

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
March 16, 2022**

The Board of Trustees met in regular session on Wednesday, March 16, 2022 in the 2<sup>nd</sup> 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: Mrs. Ruth Campolo, Mr. Will McCoy, Mrs. Kathy Myers, Mr. Barry Riley, and Mr. Thad Claggett.

Excused: Sarah Russell and Debbie Seibel

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Julia Walden, Deputy Director; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Kerrill Foster, Deputy Fiscal Officer; and Craig Snyder, Head of Building Services.

Adoption of Agenda

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

Public Comments

There was no public participation.

Minutes for the Board Meeting of January 19, 2022

Mrs. Campolo MOVED and Mr. McCoy SECONDED to approve the Regular Business Meeting Minutes of January 19, 2022. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Will McCoy shared highlights of the Ohio Library Conference Trustee Workshop he attended on March 12, 2022, including library funding and other legislative issues, legal issues, working with your director, and the importance of diversity and inclusion in public libraries.

Committee Reports

022-022

Adoption of  
Agenda

022-023

Approval of  
Regular  
Business  
Meeting  
Minutes

Finance Committee Report

Sandra Lodge reported on the February 16, 2022 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of January 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. Riley MOVED and Mr. McCoy SECONDED that approval be given to accept the January reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-024  
Approval of  
January  
Financials

2022 Permanent Budget

Mrs. Myers MOVED and Mr. Riley SECONDED that approval be given to accept the 2022 Permanent Budget for the General Fund and the Building & Repair Fund. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. President declared the motion passed.

022-025  
Approval of  
2022  
Permanent  
Budget

Fiscal Officer’s Report

Financial Reports for February 2022

The financial reports for February 2022 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of February was \$5,233,749.60. Receipts in the General Fund at the end of February were \$324,224.88. Disbursements in the General Fund for February was \$320,464.36. Receipts in the Building & Repair Fund totaled \$37.54 and disbursements totaled \$69,202.58. The balance in the Building & Repair Fund at the end of February was \$1,965,014.88. Mr. McCoy MOVED and Mrs. Myers SECONDED that approval be given to accept the February reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-026  
Approval of  
February  
Financials

Gifts – March 2022 received in January and February 2022

- Restricted                    \$1,308.00 from Licking County Foundation’s Thomas Fund for children’s books
- \$15.00 from anonymous for *In the Company of Heroes* Program
- \$1200.00 from Pataskala Public Library for Dolly Parton’s Imagination Library

\$600.00 from Alexandria Public Library for Dolly Parton's Imagination Library

\$51.00 from anonymous for Buckeye Lake Branch

Unrestricted \$500.00 from Cindra Babb Coad

\$8.00 from Joseph Wilson

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

022-027  
Approval of Gifts

Public Entity Investment Presentation

Kerrill Foster presented a short PowerPoint to review the Ohio Revised Code requirements for library investments. The presentation also included the research and recommendations for selecting a third party investment manager for Licking County Library.

Other  
None

Director's Report

Personnel Report

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

022-028  
Approval of  
Personnel  
Report

Hired

Hugh Prentice

Cargo Clerk 25 hours  
Effective: 01.03.2022  
\$11.03 Hourly

Robin Arter

Public Services Clerk 15 hours  
Effective: 02.07.2022  
\$11.03 Hourly

Garry Norman

Maintenance Technician FT  
Effective: 02.07.2022  
\$14.70 Hourly

Taylor Osborn  
Branch Assistant: Utica 25 hours  
Effective: 02.21.22  
\$12.25 Hourly

Clinton Schwartz  
Maintenance Technician FT  
Effective: 02.21.2022  
\$14.70 Hourly

Madelyn Eagle  
Public Services Clerk FT  
Effective: 02.21.2022  
\$11.03 Hourly

Shannon Williams  
Public Services Clerk 15 hours  
Effective: 02.22.2022  
\$11.03 Hourly

Kaylynn Weaver  
Public Services Clerk 10 hours  
Effective: 02.28.2022  
\$11.03 Hourly

Tammy Britton  
Public Services Clerk FT  
Effective: 02.28.2022  
\$11.03 Hourly

Transfer

Mindy Tharp  
From: Cargo Clerk 25 hours  
To: Materials Management Assistant  
25 hours  
Effective: 01.03.2022  
\$12.25 Hourly

Allison Whitacre  
From: Adult Services Assistant  
25 hours  
To: Adult Services Assistant FT  
Effective: 02.21.2022  
\$12.68 hourly

Resignation

Troy Poulton  
Security Specialist FT  
Effective: 01.10.2022

Savanna Prouty  
Circulation Clerk 25 hours  
Effective: 02.01.2022

Ada Myers

Circulation Supervisor FT  
Effective: 02.04.2022

Garry Norman

Maintenance Technician FT  
Effective: 02.09.2022

Aimee Morrison

Circulation Clerk 25 hours  
Effective: 02.10.2022

Other

Written report provided in Board packet by Ms. Sacchetti.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 5:11 p.m.

The next Business Meeting will be Wednesday, May 18, 2022 at 4:00 p.m.