

**Minutes
Board of Trustees
Licking County Library
Regular Business Meeting
September 21, 2022**

The Board of Trustees met in regular session on Wednesday, September 21, 2022 in the 2nd Floor Conference Room at the Downtown Library. President Mr. Thad Claggett called the meeting to order at 4:01 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, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Staff Present: Susanne Simpson, Director; Sandra Lodge, Fiscal Officer; Julia Walden, Deputy Director; Kerrill Foster, Deputy Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Raeanne Anthony, IT Project Manager; Laura Appleman, Marketing & PR Manager; Caitlynn Melick, Youth Services Supervisor; and Heidi Smith, Collection Services Manager.

Adoption of Agenda

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

Public Comments

None

Minutes for the Regular Business Meeting of May 18, 2022

Mr. McCoy MOVED and Mrs. Seibel SECONDED to approve the Regular Business Meeting Minutes of May 18, 2022. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

Summer Library Program

Julia Walden presented the 2022 Summer Library Program statistical report. A total of 1,022 participants age 8 months to 13 years submitted 5,398 tickets with an estimated 9,615 hours of reading. A total of 133 adult and teen participants submitted 666 book reviews.

022-041

Adoption of
Agenda

022-042

Approval of
Regular
Business
Meeting
Minutes

Summer Lunch Program

Caitlynn Melick provided an update on the 2022 Summer Lunch Program. Provided in partnership with the Mid-Ohio Food Collective, this program ensures the continued nourishment of children ages birth to 18 during summer months. A total of 1,314 meals were distributed between June 6, 2022 and August 17, 2022.

Policies and Revisions

Mr. Riley MOVED and Mrs. Myers SECONDED the approval be given to revise the following policies: *1.151 Workplace Accidents; 1.152 Steel Toed Shoes; 1.190 Dress Guidelines and Personal Hygiene; 1.191 Library Logo Apparel; and 3.205 Professional Membership Allowance.* Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022- 043
Approval of
Policy
Revisions

Committee Reports

Finance Committee

Mrs. Seibel reported on the June 15, 2022 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 Mr. Riley SECONDED that approval be given to accept the May reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-044
Approval of
May
Financials

Mrs. Seibel reported on the August 17, 2022 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of June and July 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 Mr. McCoy SECONDED that approval be given to accept the June and July reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-045
Approval of
June & July
Financials

Fiscal Officer’s Report

Financial Report for August 2022

The financial reports for August 2022 including bills, payrolls, and transfers were presented to the Board for their approval. The balance in the General Fund at the end of August was \$7,131,605.37. Receipts in the General Fund for August were \$1,382,108.60. Disbursements in the General Fund for August totaled \$370,850.85. Receipts in the Building & Repair Fund totaled \$6,069.14 and disbursements totaled \$47,600.96. Mrs. Myers MOVED and Mr. McCoy SECONDED that approval be given to accept the August reports as submitted. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-046
Approval of
August
Financials

Tax Budget Resolution

Mrs. Seibel MOVED and Mrs. Campolo SECONDED that approval be given to accept the Tax Budget Resolution. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-047
Approval of
Tax Budget
Resolution

Gifts –July 2022 received in May & June 2022

Restricted: \$50.00 in memory of Barb Chapman by Nancy & Kenneth Lynch for Mary E. Babcock branch

 \$50.00 in memory of Barb Chapman by Donna & Eugene Payne for Mary E. Babcock branch

Unrestricted: \$25.00 in memory of Robert Dolen by Ronald & Martha Ball

 \$25.00 in memory of Robert Dolen by Ronnie & Michele Gray

 \$50.00 in memory of Robert Dolen by Gina Buckey

 \$100.00 in memory of Robert Dolen by Cliff & Mary Anne Johnston

 \$25.00 in memory of Robert Dolen by Diana Ours

 \$22.00 from anonymous donors

Gifts –September 2022 received in July & August 2022

Restricted: \$2,000.00 from Buckeye Lake Youth Association for Buckeye Lake branch

\$25.00 from Debra Chapman for Emerson R. Miller branch

\$25.00 from anonymous donors for Buckeye Lake branch

\$2.00 from anonymous donor for Hebron branch

Unrestricted: \$100.00 in memory of Charles F. Divelbiss by Don Chris McCarthy and Ann Richards

\$1,000.00 from Waltan Family Trust

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

022-048
Approval of Gifts

Other
None

Director's Report

Personnel Report – July 2022 for changes in May and June 2022

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

022-049
Approval of July Personnel Report

Hired

Meghin Kenefick

Circulation Clerk FT
Effective: 05.04.2022
\$13.00 Hourly

Amber Hinds

Circulation Clerk FT
Effective: 05.09.2022
\$13.00 Hourly

Olivia Liberti

Temporary Public Services Clerk 25 hours
Effective: 05.18.2022
\$13.00 Hourly

Emma Chapman

Temporary Circulation Clerk 25 hours

	Effective: 05.23.2022 \$13.00 Hourly
Angela Hammond	Temporary Library Substitute Effective: 05.25.2022 \$15.00 Hourly
Samantha Brown	Adult Services Librarian FT Effective: 06.13.2022 \$21.00 Hourly
Angela Drumm	Cargo Clerk 25 hours Effective: 06.13.2022 \$13.00 Hourly
<u>Promotion</u>	
Raeanne Anthony	From: IT Project Coordinator FT To: IT Project Manager FT Effective 05.02.2022 \$ 25.00 Hourly
Bethanie Copen	From: Circulation Clerk FT To: Circulation Assistant FT Effective 05.02.2022 \$15.00 Hourly
Jacqueline Johnson	From: Circulation Clerk FT To: Circulation Assistant FT Effective 05.02.2022 \$16.26 Hourly
Caitlynn Melick	From: Adult Services Librarian FT To: Youth Services Supervisor – MLIS FT Effective 05.02.2022 \$22.15 Hourly
Craig Snyder	From: Head of Building Services FT To: Building Services Manager Effective 05.02.2022 \$25.00 Hourly
<u>Resignation</u>	
Abbigayle Stretton	Circulation Clerk 25 hours Effective: 05.04.2022

Jenny Clem	Circulation Clerk 25 hours Effective: 05.06.2022
Kinda Creech	Circulation Clerk 25 hours Effective: 05.06.2022
Anthony Miceli	Marketing & PR Specialist FT Effective 05.17.2022
Stephanie Orr	Circulation Clerk 25 hours Effective 05.18.2022
Mary Harmon	Public Services Manager FT Effective 05.21.22
Hallie Mayabb	Circulation Clerk 20 hours Effective 06.11.2022

Terminated

Hugh Prentice	Cargo Clerk 25 hours Effective: 05.10.2022
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Transfer

Kenton Daniels	From: Adult Services Coordinator To: Lifelong Learning Coordinator Effective 05.02.2022
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Emily Hankinson	From: Branch Supervisor To: Branch Supervisor – MLIS Effective 05.02.2022
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Robin Arter	From: Public Services Clerk 15 hours To: Public Services Clerk 20 hours Effective 05.12.2022
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Personnel Report – September 2022 for changes in July and August 2022

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

Hired

022-050
Approval of
September
Personnel
Report

Kaitlynn Sims	Circulation Clerk FT Effective: 07.12.2022 \$13.00 Hourly
Heidi Smith	Collection Services Manager FT Effective: 07.25.2022 \$27.20 Hourly
Julia Bourjaily	Circulation Clerk 25 hours Effective: 08.01.2022 \$13.00 Hourly
Olivia Chapman	Marketing & PR Specialist FT Effective: 08.15.2022 \$19.00 Hourly
Bailey Price	Circulation Clerk FT Effective: 8.22.2022 \$13.00 Hourly
Julia Scanlon	Mobile Services Assistant FT Effective: 08.22.2022 \$15.00 Hourly

Resignation

Gena Rowe	Mobile Services Assistant 25 hours Effective: 07.21.2022
Angela Hammond	Temporary Library Substitute Effective: 08.06.2022
Emma Chapman	Temporary Circulation Clerk 25 hours Effective: 08.06.2022
Olivia Liberti	Temporary Public Services Clerk 25 hours Effective 08.12.2022

Other

Written report provided in Board packet by Mrs. Simpson.

Old Business

Hervey Memorial Trust MOU

A meeting was held on July 15, 2022 with County Prosecutor Carolyn

Carnes to discuss the counter MOU proposal received from the Hervey Memorial Trust. Carolyn Carnes has drafted a response, on behalf of the Licking County Library Board. The Board reviewed and discussed the proposal. The proposed Memorandum of Understanding will be sent to council for the Hervey Memorial Trust and will include a cover letter with suggested recommendations. No action was taken at this time.

New Business

Officers for Bank Signatures

Bank signatures will need to be updated with the December 31, 2022 departure of Board President Thad Claggett.

Firearm Policy revisions was tabled for discussion at a later time.

There being no further business, the President declared the meeting adjourned at 5:14 p.m.

The next Regular Business Meeting is Wednesday, November 17, 2022.