

**Meeting of the Board of Trustees
Wayne County Public Library**

Monday, December 20, 2021, 6:00 p.m., Conference Room, Wooster Library

ROLL CALL: Bill Bailey, Francey Morris, Pat Neyhart, Sandy Wenger, Doug Drushal, Tricia Pycraft

Excused: Peter Abramo

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Susan Roberts, Assistant Director; Dave Tenney, Operations Coordinator, 4 guests.

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:00 p.m.

Our guests, representatives from Bogner Corporation and BHSM Architects gave a presentation to discuss pros and cons of a LEED certification for the Rittman Library. Mr. Orsini from BHSM states their focus is making a healthy building and keeping the utility costs down. For LEED ratings, the council rank how you do in each category. It is a point system. The system works better for large buildings in urban settings. There are other certifications available other than LEED, such as the Well Building Standard certification (Orrville Schools) and Energy Star that measures low-cost utilities. Mr. Orsini is LEED certified and is interested in building healthy buildings while controlling costs. He feels since we are smaller project, we would probably not be able to meet LEED certification. Bike racks, showers are necessary to be a sustainable site to get the certification We could earn more points in energy and atmosphere section of LEED through conservation. In LEED, the wood must be from certified forestry. One area that is a focus for this architect is on indoor environmental quality: air, light, and views. The architects choose HVAC and light systems that are very energy efficient. It is an admirable thing to do to make a LEED sustainable building, but it may get expensive. He is confident he can design a building that would be efficient, identifying sustainable strategies and even advertise these areas. Mr. Drushal requested possibly setting the building up for solar in the future. We may be able to add it through donations.

Mr. Orsini discussed commissioning and HVAC. HVAC systems have become more complicated between controls and equipment and sometimes the controls and HVAC equipment are installed by 2 different contractors. Commissioning makes sure that the HVAC operates the way it was designed. A Commissioning agent, who is hired by the owner reviews documentation of HVAC system before building and continue to assess after the building is occupied for usually a year to assure system is working in an optimal way. Mr. Bogner from Bogner Corporation recommends commissioning especially since we are adding a second HVAC system to Main Library and maintaining the commission for a year to finetune the systems. Mr. Neyhart stated we may not need commissioning at the Rittman Library due to size of new library. Mr. Drushal requested the cost for a commissioning agent for the Main Library Renovation project.

The Unitarian Church, Science and Scot Centers are the only Wooster buildings that are LEED certified. Mr. Neyhart wants a building that is cost and energy efficient but feels that LEED is hard to reach and expensive. Also, there would be no guarantee we would be certified. Mr. Bailey feels since we use public funds, we need to be fiscally conservative, but can still be energy efficient. A building can be sustainable and efficient and not be LEED

certified. The LEED buildings in Wooster were not built with public funds. The architect is respectful of the community and is focused on efficiency. Mr. Orsini states LEED may restrict some of our sustainable design due to cost diverted to other areas. We can build a more humanitarian building if we do not build by LEED standards. Mr. Drushal is hearing from the Board that we want efficient construction, but maybe not LEED. The consensus of the Board is to not have a LEED building but want to build as LEED-like.

Scheduling discussion: Mr. Manchester from BHSM has some concerns about programming that the new Rittman construction requires. Adding the receiving and distribution center will take some time to plan with studies, topographical etc. Ms. Shatzer says that delivery is currently at Main Library and delivery has been a logistic issue. Area is too small and has a shared drive with the drive thru window. Medina District Library has a separate delivery area at one of their branches and it works well for them. It has a loading dock, making it a true receiving area. In moving delivery, the area will be better for delivery and space at Main can be freed up in circulation and garage areas. Also looking at making a facilities' workshop at Rittman. The new delivery area could be managed by facility staff. Rittman area is closer to state delivery transportation which is a plus. BHSM asked to push back the construction schedule to get designs completed. Rittman building would start in November 2022. Mr. Bogner does not know if we would be able to do much construction in 2022 due to unpredictable weather. Mr. Neyhart asked if we could possibly start excavating prior to November. Mr. Bogner says this could be possible. Once Rittman starts, the architects will then focus on main renovation. Mr. Drushal understands that it may be what we need. The City of Rittman wants to move into our existing space, so we are under some pressure to get the building done.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, November 15, 2021: Mr. Neyhart moved to approve the Regular Board meeting, and Ms. Morris seconded. The motion passed unanimously.

Special Board Meeting, November 22, 2021: Ms. Wenger moved to approve the Regular Board meeting, and Ms. Morris seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee meeting, November 15, 2021: Mr. Neyhart moved to approve the Human Resource minutes, and Ms. Morris seconded. Motion carried.

Human Resources Committee meeting, December 8, 2021: Ms. Pycraft moved to approve the Human Resource minutes, and Ms. Wenger seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed. Ms. Shatzer pointed out she made a personnel policy exception. She introduced an easement proposal from Lynn Beaumont, a Rittman Branch neighbor. Mr. Drushal recommended moving this discussion to a facilities committee meeting and asked for clarification.

Administrative Items: Personnel report: Mr. Bailey moved to approve the administrative items and Mr. Neyhart seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

November 2021 Financial Report:

Mr. Bailey reported a \$6.154 million balance on Investment Report. Statement of cash position reveals 6.154 million; with \$614,000 in encumbrances. The PLF came in at 7.7% above estimates. Y-T-D expenses is at 76.38% with 3 payrolls and budgeted transfers due in December. The Fund 301 debt payment was made on Liberty St. bonds. Mr. Neyhart moved to approve the November financial report, and Ms. Pycraft seconded. Motion carried.

Resolution 33-2021 November Regular Donations: Ms. Morris moved to accept the November regular donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 34-2021 November Memorial Donations: Mr. Bailey moved to accept the November memorial donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 35-2021 Establish New Fund: Establish new fund 410 to track expenses for the main library renovation. Ms. Pycraft moved to approve establishment of the Main Library Renovation fund and Mr. Bailey seconded. The motion passed by roll call.

Resolution 36-2021 2022 Budget-Permanent Appropriations: Mr. Bailey moved to approve 2022 budget – Permanent Appropriations, and Mr. Neyhart seconded. The motion passed by roll call.

Facilities Committee: No Report.

Human Resources Committee:

1. Updates to Personnel Policies: Ms. Buchwalter noted some major changes. Since Juneteenth is now a federal holiday and we observe federal holidays, the Library wants to add an additional 8 hours of floating holiday for full-time employees. For part-time employees, Ms. Buchwalter is proposing enhancing paid time off. Part-time employees did receive vacation/ sick leave in the past, before the 2009 budget cuts and she would like to bring it back, but as paid time off. Approved in committee, the motion passed unanimously.
2. Revised Salary Scale as attached: Ms. Buchwalter reviewed the salary scale. After reviewing wages in the community and other libraries, she changed the bottom of the salary scale range. The length of the range was made more consistent with a 35% spread between top and bottom. Some position names and department names were changed, and genealogy assistant position to be incorporated into the adult department. Assistant's wages were adjusted consistent with the position's level of responsibilities. Approved in committee, the motion passed unanimously.
3. 2022 Salaries/Raised as attached: In assessing raises, Ms. Shatzer looked at longevity and pay scale. All employees were brought within their pay scale and then were increased due to longevity. The raises are incorporated in the 2022 budget, and we will be able to afford it. Mr. Neyhart notes we needed the pay raises to retain employees. Ms. Pycraft noted the new PTO for part-time employees will also help with retention. Approved in committee, the motion passed unanimously.
4. Christmas Eve closing: From now on, when we close on December 24th, the library full time staff will receive a paid day off. Ms. Wenger moved to accept paying full time staff when we are closed on Christmas Eve, and it was passed in committee. The motion passed unanimously.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: 2022 Scheduled Board Meetings: Mr. Bailey moved to accept the 2022 Scheduled Board Meetings and Ms. Morris seconded. The motion passed unanimously.

EXECUTIVE SESSION: Ms. Morris moved to go into executive session to discuss the employment and compensation of public employees, and Ms. Wenger seconded. Motion passed by roll call. Executive session started at 7:13 p.m.

At 7:37 p.m., Mr. Neyhart moved to end executive session, and Mr. Bailey seconded. Ms. Wenger made a motion for a bonus for Mr. Chris Bailey at \$5,000 and a bonus for Ms. Shatzer at \$6,500. Mr. Bill Bailey seconded, and motion passed unanimously.

Ms. Wenger moved to approve set salaries starting year 2022 for Chris Bailey at \$80,000 and Ms. Shatzer at \$101,000. Mr. Neyhart seconded, and motion passed.

CORRESPONDENCE: Thank you cards for staff bonuses were passed around the room during the meeting.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Wenger made motion to adjourn. Ms. Morris seconded, and meeting adjourned at 7:39 p.m.

Doug Drushal, President

Francey Morris, Secretary