

**Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 20, 2021**

The Board of Trustees met in regular session on Wednesday, January 20, 2021 in a virtual meeting via Zoom. President Mr. Thad Claggett called the meeting to order at 4:03 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, 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; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Kerrill Foster, Deputy Fiscal Officer; Laura Appleman, Community Engagement Manager; Deb Holman, Support Services Manager; Mary Harmon, Public Services Manager; Craig Snyder, Head of Building Services; and Garrett Wohlford, Security Specialist.

Also Present: Brittany Pond

Adoption of Agenda

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

Public Comments

None

Appointment of Officers

Mr. Claggett asked for nominations of officers for 2021. Mr. Riley MOVED and Mrs. Seibel SECONDED that the officers remain the same as 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

President: Thaddeus Claggett
Vice President: Kathy Myers
Secretary: Ruth Campolo

021-001
Adoption of
Agenda

021-002
Approval of
Officers for
2021

Appointment of Standing Committees

The Board of Trustees unanimously agreed that the following 2021 Standing Committees be approved: Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Finance Committee

Debbie Seibel, *chair*
Ruth Campolo
Vacant
Thaddeus Claggett, ex officio (voting)
Babette Wofter, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)

Marketing & Library Services

Ruth Campolo, *chair*
Martin Altmaier
Vacant
Thaddeus Claggett, ex officio (voting)
Babette Wofter, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Laura Appleman, ex officio (non-voting)

Building & Grounds Committee

Martin Altmaier, *chair*
Barry Riley
Debbie Seibel
Thaddeus Claggett, ex officio (voting)
Babette Wofter, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Craig Snyder, ex officio (non-voting)

Personnel Committee

Barry Riley, *chair*
Ruth Campolo
Kathy Myers
Thaddeus Claggett, ex officio (voting)
Babette Wofter, ex officio (non-voting)
Sandra Lodge, ex officio (non-voting)
Tracey Wolfle, ex officio (non-voting)

Appointment of Fiscal Officer & Deputy Fiscal Officer; Execution of Bond; and Oath of Office

Mr. Riley MOVED and Mr. Myers SECONDED that Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting A \$250,000.00 surety bond and Kerrill Foster be reappointed to

021-003
Appointment
of Standing
Committees

021-004
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

Deputy Fiscal Officer at her current salary and posting a \$250,000.00 surety bond. Brittany Pond administered the Oath of Office to the Fiscal Officer. Sandra Lodge administered the Oath of Office to the Deputy Fiscal Officer. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Debbie Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Appointment of Purchasing Agent & Deputy Purchasing Agent

Mr. Altmaier MOVED and Mrs. Seibel SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-005
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

Approval of 2021 Board Calendar

Mrs. Myers MOVED and Mr. Riley SECONDED to approve the 2021 Board and Committee dates. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-006
Approval of
Board
Calendar

List of Board and Committee Dates

All meetings on third Wednesdays of the month at 4:00 p.m. in the Conference Room on the 2nd Floor of the Main Library unless otherwise noted.

January – June meetings will be virtually via Zoom

January 20, 2021
Board of Trustees

February 17, 2021
Finance Committee

March 17, 2021
Board of Trustees

April 21, 2021
Finance Committee

May 19, 2021
Board of Trustees

June 16, 2021
Finance Committee

July 21, 2021
Board of Trustees

August 18, 2021
Finance Committee

September 15, 2021
Board of Trustees

October 20, 2021
Finance Committee

November 17, 2021*
Public Records Commission 3:45 p.m.
Trustees

December 15, 2021
Finance Committee

Minutes for the Board Meeting, November 18, 2020

Mrs. Seibel MOVED and Mr. Altmaier SECONDED to approve the Regular Business Meeting Minutes of November 18, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-007
Approval of
Regular
Business
Meeting
Minutes

Minutes for the Special Board Meeting, December 16, 2020

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to approve the Special Business Meeting Minutes of December 16, 2020. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-008
Approval of
Special Board
Meeting
Minutes

Announcements, Presentations, Correspondence

Mary Harmon presented data that was collected during a two-month period in late 2020 on how patrons are using the Library. The top activities are computer/laptop uses, charging stations for personal devices, and browsing the collection.

Craig Snyder completed coursework and received his Plumbing and Electrical Wiring & NEC Certifications.

Committee Reports

Finance Committee Report

Mrs. Seibel reported on the December 16, 2020 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November which include the General Fund, Building & Repair Fund, Coronavirus Relief Fund, and the County Coronavirus Relief Fund. The committee reviewed the reports from Fiscal Officer regarding bills, payroll, and transfers. Mrs. Seibel Moved and Mrs. Myers SECONDED that approval be given to accept the November reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-009
Approval of
November
Financials

Fiscal Officer's Report

Financial Reports for December, 2020

The financial reports for December 2020 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$3,964,101.77. Receipts in the General Fund at the end of December were \$300,728.66. Disbursements in the General Fund for December

021-010
Approval of
December
Financials

totalled \$447,343.74. Receipts in the Building & Repair Fund totaled \$35.74 and disbursements totaled \$1,879.51. The balance in the Coronavirus Relief Fund at the end of December was \$0.00. Mr. Riley MOVED and Mrs. Seibel SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Advances from County Auditor

Mr. Altmaier MOVED and Mr. Riley SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed. The request will be forwarded to the County Auditor.

021-011
Approval to
Request
Advances from
County Auditor

Gifts – January 2021 received in November and December 2020

Restricted: \$25.00 from Susan Joseph for the Dolly Parton’s Imagination Library

 \$1,500.00 from COTC for Dolly Parton’s Imagination Library

Unrestricted: \$10.00 from anonymous donations

 \$10.00 from Hallie Mayabb

 \$25.00 from Virginia Pargeon

 \$1,000.00 from Gina A. Buckey Trust

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

021-012
Approval of
Gifts

Other

None

Director’s Report

Personnel Report – January 2021

Mr. Riley MOVED and Mrs. Campolo SECONDED that the following Personnel changes be approved. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr.

021-013
Approval of
Personnel
Report

Claggett, Yes. The President declared the motion passed.

Resignation

Rae Scott Sheppard	Part-time Custodian – Van Driver Effective: 11.19.20
Deborah Alter	Branch Assistant at Buckeye Lake Effective: 12.04.2020
Adam Daugherty	Maintenance Specialist Effective: 12.04.2020

Requesting Statement of Qualifications

The Director and Fiscal Officer annually request a Statement of Qualifications from the architectural and engineering industries interested in providing services to Licking County Library. The Board of Trustees unanimously agreed the approval to request Statement of Qualifications. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. and Mr. Claggett, Yes. The President declared the motion passed.

021-014
Approval to
Request
Statement of
Qualifications

Other

Written report provided in Board packet by Mrs. Wofter.

Old Business

None

New Business

None

Adjournment

There being no further business, the President declared the meeting adjourned at 5:24 p.m.

The next Regular Business Meeting will be Wednesday, March 17, 2021 virtually via Zoom at 4:00 p.m.