

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

Monday, June 21, 2021, 6:00 p.m., Zoom Meeting

ROLL CALL: Peter Abramo, Bill Bailey, Doug Drushal, Francey Morris, Tricia Pycraft, Sandy Wenger

Excused: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Donna Teece, Deputy Fiscal Officer.

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:03 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, May 17, 2021: Ms. Morris moved to approve the Regular Board meeting, and Mr. Abramo seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee Meeting, May 17, 2021: Ms. Wenger moved to approve the Human Resource Committee minutes, and Ms. Morris seconded. Motion passed unanimously.

Facilities Committee Meeting, June 15, 2021: Mr. Bailey moved to approve the Facilities Committee minutes. Ms. Wenger seconded, and motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed. Ms. Shatzer noted a mistake in the statistical database and circulation statistics has increased 2%, not decreased. The Library circulation is heading in the right direction. The General Wooster statue dedication ceremony is July 24, 2021 on the front lawn of the Wooster Library. The Wooster Historical Society Band will be performing at the dedication.

Administrative Items: Mr. Bailey moved to approve the Administrative items and Ms. Pycraft seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

May 2021 Financial Report: Mr. Chris Bailey reviewed the May 2021 financial report. Our current balance is \$6.1 million with 1.2 million encumbered in the general fund, 1.44 million encumbered overall. May PLF was 5% below estimates due to the extension given for income tax filings. Year-to-date, the PLF is 5.7% above estimates. Currently the Senate version of the budget approved the PLF remaining at 1.7%, however, it is not final. There is

still a possibility the percentage would be reduced to 1.66% in the final budget. Ms. Wenger moved to approve the May financial report, and Mr. Abramo seconded. Motion carried.

2020 Audited Financial Statements: Mr. Chris Bailey reported we received a clean unmodified opinion. The audit reports total finances, current debt balances, and investments. He noted we had no material weakness or significant deficiencies in internal controls. It was a clean audit. Mr. Bill Bailey moved to accept the 2020 audit, and Ms. Pycraft seconded. The motion passed unanimously.

Resolution 13-2021 May Regular Donations: Ms. Wenger moved to accept the April regular donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 14-2021 2022 Tax Budget: The Tax Budget is filed with the County auditor's office each year to confirm our financial need. Mr. Abramo moved to approve the 2022 Tax Budget, and Mr. Bailey seconded. The motion passed by roll call.

Resolution 15-2021 Establish New Fund: To establish a fiduciary fund for the maintenance of the General Wooster statue. This fund will accept donations. An amended certificate will be requested from the County auditor's office. Ms. Wenger moved to establish the General Wooster fiduciary fund, and Ms. Morris seconded. Motion passed by roll call.

Facilities Committee: Committee met to discuss the two upcoming construction projects: Main Library renovation and Rittman Library new construction. Brian Bogner from Bogner construction was a guest at the meeting and reviewed the four types of construction models. Ms. Shatzer recommended combining the two projects and using the construction manager at risk model. She feels the projects will benefit with having one construction manager at risk and one architect to oversee both projects. Recommending the construction manager at risk model and combining both projects using one architect and one CMR was approved in committee. The motion passed unanimously.

Facilities Committee looked at the damage caused by the pipe leak in the downstairs women's bathroom at the Main Library. Insurance was notified.

The Fire Sprinkler system (FDC) failed inspection and we must relocate the FDC system. The old system will be plugged and will create a new FDC access on the side of the building.

We are in the process of possibly acquiring property from the City of Rittman. The appraiser has just emailed the appraisal for our Rittman Library. Mr. Bailey and Ms. Shatzer will review the proposal. Bricker and Eckler will help us develop the RFQ for architect and construction manager at risk.

Human Resources Committee: The committee reviewed the proposed Pest Control personnel policy. The policy affirms that employees are treated the same as patrons if they return library materials that are infested, and the policy also notes how an infestation of the work area is handled. The policy was passed in Committee. The motion passed unanimously.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There is none.

NEW BUSINESS:

Liquor Permit: Ms. Shatzer received a liquor permit notification and forwarded the paperwork to the State, saying the library was taking no action.

2021 Scheduled Board Meetings Revision: Propose cancelling July board meeting due to absences. Ms. Morris moved to cancel meeting, and Mr. Bailey seconded. Motion passed unanimously. The August board meeting will be in person.

CORRESPONDENCE: Ms. Shatzer received a thank you from Main Street Wooster for the library's contribution to the kids' day kits. Linda Heichel, a recently retired Shreve Assistant thanks us for her retirement gift, a set of engraved book ends. Ms. Roberts received a thank you from a patron in the county jail thanking her and stating that nice individuals do exist. We sent a supply of discarded books to the county jail.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo moved to adjourn meeting at 6:37 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary