

Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
July 21, 2021

The Board of Trustees met in regular session on Wednesday, July 21, 2021 in the 2nd Floor Conference Room at the Downtown Library. 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, Mrs. Kathy Myers, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Excused: Barry Riley and Sarah Russell

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Kerrill Foster, Deputy Fiscal Officer; Laura Appleman, Community Engagement Manager; Mary Harmon, Public Services Manager; Deb Holman, Support Services Manager; Kent Daniels, Adult Services Coordinator; and Garrett Wohlford, Security Specialist.

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

Public Comments

None

Minutes for the Special Board Meeting of May 19, 2021

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of May 19, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Minutes for the Regular Business Meeting of May 19, 2021

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of May 19, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-043
Adoption of
Agenda

021-044
Approval of
Special
Board
Meeting
Minutes

021-045
Approval of
Regular
Board
Meeting
Minutes

Minutes for the Special Board Meeting of May 26, 2021

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of May 26, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-046
Approval of
Special
Board
Meeting
Minutes

Minutes for the Special Board Meeting of June 30, 2021

Mr. Altmaier MOVED and Mrs. Campolo SECONDED to approve the Special Board Meeting Minutes of June 30, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-047
Approval of
Special
Board
Meeting
Minutes

Committee Reports

Finance Committee

Mrs. Seibel reported on the June 16, 2021 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of May which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Mrs. Seibel MOVED and Mrs. Myers SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-048
Approval of
May
Financials

Fiscal Officer's Report

Financial Reports for June 2021

The financial reports for June 2021 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$4,847,992.49. Receipts in the General Fund for the month of June were \$372,856.02. Disbursements in the General Fund for June totaled \$367,355.62. The balance in the Building & Repair Fund was \$2,104,387.38. Receipts in the Building & Repair Fund totaled \$26.48 and disbursements totaled \$187,432.67. Mrs. Seibel MOVED and Mr. Altmaier SECONDED that approval be given to accept the June reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-049
Approval of
June
Financials

Gifts – July 2021 received in May and June 2021

Restricted: \$100.00 from Mary Olesen in memory of Lynnette

Halstead for Buckeye Lake Branch

\$300.00 from Mary Ann Miller, Lou Ann Brubaker,
& Joanne Awad in memory of Lynnette Halstead
for Buckeye Lake Branch

\$20.00 from Judith Guth in memory of Lynnette
Halstead for Buckeye Lake Branch

\$150.00 from Mary Raysa in memory of Lynnette
Halstead for Buckeye Lake Branch

\$100.00 from bartenders at Harbor Hills Country
Club in memory of Lynnette Halstead for Buckeye
Lake Branch

\$30.00 from Diane Smith in memory of Lynnette
Halstead for Buckeye Lake Branch

\$100.00 from Howard & Kathy Everitt in memory
of Lynnette Halstead for Buckeye Lake Branch

\$25.00 from Cynthia Mackin in memory of
Lynnette Halstead for Buckeye Lake Branch

\$40.00 from Lois Eskey in memory of Lynnette
Halstead for Buckeye Lake Branch

\$ 20.00 from Donald & Eugenia Davison in
Memory of Lynnette Halstead for Buckeye Lake
Branch

\$50.00 from Janet Betz in memory of Lynnette
Halstead for Buckeye Lake Branch

\$25.00 from K. Diane Fissel in memory of Lynnette
Halstead for Buckeye Lake Branch

\$50.00 from Richard Doll in memory of Lynnette
Halstead for Buckeye Lake Branch

\$50.00 from Suzanne Beck in memory of Lynnette
Halstead for Buckeye Lake Branch

\$50.00 from Sue Mayer in memory of Lynnette
Halstead for Buckeye Lake Branch

\$100.00 from Douglas & Cynthia Frye in memory of
Lynnette Halstead for Buckeye Lake Branch

\$300.00 from Alexanders Landing LLC in memory of
of Lynnette Halstead for Buckeye Lake Branch

\$150.00 form Allene Hazeltine in memory of
Lynnette Halstead for Buckeye Lake Branch

\$28.15 from JEM Stores in memory of Lynnette
Halstead for Buckeye Lake Branch

\$6.24 from Bre-On in memory of Lynnette Halstead
For Buckeye Lake Branch

\$12.48 from JKB at restaurants in memory of
Lynnette Halstead for Buckeye Lake Branch

\$3.13 from at Mt. Vernon in memory of Lynnette
Halstead for Buckeye Lake Branch

\$50.00 from Nancy Snow in memory of Lynnette
Halstead for Buckeye Lake Branch

\$71.00 from Todd Monroe in memory of Lynnette
Halstead for Buckeye Lake Branch

\$50.00 form Mike & Mary Stevens in memory of
Lynnette Halstead for Buckeye Lake Branch

\$50.00 form John & Kathleen Wing in memory of
Lynnette Halstead for Buckeye Lake Branch

\$30.00 from Tari Richards for Veteran's Project

\$6.50 from anonymous donor for Buckeye Lake
Branch

\$1,500 from Robert O'Neill Family for Dolly
Parton's Imagination Library

\$500.00 from Alice Wing in memory of Lynnette
Halstead for Buckeye Lake Branch

\$250.00 form Jennifer Iler for Hervey Memorial
Branch

\$50.00 honorarium from Kendal at Granville for Veteran's Project

\$25.00 from Buckeye Lake Eagles in memory of Lynnette Halstead for Buckeye Lake Branch

Unrestricted: \$10.00 from Cynthia Wineburgh

\$17.00 from anonymous donors

\$9.15 from Sarah Thompson

\$15.00 from Jodi Goslin

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

021-050

Approval of Gifts

Other

With the reinstatement of Library services hours that include all locations being opened on Fridays, Mrs. Lodge requested a revision to the Petty Cash and Change Funds Policy to add additional cash bags. Mrs. Seibel MOVED and Mr. Altmaier SECONDED that approval be given to revise Petty Cash and Change Funds Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-051

Approval to Revise Petty Cash and Change Funds Policy

Director's Report

Personnel Report

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

021-052

Approval of Personnel Report

Hired

Colin Lennon Maintenance Technician
Effective: 05.24.2021
\$14.70 Hourly

Faith Covey Temporary Library Page
Effective: 06.07.2021
\$8.80 Hourly

Transfer

Bethanie Copen

From: Circulation Clerk 25 Hours
To: Circulation Clerk FT
Effective: 06.28.2021
\$11.03 Hourly

Resignation

Kaycie Yeager

Circulation Clerk FT
Effective: 06.23.2021

New Policy: Customer Feedback Policy and Procedure

The purpose of the Feedback Policy and Procedure is to provide information to customers and staff regarding the submission and management of customer feedback and improvement request. Mrs. Campolo MOVED and Mrs. Seibel SECONDED the approval of Customer Feedback Policy and Procedure. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-053
Approval of
New Policy

Update: Reinstatement of Library Services

On September 7, 2021 Licking County Library will be increasing public service hours and reopening meeting rooms at all locations.

Ms. Sacchetti presented outgoing Board member Marty Altmaier with a certificate of appreciation and thanked him for his seventeen and a half years of service to Licking County Library.

Written report provided in Board packet submitted by Ms. Sacchetti.

Old Business

None

New Business

None

There being no further business, the meeting was declared adjourned at 4:57 p.m.

The next Business Meeting will be Wednesday, September 15, 2021 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.