

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

Monday, January 17, 2022, 6:00 p.m., Conference Room, Wooster Library

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

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Donna Teece, Deputy Fiscal Office; Diana Drake, Adult Department Manager

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

OATH OF OFFICE: Mr. Drushal gave the oath of office for the following positions:

- Reappointed Trustee – Bill Bailey
- Fiscal Officer – Christopher Bailey
- Deputy Fiscal Officer – Donna Teece

2022 SLATE OF OFFICERS: The nominating committee recommended the officers be the same as year 2021: Doug Drushal, President; Peter Abramo, Vice President; and Francey Morris, Secretary. Mr. Neyhart moved to accept the slate of officers, and Mr. Bailey seconded. Motion carried.

2022 COMMITTEE ASSIGNMENTS: The nominating committee recommends keeping the committee assignments the same as year 2021. There were no objections.

COMMENTS FROM THE PUBLIC: There were none.

Dianna Drake, Adult Department Manager gave a presentation. She has been the Adult Department Manager for 1 ½ years. Due to covid, the department had to adapt how programming was conducted. It has been very challenging. One programming focus that has been very popular is “take and make kits” or crafts on the go. Some examples she showed were hand stitched Christmas cards, journals and basic book binding. Teens enjoyed “break in bags”, where they had to solve mind puzzles to get to the treats in bag. The department utilizes zoom meetings for book clubs, especially popular is the cookbook book club. Ms. Drake noted that programs are advertised in multiple ways: website, social media, newsletters, flyers, and demos at the reference desk.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, December 20, 2021: Ms. Pycraft moved to approve the Regular Board meeting minutes, and Mr. Abramo seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee meeting, December 20, 2021: Mr. Bailey moved to approve the Finance and Audit meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

Records Commission meeting, December 20, 2021: Ms. Pycraft moved to approve the Records meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

Rittman Ad Hoc meeting, January 14, 2022: Mr. Abramo moved to accept the Rittman Ad Hoc meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer reported we are out of covid kits and with changes in the State's distribution, we will not be receiving them for a while. Patrons were thankful for the library distributing these kits and distribution has kept staff very busy. We have been doing more programming and social media is helping to reach out and expand our connections with many Facebook "likes" on programming.

Administrative Items: In the past month, we had 1 transfer, 1 retirement and 2 resignations. Mr. Bailey moved to approve the administrative items and Ms. Pycraft seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

December 2021 Financial Report: The balance sheet reveals a balance of \$5.7 million. Carry-over encumbrances in December were \$195,000 that will carry over into 2022 budget. The income statement shows the December PLF came in at 6.7% above estimates, with a total PLF revenue for the year at 11.8% above estimates. This helped offset the reduced real estate revenue not received from the pipeline appeals. For year 2021, total revenue is at 98.5%, and total expenses at 87.5% due to pandemic and personnel issues out of our control. We have finished the coronavirus relief funds in 2021. Mr. Neyhart moved to approve the December 2021 financial report, and Mr. Abramo seconded. Motion carried.

Resolution 1-2022 December 2021 Donations: Mr. Neyhart moved to accept the December donations and Mr. Bailey seconded. The motion passed by roll call.

Facilities Committee: Mr. Neyhart reported the committee met with Bogner and BHSM who provided them with a preliminary budget. Mr. Bailey feels we can afford it and Mr. Neyhart notes it is time to get moving on it. Bogner and BHSM understand the Board wishes to start foundation work before the weather turns bad in November. There was also a discussion about the easement proposed by the current Rittman branch neighbor. Upon investigation, it was found an easement was done in the 1960s, so no action was taken.

On the scope of the Rittman project, it was decided in committee to expand the project by adding the delivery distribution center. Mr. Neyhart wants to ensure the new building will meet the needs in the future. Depending on the cost of Rittman's construction program, we may need to change the scope of the Main Library project. Mr. Chris Bailey says we can afford the construction, but with adding the distribution center, we may need to extend the length of the loan. Mr. Drushal stated we have 3 areas of funding: our own funds, funds at the Wayne County Community Foundation, and borrowing. Mr. Chris Bailey reported the available funds at the Foundation are \$550,000, \$1,000,000 of our own funds, and the remaining necessary funds will be borrowed. Mr. Bailey and Ms. Shatzer will be meeting with Baird and Bricker and Eckler to get rates and more information. The scope of the Rittman project to expand to add the distribution center was recommended by committee, and the motion passed unanimously.

Human Resources Committee: No meeting.

Operations Committee: No meeting.

Rittman Ad Hoc Committee: See facilities committee meeting above.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Appointment of Fiscal Officer and Deputy Fiscal Officer and approval of surety bonds (Both for \$100,000): Mr. Bailey moved to approve the appointments, and Ms. Morris seconded. Motion carried.

Resolution 2-2022, Authorizing the Salaries for Fiscal Officer and Deputy Fiscal Officer for Year 2022: Ms. Pycraft moved to authorized salaries of fiscal officer and deputy fiscal officer, and Mr. Neyhart seconded. The motion passed by roll call.

Ms. Shatzer mailed back a liquor permit request for the Pike Station in Creston.

CORRESPONDENCE: Ms. Shatzer distributed thank you cards from staff for pay raise and bonuses.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart made motion to adjourn, and Mr. Bailey seconded. Meeting adjourned at 6:31 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary