

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

Monday, September 21, 2020 at 6:00 p.m., Wooster Library: Zoom Meeting

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:01 p.m.

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

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – August 17, 2020: Mr. Drushal moved to approve the August 17th Regular Board meeting minutes as presented, and Mr. Neyhart seconded. Motion passed unanimously.

Special Board Meeting – August 26, 2020: Ms. Morris moved to approve the August 26th Special Board Meeting minutes as presented, and Ms. Wenger seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: Ms. Shatzer reported new expanded hours started today except for two branches which will begin next week. The library plans on maintaining these hours for the rest of the year and the “open flags” help alert patrons that we are open. Mr. Drushal asked if patrons can walk in and browse? Ms. Shatzer stated we are in a grab and go stage and ask patrons not to linger. They are limited to an hour in the library giving them time to browse for materials, use the copiers and computers. We have increased the time from 5 to 7 days for quarantining our materials based on the latest lab results of the Batelle study. Ms. Shatzer states we have to reinvent the wheel constantly and she is proud of our resilient staff.

Administrative Items: All furloughed employees are either back or declined the offer. 69% of the furloughed and laid off staff have returned, and with any new openings, we will need to hire to keep up our staffing levels. Mr. Drushal moved to approve Administrative items as presented in Director's Report, and Mr. Neyhart seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee: Mr. Chris Bailey reviewed the financial reports. August PLF is 36.8% higher than estimated, partially due to income taxes collected in July instead of April. At the end of August, we are only 3.6% less than pre-pandemic estimates. We are remaining hopeful for the rest of the year, but we may still take a hit on our PLF. The real estate taxes revenue is approximately \$90,000.00 above estimates due to the pipeline property tax. Mr. Neyhart moved to accept the financial reports, and Mr. Drushal seconded. The motion passed unanimously.

Resolution #27-2020 Regular Donations- Mr. Drushal moved to accept the Regular Donations and Mr. Abramo seconded. The motion was passed by roll call.

Resolution #28-2020 Accepting Amounts and Rates- Ms. Wenger moved to accept the amounts and rates as determined by the Budget Commission, and Mr. Cochrell seconded. The motion was passed by roll call.

Facilities Committee: Repairs to the masonry in the tower at Liberty St. Library should begin next week. After a big storm, we did have a leak in the Children's Department, but it was traced back to the masonry and not the foundation work that was just completed.

Human Resources: There was none.

Operations Committee: There was none.

Rittman Ad-Hoc: Mr. Chris Bailey and Ms. Shatzer met with City of Rittman to discuss adding services of a construction attorney and Rittman is on board. They are willing to reimburse 50% of the attorney fees moving forward.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Approve Expenditure (not to exceed \$30,000) to Terminate Contract with Existing Insurance Broker and Enter into Contract with New Broker: Ms. Buchwalter compiled a memo to switch health insurance broker from OPOC to Huntington Insurance. We will have to pay a termination fee. Mr. Drushal recommended we try to negotiate the amount. Ms. Buchwalter noted the \$30,000 is on the high side, but we do not know the amount since it is based on a complicated OPOC formula. Ms. Buchwalter will try to negotiate for a lower fee. Mr. Drushal moved to approve expenditure to approve expenditure not to exceed \$30,000, and Mr. Neyhart seconded. The motion passed unanimously.

Changes to Library Calendar for 2020: Staff development day on Columbus Day was cancelled this year so the library does not need to be closed that day. Also, on November 3rd- Election day, Ms. Shatzer wants to close Doylestown and Rittman branches since they are polling sites and it will allow for social distancing. Mr. Cochrell moved to approve the calendar changes, and Mr. Neyhart seconded. The motion passed unanimously.

CORRESPONDENCE: Creston Library received a note with a check for a book damaged by a dog. The dog is paying for the book out of his allowance.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:51 p.m.

K. William Bailey, President

Francey Morris, Secretary