

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

Monday, April 16, 2018, 6:00 p.m., Shreve Branch

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:06 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Nancy Fortune, Shreve Branch Manager

COMMENTS FROM THE PUBLIC: None

OATH OF OFFICE:

Mr. Drushal administered the oath of office to Mr. Neyhart, as a member of the Board of Trustees.

EXECUTIVE SESSION:

At 6:07 p.m., Mr. Drushal moved to enter executive session for the purpose of discussing pending litigation, seconded by Ms. Morris.

At 6:32 p.m., Mr. Drushal moved to exit executive session, seconded by Mr. Neyhart. No action was made as a result of the executive session.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – March 19, 2018: Ms. Wenger moved to approve the March 19, 2018 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee Meeting – April 5, 2018: Mr. Drushal moved to approve the April 5, 2018 Facilities Committee meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Fortune's Presentation:

Ms. Fortune presented some of the artwork and other pieces that were made at the programs held since last April including wreaths, garden stakes, paintings, and snowmen painted on planks. Ms. Fortune stated that the wreath-building program was a big hit with the patrons and had to be limited to 25 people or else there would have been well over 30 people. She also wanted to thank Shreve

Hardware and Carter Lumber for their generosity as they donated for some of their programs including the program where they made the garden stakes and the snowmen.

General Updates:

Ms. Shatzer stated that Martha Scaggs, Rittman Branch Manager, will be retiring. The position will be filled by Rittman Assistant, Pamela Schemrich. Ms. Shatzer also announced that there will be an open house for Ms. Scaggs on April 30, 2018 from 3-5 p.m. CLEVNET's system agreement was also updated to change their renewal period to a calendar year and to have a more fair cost sharing model. Ms. Shatzer also discussed that she had a very good experience at the PLA conference and she came back with some new ideas including her dream of being able to have a library material vending machine which could be accessed by patrons at any time even when the library is closed. These machines dispense library materials, may be used for hold pickups, material returns, and may provide a hotspot location for downloading eMaterials.

Administrative Items:

Ms. Shatzer reported that there was one new hire and three resignations. Ms. Morris moved to approve the administrative items, seconded by Mr. Abramo. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

March 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of March 31, 2018 was \$4,134,480.74.

March 2018 Income Statement:

Ms. Long stated that the Library, at the end of March, had collected about 33.7% of the budgeted revenue for the year. About 23.4% of the budgeted expenses were expended for the year.

Total encumbrances at March 31, 2018 were as follows:

1. General Fund	\$ 1,579,094.42
2. Building & Repair	\$ 76,750.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 7,812.00
5. Donation	\$ 529.33
TOTAL	\$ 1,667,885.75

Mr. Drushal moved to approve the March 2018 Balance Sheet and Income Statement, Mr. Bailey seconded. Motion passed unanimously.

March 2018 Payroll and Accounts Payable:

Ms. Wenger moved to approve the March 2018 Payroll and Accounts Payable, seconded by Mr. Neyhart. Motion passed unanimously.

Resolution #10-2018 – March 2018 Regular Donations:

Mr. Drushal moved to approve Resolution #10-2018, seconded by Mr. Neyhart. Motion passed via roll call.

Resolution #11-2018 – March 2018 Special Donations:

Ms. Long reported that the Library received a donation of \$750 from Directions Credit Union for the Summer Reading Club. Mr. Drushal moved to approve Resolution #11-2018, seconded by Ms. Morris. Motion passed via roll call.

Resolution #12-2018 – Deposit of Public Funds:

Ms. Long proposed a new policy that was recommended by the Auditor of the State, which allows the fiscal office to hold money ready for deposit up to three days so long as it does not exceed \$1,000.00. Mr. Bailey moved to approve Resolution #12-2018, seconded by Mr. Abramo. Motion passed via roll call.

Resolution #13-2018 – National Library Week Gift Basket Donations:

Ms. Long stated that this resolution was to recognize and thank the local businesses who contributed to the gift basket that was raffled off to a patron for National Library Week. The businesses who contributed were Basil Asian Bistro, Everything Rubbermaid, Motts Oils and More, Wayne Center for the Arts, White Jewelers, and Wooster Friends of the Library. Mr. Drushal moved to approve Resolution #13-2018, seconded by Mr. Abramo. Motion passed via roll call.

Facilities Committee:

Capital Projects for 2018:

Mr. Drushal stated that the committee was recommending the passage of various capital project budget items with the amendment of looking into repair options for the train shelving at Shreve after the board members looked over the shelves. Motion passed unanimously.

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Fine Coupons for SRC:

Ms. Shatzer stated that the \$2 off fine coupons for SRC were well-liked in the past and that she would like to use them again this year. Mr. Bailey moved to

approve the usage of the fine coupons at the amount of \$2 for SRC prizes, seconded by Ms. Morris. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer stated that a thank you letter and a galley copy of a new book were given to the library by Marci Campbell. She will be holding her book launch event at the Library this summer. Two children that took part in story times at the Dalton branch made handmade cards for Davida and the Library. Another thank you letter was received for everything the library does from a child who took part in a courtesy program at Dalton.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 7:15 p.m.

Ross Cochrell, President

Francey Morris, Secretary