

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
November 17, 2021**

The Board of Trustees met in regular session on Wednesday, November 17, 2021 in the 2nd Floor Conference Room of 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: Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, Ms. Sarah Russell, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Laura Appleman, Community Engagement Manager; Ada Myers, Circulation Supervisor; and Craig Snyder, Head of Building Services.

Adoption of Agenda

Mrs. Seibel MOVED and Mrs. Myers SECONDED to adopt the agenda as presented. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

There was no public participation.

Minutes for the Regular Business Meeting of September 15, 2021

Mrs. Myers MOVED and Mrs. Campolo SECONDED to approve the Regular Business Meeting Minutes of September 15, 2021. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Mrs. Seibel reported on the October 21, 2021 Finance Committee Meeting. The committee recommended approval of the financial

021-060

Adoption of
Agenda

021-061

Approval of
Regular
Business
Meeting
Minutes

021-062

Approval of
September
Financials

reports for the month of September 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 Ms. Russell SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

2022 Temporary Budget (General Fund and Building & Repair Fund)

The Finance Committee recommended approval of the 2022 Temporary Budgets, which include the General Fund and Building & Repair Fund. Mrs. Seibel MOVED and Ms. Russell SECONDED to approve the 2022 Temporary Budget as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for October 2021

The financial reports for October 2021 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 \$5,575,454.22. Receipts in the General Fund for October were \$412,279.55. Disbursements in the General Fund for October totaled \$357,340.10. Receipts in the Building & Repair Fund totaled \$176.43 and disbursements totaled \$11,945.38. Mr. Riley MOVED and Mrs. Seibel SECONDED that approval be given to accept the October reports as submitted. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Permission to Reallocate Funds Between Categories

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

Gifts–November 2021 received in September and October 2021

Restricted: \$500.00 from Licking County Foundation
Random Acts of Kindness in recognition of Doug Stout for his OLC award

021-063
Approval of
2022
Temporary
Budget

021-064
Approval of
October
Financials

021-065
Approval to
Reallocate
Funds

\$50.00 from Patricia Sue Martin for Emerson R. Miller Library Branch

\$10.00 from anonymous donor for Mary E. Babcock Library Branch

\$22,715.74 from Central Ohio Technical College for Empowered Minds series

\$5.00 from anonymous donor for Buckeye Lake Library Branch

Unrestricted: \$8.00 from Joseph Wilson

\$10.05 from anonymous donors

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

021-066
Approval of Gifts

Minimum Wage Increase Effective January 1, 2022

Ohio's hourly minimum wage to increase from \$8.80 to \$9.30 per hour effective January 1, 2022. Mrs. Seibel MOVED and Ms. Russell SECONDED to approve the revised salary chart. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

021-067
Approval to Revise Salary Chart

Other

Mrs. Lodge shared a power point presentation that included a historical account of the event space idea, including the purchase of the properties, architectural renderings by DesignGroup and site improvements made to the properties.

Mrs. Lodge requested that the library approve the sale of the existing bookmobile as it requires a CDL driver which the library no longer employs and is costing the library in storage and insurance cost to maintain. The bookmobile consultant that is assisting with the design and procurement of the new bookmobile could assist with selling the existing bookmobile. Mrs. Myers MOVED and Mrs. Campolo SECONDED the approval to proceed with the sale of the existing bookmobile at a 7% commission limit that the library would pay the consultant for assisting in selling the bookmobile. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr.

021-068
Approval to Proceed with the Sale of Existing Bookmobile

Claggett, Yes. The President declared the motion passed.

Director's Report

Personnel Report – November 2021 for changes in September and October 2021

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

021-069
Approval of
Personnel
Report

Hired

Stephanie Orr	Circulation Clerk 25 Hours Effective: 09.13.2021 \$11.03 Hourly
Tiffany Reed	Branch Assistant Buckeye Lake FT Effective: 10.11.2021 \$12.25 Hourly
Caitlynn Melick	Adult Services Librarian FT Effective: 10.25.2021 \$19.00 Hourly
<u>Transfer</u>	
Kim Howe	From: Branch Assistant: Miller FT To: Branch Assistant: Hebron FT Effective: 10.18.2021 \$15.68 Hourly
Gena Rowe	From: Library Substitute To: Mobile Services Assistant 25 Hours Effective: 10.18.2021 \$12.25 Hourly
Abby Stretton	From: Circulation Clerk PT To: Youth Services PT Effective: 09.07.2021 \$11.25 Hourly
<u>Resignation</u>	
Lindsay Kelly	Assistant Adult Services Coordinator FT Effective: 09.18.2021

Termination

Colin Lennon	Maintenance Technician FT
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Effective: 10.05.2021

Other

Written report provided in Board packet by Ms. Sacchetti.

Old Business

None

New Business

Nominating Committee

Mr. Riley MOVED and Ms. Russell SECONDED the approval of the Assignment of Committees as submitted. The vacancies on these standing committees will be filled at such time when a new board member is appointed. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Mr. Riley MOVED and Mrs. Myers SECONDED to recommend the appointment of Mr. William McCoy to the Licking County Library Board of Trustees. Mr. Claggett asked Mrs. Groves to send a letter to the Licking County Court of Common Pleas respectively asking for the appointment to the Library Board for a 7-year term commencing December 1, 2021 and ending August 31, 2028. Roll Call: Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Ms. Russell, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

There being no further business, the President declared the meeting adjourned at 5:43 p.m.

The next Regular Business Meeting is Wednesday, January 19, 2022.

021-070

Approval of
Assignment of
Committees

021-071

Approval to
Recommend
the
Appointment
of Mr. McCoy