

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

Monday, August 21, 2017, 7:00 p.m., Doylestown Branch

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:02 p.m.

ROLL CALL: Present: Ross Cochrell; Bill Bailey; Francey Morris; Sandy Wenger; Peter Abramo; Doug Drushal
Excused: Dr. Charles Brown

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Pat Pond, Doylestown Branch Manager; 1 guest

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board meeting – July 17, 2017: Ms. Morris moved to approve the July 17, 2017 Regular Board meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

HR Committee – July 26, 2017:

Ms. Wenger moved to approve the July 26, 2017 HR Committee meeting minutes, Mr. Abramo seconded. Motion passed unanimously.

Operations Committee – August 14, 2017:

Mr. Bailey moved to approve the August 14, 2017 Operations Committee meeting minutes, Mr. Abramo seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Pond's Presentation:

Ms. Pond presented the board with some of the KEVA planks that were purchased by funds from the Doylestown Friends of the Library. She stated that kids had a great time during the summer playing with the planks. She also attended a workshop in August that dealt with STEAM (Science, Technology, Engineering, Arts, and Mathematics). She discussed that she learned new ways of incorporating the concepts of STEAM into storytelling and other activities. She also stated that the Doylestown branch received a train table from a Dalton patron as Dalton didn't have the room for it and a doll house from a patron from their own branch. Mr. Drushal asked if the programs were being seen as more of a way to bring kids in or if they were more educational. Ms. Pond replied by stating that they are a bit of both because the kids like to do the activities as they feel like they are playing but at the same time the activities are letting them be creative and experiment which helps them learn.

General Updates:

Ms. Shatzer requested that Ms. Roberts describe how the eclipse event went earlier in the day. Ms. Roberts stated that Wayne County Public Library was one of 7,000 libraries that received complimentary glasses from Star Net. She stated that it was a very popular event and that hundreds of people called in to inquire about the glasses and the event. About 400 pairs of glasses were held back for the event. They were all distributed and a lot of the people stayed at the library to partake in the activities and to view the eclipse from the viewing area.

Ms. Shatzer stated that she was contacted by Barry Romich and he extended the offer of helping financially with creating a Maker Space for the library. Ms. Shatzer also stated that she would be having a meeting with Mr. Romich the following week.

Ms. Shatzer described what was going on with the Matthews bookmobile as well. She stated that it had been returned but the graphics had not been put on correctly and the bookmobile had a leak while the door was being fixed. She also said that the warranty department at Matthews has not been very helpful. She also contacted Tom Vickers about possible litigation. Mr. Drushal suggested that we contact the county prosecutor and the insurance company before having Tom Vickers look into the issue. Ms. Long and Ms. Shatzer agreed that they will get in contact with them.

Administrative Items:

Ms. Shatzer stated that the library has brought on many new employees as some current ones are leaving including Stacey Baker from Technical Services who has been with the library for a significant amount of time. She also stated that someone has already been found to fill Ms. Baker's spot and will start the first week of September and that Ms. Buchwalter, HR Coordinator, is creating a report that will compile the reasons given for leaving in exit interviews that will be presented at the end of the year. Mr. Drushal moved to approve all of the pending administrative items, seconded by Ms. Morris. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

June and July 2017 Balance Sheets:

Ms. Long stated that both months were very stable. Mr. Drushal moved to approve the June and July 2017 Balance Sheets, seconded by Mr. Bailey. Motion passed unanimously.

June and July 2017 Income Statements:

Ms. Long stated that the library had collected about 53% of the budgeted revenue for the year and that property taxes would be collected in August.

Total encumbrances at May 31, 2017 were as follows:

1. General Fund	\$ 959,281.72
2. Lecturers	\$ 25,562.50
3. Rittman	\$ 8,700.00
5. Bldg & Repair	\$ 3,000.00
6. Donation	\$ 6,241.76
7. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 1,003,852.23

Mr. Drushal moved to approve the June and July 2017 Income Statements, seconded by Mr. Abramo. Motion passed unanimously.

June 2017 Payroll and Accounts Payable:

Ms. Long stated that it was a normal month. Mr. Drushal moved to approve the June 2017 Payroll and Accounts Payable, seconded by Ms. Morris. Motion passed unanimously.

July 2017 Payroll and Accounts Payable:

Ms. Long stated that July was also a normal month and that the library still has not hit its busier months of material ordering. Mr. Drushal moved to approve the July 2017 Payroll and Accounts Payable, seconded by Mr. Abramo. Motion passed unanimously.

Resolution #23-2017 – June and July 2017 Regular Donations:

Mr. Drushal moved to approve Resolution #23-2017, seconded by Mr. Bailey. Motion passed via roll call.

Resolution #24-2017 – Additional Appropriations:

Ms. Long requested that funds received from PNC Bank for Charles Loehr in the amount of \$5,000 be designated to purchase program supplies. Mr. Drushal moved to approve Resolution #24-2017, seconded by Mr. Abramo. Motion passed via roll call.

Resolution #25-2017 – Sale of Property:

Ms. Long stated that an auction will be held at the Wayne County Fairgrounds and items that are being stored in the basement of the operations center that do not serve a purpose to the library anymore will be auctioned off at the next monthly auction. Mr. Drushal moved to approve Resolution #25-2017, seconded by Mr. Abramo. Motion passed via roll call.

Resolution #26-2017 – Donation of Property:

Ms. Shatzer stated that she had a meeting with Gary Rodgers from the Apple Creek Historical Society and she asked him if he would like to take a look at the materials being stored. He pointed out some things that interested him for the new building the society is working on. Ms. Shatzer is requesting that the materials that interested him be donated to the Apple Creek Historical Society. Mr. Drushal moved to accept Resolution #26-2017, seconded by Mr. Abramo. Motion passed via roll call.

Facilities Committee: No Report

Human Resources: No Report

Operations Committee:

By-Laws Update:

Mr. Bailey stated that the committee didn't notice anything that needed to be changed in the meeting rules. In the by-laws, a couple of the committees were changed to ad hoc committees and the ethical standards would be referenced to instead of stated verbatim. The new by-laws will be discussed further at the next board meeting where they can possibly be passed.

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Approval for Susan Roberts to join Kiwanis :

Mr. Drushal moved to allow Susan Roberts to join Kiwanis, seconded by Ms. Morris. Motion passed unanimously.

Temporary Collection Policy:

Ms. Shatzer stated that the material selection policy needs to be updated as there are some materials that would be beneficial to add the collection even if the library cannot outright own them. There is a stack of materials that she needs approval for to be able to sign them over to the library for temporary ownership. Mr. Drushal moved to allow Ms. Shatzer to sign over the materials to the library, seconded by Mr. Bailey. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer presented a thank you card from a patron who won an SRC prize. Ms. Pond also presented a thank you card from a patron who also won an SRC prize.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Morris motioned to adjourn.

Meeting adjourned at 7:44 p.m.

Ross Cochrell, President

Francey Morris, Secretary