

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 18, 2020**

The Board of Trustees met in regular session on Wednesday, November 18, 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. Kathy Myers, Mr. Barry Riley, Mrs. Debbie Seibel, Mr. Don Urban and Mr. Thad Claggett.

Trustees Excused: Mrs. Ruth Campolo

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; Marisa Glaviano, Youth Services Coordinator; Craig Snyder, Head of Building Services; Adam Daugherty, Maintenance Specialist; and Bobbi Galvin, Branch Supervisor.

Appointment of Secretary Pro Tem

In the absence of Board Secretary Mrs. Campolo, a secretary Pro Tem was appointed. Mr. Claggett MOVED and Mrs. Myers SECONDED to appoint Mr. Altmaier Secretary Pro Tem. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed

Adoption of Agenda

Mrs. Seibel MOVED and Mrs. Myers SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, 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

There was no public participation.

020-073
Appointment
of Secretary
Pro Tem

020-074
Adoption of
Agenda

Minutes for the Regular Business Meeting of September 30, 2020

Mr. Altmaier MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of September 30, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-075
Approval of
Regular
Business
Meeting
Minutes

Minutes for the Special Board Meeting of November 3, 2020

Mr. Riley MOVED and Mrs. Myers SECONDED to approve the Special Board Meeting Minutes of November 3, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-076
Approval of
Special Board
Meeting
Minutes

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Mrs. Lodge reported on the September Financials which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mr. Urban MOVED and Mr. Riley SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

020-077
Approval of
September
Financials

Fiscal Officer's Report

Financial Report for October 2020

The financial reports for October 2020 including bills, payrolls, and transfers were presented to the Board for their approval. The balance in the General Fund at the end of October was \$4,269,662.02. Receipts in the General Fund for October were \$414,221.29. Disbursements in the General Fund for October totaled \$338,234.00. Receipts in the Building & Repair Fund totaled \$16.64 and disbursements totaled \$21,640.47. Mr. Riley MOVED and Mrs. Myers SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mr. Altmaier Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President

020-078
Approval of
October
Financials

declared the motion passed.

Permission to Reallocate Funds Between Categories

Mr. Altmaier MOVED and Mr. Urban SECONDED that approval be given to reallocate funds between categories. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts–November 2020 received in September and October 2020

Unrestricted: \$54.00 from Anonymous donors

 \$25.00 from James & Maxine McBride in memory of Sandra Smith

 \$19.00 from Anonymous donor in thanks for Techsperts assistance.

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

Minimum Wage Increase Effective January 1, 2021

Ohio’s hourly minimum wage to increase from \$8.70 to \$8.80 per hour effective January 1, 2021. Mr. Riley MOVED and Mrs. Seibel SECONDED to approve the revised salary chart. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Request to Set-Up Second CARES Act Fund

Mrs. Seibel MOVED and Mr. Riley SECONDED that approval be given to set-up a second fund account to track CARES Act Grant money through the Cares Act Pandemic Relief Funds that have been awarded to Licking County. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Other

Mr. Urban MOVED and Mrs. Myers SECONDED that approval be given to revise Building & Repair Fund. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr.

020-079
Approval to
Reallocate
Funds

020-080
Approval of
Gifts

020-081
Approval to
Revise Salary
Chart

020-082
Approval to
Set-Up a
Second CARES
Act Fund

020-083
Approval to
Revise Building
& Repair Fund

Claggett, Yes. The President declared the motion passed.

2021 Temporary Budget: (General Fund and Building & Repair Fund)

Mrs. Lodge presented the 2021 Temporary Budgets, which include the General Fund and Building & Repair Fund. Mr. Urban MOVED and Mr. Riley SECONDED to approve the 2021 Temporary Budgets as submitted. Roll Call: Mr. Altmaier, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Director's Report

Personnel Report – November 2020

Mr. Altmaier MOVED and Mr. Urban SECONDED that the following Personnel changes be accepted. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Resignation

Nicholas Grigsby Part-time Automated Library Assistant
Effective: 9.9.2020

Retired

Patti Pylant Part-time Youth Services Assistant
Effective: 9.7.2020

Hired

Adam Daugherty Full-time Maintenance Specialist
Effective: 9.21.2020
\$17.00 Hourly

Reduction-In-Force

Robin Arter	Part-time Page
Alexandria Boring	Part-time Library Substitute
Amy Cooper	Part-time Branch Assistant
Bethanie Copen	Part-time Circulation Clerk
Taylor Donegan	Part-time Page
Grace Frye	Part-time Page
Rebecca Gager	Part-time Branch Assistant
Amanda Grubbs	Part-time Library Substitute
Sally Gummere	Part-time Library Substitute
Cheryl Haley	Part-time Branch Assistant
Emilee Hollingshead	Part-time Branch Assistant
Matthew Jones	Part-time Materials Management Assistant
Rebekah Lennon	Part-time Circulation Clerk

020-084
Approval of
2021
Temporary
Budget

020-085
Approval of
Personnel
Report

Mary Norton	Full-time Acquisition Assistant
Kelly Pertee	Part-time Branch Assistant
Lisa Posey	Full-time Materials Management Assistant
Rhonda Priest	Part-time Branch Assistant
John Ransom	Full-time Bookmobile Driver
Cassandra Rimmel	Part-time Page
Gena Rowe	Part-time Library Substitute
Amber Scaife	Part-time Branch Assistant
Christine Slaughter	Full-time Technical Processing Clerk
Sherry Steinman	Part-time Branch Assistant
Mindy Tharp	Part-time Page
Kaylynn Weaver	Part-time Page
Ronald Wright	Full-time Bookmobile Driver

Other

A proposal is being prepared for a drive-up window installation at the West Newark location (Emerson R. Miller Library).

Reinstatement of Library Services hours included the opening of the Hebron location, adding an additional curbside day to West Newark, Utica, and Buckeye Lake locations and extending Saturday hours at the Downtown Newark location starting the week of November 2, 2020.

Old Business

None

New Business

Mr. Urban announced he will be resigning from the Licking County Library Board of Trustees effective December 31, 2020.

Nominating Committee

Mrs. Myers MOVED and Mr. Altmaier SECONDED that the Assignment of Committees remain the same with exception of Finance Committee chair and Marketing & Library Services Committee. Roll Call: Mr. Altmaier, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Recommendations for the vacant trustee position will be discussed at the January 20, 2021 Board meeting.

There being no further business, the President declared the meeting adjourned at 4:55 p.m.

020-086
Approval of
Assignment of
Committees

The next Regular Business Meeting is Wednesday, January 20, 2021
virtually via Zoom.