

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

Monday, January 18, 2021 at 6:00 p.m., Zoom Meeting

CALL TO ORDER: President Bailey called the meeting to order at 6:03 p.m.

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

OATH OF OFFICE:

Mr. Drushal took his oath of office as well as Christopher Bailey and Donna Teece.

2021 SLATE OF OFFICERS: Proposed by the nominating committee and no other nominations were offered. Mr. Neyhart moved to accept nominations as presented by the nominating committee, and Ms. Pycraft seconded. The motion passed unanimously.

2021 COMMITTEE ASSIGNMENTS: Mr. Drushal inquired if there were any objections to the proposed committee assignments. There were none. He proposed to keep the committee assignments as listed.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, December 21, 2020 – Ms. Wenger moved to accept the December 2020 Board Meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Records Retention Meeting, December 21, 2020 – Mr. Bailey moved to approve the records retention minutes, and Mr. Abramo seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Shatzer sadly noted Arlene Whitmer, a Reference Librarian in our Adult Department passed away. She was a very kind, creative person that will be very much missed by staff and patrons.

Ms. Shatzer made an exception to our personnel policy with the approval of the Board President. Our policy states two related employees cannot work in the same department, but we have two employees getting married who are in the same department. She felt it would not be a problem to make this one-time exception in this particular case.

The General Wooster statue has been installed. He has attracted much attention with many selfies! Landscaping will be completed in the spring.

Our buildings have been open approximately one-half of number of the days from the year before, and our statistics have been consistently at one-half of our prepandemic level. She is confident we will spring back when we are fully open and also sees patrons using the library in different ways than they have used it before, such as the use of eCards.

Ms. Shatzer and Mr. Chris Bailey met with Bricker and Eckler on how to move forward with the Rittman and main building projects.

Ms. Roberts introduced a new project using our overflowing discarded books. The library is bringing materials to the Salvation Army shelter and Village Network as a free little library. The Children's Department has also set up book baskets with some of our discarded books and are providing them to local coffee shops. It has been getting some attention with the coffee shops posting it on Facebook. The branches are also interested in getting involved with this project.

Administrative Items: Sarah Abshire moved from full time to part time status per her request, and the acknowledgement of the passing of Arlene Whitmer. Ms. Morris moved to approve administrative items, and Mr. Neyhart seconded. The motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

December 2020 Financial Report: Public Library Funds received year-to-date were only 1.2 percent below estimate. The anticipated PLF reductions due to the pandemic were not realized. Revenues came in at 99.6% of budget, while expenses were at 80% of 2020 budget. Much of this was due to pandemic staffing reductions and reductions in programming and supplies. Mr. Neyhart moved to approve the December 2020 financial report and Mr. Abramo seconded. Motion passed unanimously.

Resolution # 1-2021- December Regular Donations: Ms. Wenger moved to accept the Regular Donations, and Ms. Morris seconded. The motion passed by roll call.

Resolution #2-2021-December 2020 Memorial Donations – Ms. Morris moved to approve the memorial donations, and Ms. Pycraft seconded. The motion passed by roll call.

Credit Card Compliance Officer Presentation: Ms. Buchwalter, as the Library's Credit Card Compliance Officer, reviewed the credit card compliance procedures. She assures credit cards are being used appropriately. The credit limits matched the cards versus our list. She reviewed the credit card bill and found the charges all had purchase orders attached and were appropriate. Mr. Abramo approved the credit card compliance report and Mr. Neyhart seconded. The motion passed unanimously.

Facilities Committee: No report.

Human Resource: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: Termination letters sent out to IAP.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

1. Appointment of Fiscal Officer and Deputy Fiscal Officer and approval of surety bonds: (Both for \$100,000). Ms. Wenger moved to approve appointments and surety bonds, and Mr. Bailey seconded. The motion passed unanimously.
2. Resolution 3-2021 Authorizing the Salaries for Fiscal Officer and Deputy Fiscal Officer for 2021: Ms. Pycraft moved to approve, and Ms. Morris seconded. The motion passed by roll call.

3. Approval of Asset Disposals via Donation or Auction, as listed: Mr. Abramo approved disposal and Mr. Neyhart seconded. The motion passed unanimously.

CORRESPONDENCE: Thank you cards from the Circulation Department to the Board. Also, thank you from Teresa Jager for her 30-year anniversary gift. A Dalton patron thanked us for our continued service during the pandemic. A patron sent a Christmas card and another patron thanked us for improved Wi-Fi in the parking lot.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:39 p.m.

Doug Drushal, President

Francey Morris, Secretary