

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

Monday, January 21, 2019, 6:00 p.m., Wooster Library, 220 W. Liberty St., Wooster, OH

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

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

Excused: Peter Abramo

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Fiscal Office Assistant

NOMINATING COMMITTEE: 2019 SLATE OF OFFICERS:

Ms. Wenger put forth the following proposed slate of officers:

President: Bill Bailey

Vice President: Pat Neyhart

Secretary: Francey Morris

Mr. Cochrell approved the slate of officers, and Mr. Drushal seconded. Passed unanimously by roll call.

COMMENTS FROM THE PUBLIC: There were none.

OATH OF OFFICE: Mr. Bailey administered the oath of office to Ms. Long.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – December 17, 2018: Mr. Drushal moved to approve the December 17, 2018 Regular Board meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Human Resource Committee Meeting – December 14, 2018: Mr. Cochrell moved to approve the December 14th minutes, and Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT: Narrative report as distributed.

General Updates: Due to the weather and road conditions, Ms. Shatzer closed the library early on Saturday, and opened late today. Some Bookmobile stops had been cancelled. She will be meeting with Hinkle Roofing and Imhoff next week to discuss the ventilation project at the Wooster Library.

Our circulation reached 2 million items last year for the first time ever. Along with automatic renewals, e-media circulation has greatly increased. The Library will be adding another

streaming service called Kanopy, that helps fill the niche for independent, documentary, and foreign films. Mr. Cochrell asked where we advertise our e-media services. They are on the web page and on social media and we have flyers. Ms. Shatzer feels it may be time to do another publicity push, especially with the snowy weather and more patrons staying in. Mr. Neyhart asked if the hot spots are still circulating. Ms. Shatzer reported the hot spots are always checked out, and our data availability is better since we have switched to Sprint. The Library has dropped its Flipster subscription since many of the same magazines are now available on Overdrive. The IT Department has installed our new phones and have been training the staff. IT is also in the process of moving files to OneDrive and SharePoint.

Administrative Items: We currently have 3 openings, 1 retirement and 1 resignation. We have also hired 6 new employees. Ms. Wenger approved the personnel changes, and Mr. Drushal seconded. Motion passed unanimously.

Ms. Shatzer reported that we have a Bookmobile Assistant who has offered to drive the smaller non-CDL bookmobile. We will look at possibly have CDL training for the employee in the future.

COMMITTEE REPORTS:

Ms. Long reported the Library ended the year in great condition. The PLF revenue was more than anticipated and expenses were lower than anticipated. At the end of 2018, we have \$3,757,202.42 in cash and investments.

Finance Committee:

1. December 2018 Balance Sheet-by Total Library and by Fund: The General Fund ended the year with \$2.05 million.
2. December 2018 Income Statement: Revenue for the year totals 98.21 percent of what was anticipated. Most of it came from the PLF with county revenue coming in a little less than anticipated. Other funds performed as expected. Mr. Bailey asked why expenses were lower than expected. Ms. Long stated that some purchasing contracts and supplies expenses were lower than we anticipated. Interest earnings also increased. Mr. Cochrell commended Ms. Long on a positive year. Ms. Long noted that remaining conservative aids us in future projects.
 - a. Total encumbrances at December 31, 2018 were as follows:

1. General Fund:	\$ 141,970.48
2. Building & Repair:	\$ 49,049.00
3. Rittman:	\$ 50,426.00
4. Technology:	\$ 2,614.00
5. Brian Beery:	\$ 416.16
6. Donation:	<u>\$ 2,903.52</u>
TOTAL:	\$ 247,379.16

Mr. Cochrell approved the Balance Sheet and Income Statement. Ms. Wenger seconded, and the motion passed unanimously

3. December 2018 Payroll and Accounts Payable: Mr. Drushal approved December 2018 Payroll and Accounts_Payable and Ms. Morris seconded. Motion passed unanimously.
4. Resolution # 1-2019: December 2018 Regular Donations: Resolution passed by roll call.
5. Resolution # 2-2019 Budget – Permanent Appropriations/Transfers from General Fund: Budget for 2019 for the General Fund is \$5,950,804 for Revenue, and \$5,972,864 for Expenses. The budget appears as though we have expenditures over revenue because of the transfer in the budget to other funds of \$300,000. The \$300,000 is due to our savings in the 2018 budget, and we need to show it in the General Fund for the county report. We currently have 143.1 days of operating money in the General Fund, and we are required to have 120 days which gives us \$365,613 that can be transferred. Ms. Long recommended transferring \$75,000 to the Rittman Fund, \$75,000 to the Technology Fund, \$100,000 to the Building and Repair Fund, and \$50,000 to the Vehicle Replacement Fund. This will give us a little over the required 120 days of funds left in the General Fund.

Ms. Long introduced the 2019 capital budget for Building and Repair, and Technology Funds. The only item the Board wanted to investigate further is replacing Rittman's bumpers in the parking lot. It will need further Board approval if it is found that we must install the bumpers due to safety reasons.

Mr. Drushal moved to pass the 2019 Budget, and Mr. Neyhart seconded. Budget passed unanimously through roll call.

Facilities Committee: No report.

Human Resources: At the January 15th meeting, Ohio Library Council membership for staff members were discussed. It was decided the Library will pay the full membership fee after the professional and paraprofessional staff pay ½ of the cost in the previous year. Mr. Neyhart felt that we need to encourage involvement in professional organizations. The motion passed in committee, and all board members were in favor.

Exit interviews for the past year were also discussed. We lost 25 employees in 2018. Reasons for leaving included retirement, relocation, full time positions, health reasons, better opportunities and advancements. Mr. Neyhart noted the retention rate should be better with the change in wage compensation. Ms. Shatzer also states that paid time off for part-time employees was also addressed.

Operations Committee: No report.

Rittman Ad-Hoc: Initial plans were reviewed, and Ms. Shatzer noted that some changes need to be made.

UNFINISHED BUSINESS: Mr. Bailey administered the oath of office to Francey Morris. Mr. Bailey inquired if there are any changes made to committees. It was decided the committee members will remain the same except that Mr. Cochrell will take Mr. Bailey's seat on the Operations and Facilities Committees.

NEW BUSINESS: Liquor permit from Doylestown. No action taken.

CORRESPONDENCE: Ms. Shatzer distributed a comment card from a Creston patron which told how much she enjoys the library. There were numerous thank you cards from staff for Buehler's cards and dinner. 180 sent a thank you for the donation of warm hats made by the Library's knitting group. There was a thank you from Circle Coalition to the children's manager for participating in the Harvestfest.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Bailey motioned to adjourn.

Meeting adjourned at 7:09 p.m.

K. William Bailey, President

Francey Morris, Secretary