close the Downtown Newark Library on Saturday, November 28, 2020 and Saturday, December 26, 2020. This would be unpaid but would serve as a small gesture of appreciation to staff for their flexibility and hard work during this challenging time. Mr. Urban MOVED and Mr. Altmaier SECONDED that approval be given to close the Licking County Library Downtown location on Saturday, November 28, 2020 and Saturday, December 26, 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.

019-065
Approval of
Personnel
Report

020-066
Approval to
Close on
Saturday
Following
Thanksgiving
and
Christmas

Licking County Library PIVOT Plan

Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to proceed with the PIVOT Plan. 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.

Mrs. Myers left the meeting at this time.

Board Meeting Schedule

Mr. Altmaier MOVED and Mrs. Campolo SECONDED the approval to resume the regularly scheduled-monthly meetings of the Finance Committee. 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.

Old Business

Thanks to a generous gift received from Robert Trimble in 2018, the Licking County Library will begin offering its new *Empowered Minds* program in March 2021, providing Licking County seniors convenient access to continuing education classes. Programming focuses on social and academic subjects.

Executive Session

Mr. Riley MOVED and Mrs. Seibel SECONDED that the Board go into executive session to discuss compensation of a public employee at 4:52 p.m. 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.

Upon reconvening in public session at 5:16 p.m. Mr. Altmaier MOVED and Mrs. Campolo SECONDED the approval to proceed with the furloughed staff plan. 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.

New Business

None

There being no further business, the President declared the meeting adjourned at 5:19 p.m.

020-067
Approval of
PIVOT Plan

020-068
Approval to
Resume
Regularly
Scheduled
Meetings of the
Finance
Committee

020-069
Approval to go
Into Executive
Session

020-070
Approval to
Proceed with
Furloughed
Staff Plan

The next Regular Business Meeting is Wednesday, November 18, 2020 in a virtual meeting via Zoom.