

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

Monday, July 20, 2020 at 6:00 p.m., Zoom Meeting

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:02 p.m.

ROLL CALL: Present: Bill Bailey, Pat Neyhart, Francey Morris, Peter Abramo, Ross Cochrell, Sandy Wenger

Absent: Doug Drushal

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer; 5 guests

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – June 15, 2020: Mr. Neyhart moved to approve the June 15, 2020 Regular Board meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Operations Committee Meeting – June 9, 2020: Ms. Wenger moved to approve the June 9th Operation Committee minutes as presented, Mr. Cochrell seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: Ms. Shatzer gave an update regarding Governor DeWine's new alert system with color by county plan. She formatted our current 3 tier plan for library services and rearranged it to put it in this new format so we can respond depending how our county is doing. Ms. Shatzer stated that we have learned a lot in the last several months and found we can offer some services safely even at a higher alert level; if we would move into the higher alert levels we could continue some services and would not have to furlough staff again. If we would reach the highest alert level, purple, we would need to assess if we are able to provide any services. Ms. Shatzer feels comfortable with the services we are currently providing and can do it safely. Mr. Abramo motioned to approve the proposed plan of operation in response to the coronavirus. Ms. Morris seconded, and the motion passed unanimously.

Administrative Items: The Library has laid off five shelving clerks as these positions were eliminated. We had five other resignations; some resigned instead of coming back, and Trisha Durieux our Bookmobile Manager resigned.

We have had several transfers, promotions, and rehires. Becky Vaeth has moved from Adult Services Manager to the Technical Services Manager role. Dianna Drake, Emerging Technologist moved to Adult Services Manager, and Mary Ruth Kamp, Bookmobile Assistant was promoted to Bookmobile Manager. Frank Moldstad was rehired as a Technical Services Assistant to replace a retired assistant.

Ms. Shatzer noted staffing is at a good level right now. We are hoping to keep our current service hours until September and will assess adding services and recalling more employees if the pandemic is stable in Ohio. Ms. Wenger moved to approve the Administrative items and Mr. Neyhart seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

June 2020 Financial Report: Mr. Chris Bailey reviewed the financial reports. On the balance sheet at the end of the month we have 4.6 million dollars. Mr. Bailey has been investing mainly in Star Ohio since investment options are limited, and presently their rates are higher than CD rates. Mr. Cochrell thanked Mr. Bailey for setting up Star Ohio. On the Income Statement, public library funds for May was 35% lower than estimates, June was down 14%, but the good news is July PLF is only down 2.6% from estimates. For the year, the PLF is down 9.6%. We planned on 20% cuts in the PLF from May through December, or 13.3% for the year, so unless something changes, we are in good shape going forward. Our revenue is at 51.5% collected for the year, and expenses is currently at 41% expense due to budget cuts that were made. The general budget is looking healthy.

Mr. Cochrell asked if we can use the foundation funds for the Liberty St. expansion project? Mr. Bailey affirmed that we can. Mr. Cochrell questioned if we have any say in the investment strategy of these funds to reduce volatility. Ms. Shatzer noted these funds are foundation money, and they have control over it. Mr. Neyhart does not think we can make any recommendations. Mr. Neyhart moved to approve the June 2020 financial report and Ms. Morris seconded. The motion passed unanimously.

2019 Audited Financial Statements: The 2019 audit is complete, and the report is available on the Auditor of State website. We received a clean audit with no significant deficiencies or material weaknesses, and no management letter comments or recommendations. A large part of this is due to Katherine Long who retired in August 2019. A footnote regarding the potential financial impact of coronavirus was added to our audit report and will be added to all governmental audit reports this year. Our general fund increased 2.6% from the previous year. Chris reviewed the audit report. Mr. Cochrell asked if the library is still submitting GAAP look-alike statements (GASB 34) and if we are still using the same accounting firm to compile our statements? Mr. Bailey affirmed and noted the accountants do a great job. Mr. Neyhart thanked Mr. Bailey and noted the Board takes pride in our clean audits over the years. Mr. Cochrell moved to approve the 2019 Audit, and Mr. Abramo seconded. The motion passed unanimously.

Resolution #19-2020-Additional Appropriations: This additional appropriation is \$10,000 for the Technology Fund. Doylestown self-check cannot be repaired and needs to be replaced. Mr. Neyhart asked the age of the self-check machine, and Ms. Shatzer answered that it is approximately 12 years old. She noted we are looking at alternative less expensive models to our current one and would like to test one at Doylestown Library and possibly add one at West Salem. A couple of other libraries are using a model and have been happy with it and the Library is also looking at this model. She noted that self-check machines are vital in this pandemic situation. Ms. Morris moved for additional appropriations to the technology fund, and Ms. Wenger seconded. Motion passed by roll call.

Resolution #20-2020-2021 Tax Budget: This tax budget is required by the county. Projected revenue is 6.131 million dollars. On the expense side, the 27th pay was removed, and remaining

expenses were carried forward, with known changes accounted for. Including the \$300,000 in transfers, we are \$70,000 expenses over revenue. Normally we are approximately \$300,000 over in expenses due to transfers, so actually the budget is in good shape for next year. Mr. Neyhart inquired about the time limit for the Rover lawsuit? Mr. Bailey will research it. Also Mr. Neyhart inquired if we are looking at refinancing the Dalton project, and Mr. Bailey noted we will revisit at the same time we finance the Rittman project. Mr. Neyhart moved to approve the Resolution 20-2020: 2021 Tax Budget, and Mr. Cochrell seconded. The motion passed by roll call.

Facilities Committee: The Facility Committee met before this meeting. The committee was given two proposals to repair the ground water infiltration at Liberty St. One proposal was more of a band aid, and the other option was to permanently repair it. The committee recommended the permanent proposal for \$58,409.00. Imhoff Construction is already onsite performing the work that had previously been approved and can continue with this project. Mr. Bill Bailey noted that this repair exceeds 50,000 but it is an emergency situation and if we go out to bid, it would take an extended amount of time and more water damage will occur. Mr. Cochrell noted that it makes sense since it is already torn up to get it done now and not wait another year to get it fixed. The \$58,409.00 repair was approved in committee. Mr. Bailey asked who was in favor of report of the Facilities committee recommendation to have Imhoff Construction completely repair the water infiltration issue at the front of the Liberty St. Library on an emergency basis, and the motion passed unanimously.

Human Resources: There were none.

Operations Committee: There were none.

Rittman Ad-Hoc: Ms. Shatzer has been in contact with Ohio Library Council regarding the approaches we can take moving forward with the third-party administrator. IAP contacted Ms. Shatzer this morning, and they are working on estimates. She is assessing the Liberty St. project and will have more information soon.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Request to release claim on back taxes from the Village of Shreve: This is to waive back taxes of approximately \$400 (Library's portion) so Village of Shreve can make the property sellable and affordable. Mr. Neyhart and Mr. Bailey agree that it is good for public relations. Mr. Cochrell moved to release claim on back taxes on the Shreve property, and Ms. Wenger seconded. Motion passed unanimously.

Resolution 21-2020 Additional Appropriations: Mr. Chris Bailey stated these additional appropriations of \$60,000 are for the water infiltration project at ground level that was approved at Facilities committee and this meeting. This will be put in the Building and Repair fund. Mr. Bill Bailey asked if we need to add money for landscaping? Ms. Shatzer replied we will have to come back once we see what the landscape needs are and the cost. Mr. Neyhart approved the additional appropriations to the building and repair fund for water infiltration, and Ms. Morris seconded. The motion passed by roll call.

Public Service Policy: Ms. Shatzer has been greeting patrons and even though we have not required masks, we have strongly encouraged their use. She now has changed her opinion and

would like to mandate wearing masks to promote safety and health of our patrons and staff. We are offering masks for those that do not have one. We will have some provisions for those who cannot wear masks, reasonable accommodations will be made available such as curbside and drive-up services. The mask mandate would be required for age 3 and older. Patrons refusing to wear a mask will be asked to leave and if any behavior is deemed threatening to others with exposure to Coronavirus will result in eviction from the library and could be subject to criminal charges under Ohio Law. Ms. Wenger recommends that it is important that patrons wear masks appropriately while in the library. Ms. Shatzer will set up talking points and train staff on how we will address patrons not wearing masks or wearing inappropriately. Mr. Cochrell asked how long this policy would stay in place. Ms. Shatzer stated it will remain in effect while we are in a state of emergency. Mr. Neyhart says this is the right thing for the protection of patrons and employees. Ms. Shatzer noted this would be in effect immediately, but we will not enforce it until Monday, so we have time to educate. Mr. Cochrell made a motion to adopt the procedure requiring mask for all patrons age 3 and over entering the library. If a patron for medical reason or refuses to wear one, reasonable accommodations will be made including services outside of the building. Threatening others with the possible exposure to coronavirus will lead to eviction and may be prosecuted. Ms. Wenger seconded the motion, and the it passed unanimously.

CORRESPONDENCE: A young Dalton patron sent a thank you and well wishes to the staff.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Wenger motioned to adjourn. Meeting adjourned at 7:15 p.m.

K. William Bailey, President

Francey Morris, Secretary