

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
May 19, 2021**

The Board of Trustees met in regular session on Wednesday, May 19, 2021 in the 2nd Floor Conference Room at the Downtown Library and virtual via Zoom. President Mr. Thad Claggett called the meeting to order at 4:08 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. Sarah Russell, Mrs. Debbie Seibel, and Mr. Thad Claggett.

The meeting is being held electronically pursuant to authority granted by the General Assembly in accordance with the provisions of Section 12(A) of Substitute H.B. 404 as now in effect, issued on November 22, 2020.

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Tracey Wolfe, 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; Marisa Glaviano, Youth Services Coordinator; Julie McElhaney, Branch Supervisor; Jenn Mitchell, Branch Supervisor; and Craig Snyder, Head of Building Services.

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

Public Comments

None

Minutes for the Regular Business Meeting, March 17, 2021

Mr. Riley MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of March 17, 2021. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-031

Adoption of
Agenda

021-032

Approval of
Regular
Business
Meeting
Minutes

Appointment of Purchasing Agent

Mr. Altmaier MOVED and Mrs. Seibel SECONDED to appoint Director, Susanne Sacchetti as Purchasing Agent. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-033
Approval of
Purchasing
Agent

Announcements, Presentations, Correspondence

Deb Holman reported on the circulation statistics for the month of April 2021 and noted statistics continue to be lower than average and difficult to compare against previous years.

Committee Reports

Finance Committee

Mrs. Seibel reported on the April 21, 2021 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of March which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-034
Approval of
March
Financials

Building & Grounds Committee

Mr. Altmaier reported on the May 10, 2021 Building & Grounds Committee Meeting. The committee discussed requesting an extension on the real estate purchase agreement due to the need to meet with the Trustee of the Hervey Memorial Trust to understand the community's interest level of support in future fundraising efforts to build a library that will meet future needs, before proceeding with the purchase of property.

Fiscal Officer's Report

Financial Reports for April 2021

The financial reports for April 2021 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund was \$5,071,051.15. Receipts in the General Fund for the month of April were \$347,588.36. Disbursements in the General Fund for April totaled \$358,843.38. Receipts in the Building &

021-035
Approval of
April Financials

Repair Fund totaled \$28.71 and disbursements totaled \$610.00. Mrs. Seibel_MOVED and Mrs. Russell SECONDED that approval be given to accept the April reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Gifts – May 2021 received in March and April 2021

Restricted: \$50.00 from Joy Pratt in memory of Lynnette Halstead for Buckeye Lake Branch

 \$50.00 from Lynn Schirtzinger in memory of Lynnette Halstead for Buckeye Lake Branch

 \$20.00 from Phyllis Voelker in memory of Lynnette Halstead for Buckeye Lake Branch

 \$35.00 from Kay Bobbitt for Mary E. Babcock Branch

 \$100.00 from Linda Sims & Annette Germond in memory of Lynnette Halstead for Buckeye Lake Branch

 \$30.00 from Ron & Nancy Smitson in memory of Lynnette Halstead for Buckeye Lake Branch

Unrestricted:

 \$100.00 from Michael & Pamela Newsome in memory of Mary Jo Middleton Chapman Long

 \$47.00 from anonymous donors

 \$500.00 from Jack & Nancy Schmidt

 \$ 50.00 from Ardetta Spear

 \$50.00 from Aaron Lichtenauer (Day of Giving)

 \$25.00 from Linda Moats (Day of Giving)

 \$40.00 from Susan Kamps (Day of Giving)

 \$50.00 from Penny Coleman (Day of Giving)

 \$25.00 from Diane Pries (Day of Giving)

\$5.00 from Tosha Whitehead (Day of Giving)
\$50.00 from Carol Watercutter (Day of Giving)
\$50.00 from Susan Devoe (Day of Giving)
\$75.00 from Diane Ganz (Day of Giving)
\$50.00 from Mary Clark-Smith in memory of Mary Jo Chapman Long
\$150.00 from Dorothy Oberfield
\$4.00 from Joseph Wilson
\$50.00 from Marcia Osswald in memory of Elizabeth Bishop

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

021-036
Approval of
Gifts

Other
None

Director's Report

Personnel Report

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

021-037
Approval of
Personnel
Report

Hired

Susanne Sacchetti Director
Effective: 04.12.2021
\$41.03 Hourly

Retired

Marc Wilkins From: Van Driver
Effective: 04.05.2021

Babette Wofter
Effective: 04.30.2021

Other

COVID Procedure Update on Statutes and Mandates

Licking County Library will follow Governor DeWine's new health order adopting guidance from the Center for Disease Control and Prevention (CDC) that no longer requires individuals who have been vaccinated for the coronavirus (COVID-19) to wear masks or facial coverings. All other COVID related health orders will end on June 2, 2021.

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

Old Business

Other

None

New Business

Upcoming Board Member Term Expiration: Martin Altmaier

Mr. Altmaier indicated he will not seek reappointment when his term expires August 31, 2021.

Real Estate Purchase

Mr. Riley MOVED and Mr. Altmaier SECONDED that Licking County Library Board of Trustees proceed with the purchase of the building and lot located at 115 S. Main St., Utica, OH 43080 at a purchase price of \$189,900 and plan to renovate the building for use in six months. Roll Call: Mr. Marty Altmaier, Yes; Mrs. Ruth Campolo, Yes; Mr. Thaddeus Claggett, Yes; Mrs. Kathy Myers, No; Mr. Barry Riley, Yes; Mrs. Sarah Russell, Yes; and Mrs. Debbie Seibel, Yes. The President declared the motion passed.

There being no further business, the meeting was declared adjourned at 5:50 p.m.

The next Business Meeting will be Wednesday, July 21, 2021 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.

021-038
Approval to
Proceed with
the Purchase
of Property