

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

Monday, March 20, 2017, 7:00 p.m., Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:57 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Samantha Chada, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; one guest

COMMENTS FROM THE PUBLIC: None

Oath of Office:

Mr. Cochrell administered the oath of office to Mr. Durbin as Deputy Fiscal Officer.

APPROVAL OF BOARD MINUTES:

Regular Board meeting – February 20, 2017: Ms. Wenger moved to approve the February 20, 2017 Regular Board meeting minutes with corrections to errors pointed out by Mr. Bailey, Mr. Bailey seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance Committee – February 20, 2017:

Mr. Drushal moved to approve the February 20, 2017 Finance & Audit Committee meeting minutes, Dr. Brown seconded. Motion passed unanimously.

HR Committee – February 20, 2017:

Mr. Drushal pointed out that Ms. Buchwalter's name was misspelled numerous times and Ms. Long notified the board that the necessary corrections would be made. Ms. Wenger moved to approve the February 20, 2017 HR Committee meeting minutes after corrections have been made, Dr. Brown seconded. Motion passed unanimously.

Facilities Committee – March 9, 2017:

Mr. Drushal moved to approve the March 9, 2017 Facilities Committee meeting minutes, Mr. Bailey seconded. Motion passed unanimously.

Operations Committee – March 15, 2017:

Mr. Bailey moved to approve the March 15, 2017 Operations Committee meeting minutes, Ms. Wenger seconded. Motion passed unanimously.

HR Committee – March 15, 2017:

Dr. Brown moved to approve the March 15, 2017 HR Committee meeting minutes, Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Shatzer stated that staff presentations will start being a part of board meetings more regularly and introduced Ms. Davenport as this meeting's speaker.

Ms. Davenport's Presentation:

Ms. Davenport noted circulation's staffing which was included in the presentation packet already given to the board members. She described how library material deliveries have not been working as well as hoped and has been causing issues with staffing with people having to stay over or come in early which results in schedule adjustments. The deliveries had been late 29 of 55 days which is a breach of contract and the library is expecting an \$852 credit so far. She informed the board that there is someone looking into the issue and trying to get it prioritized.

Ms. Davenport also stated that in 2016 employees worked towards goals for the library. One thing that was more successful was putting out copier instructions for patrons as it helps them use the copier machines and saves employee's time by not having to explain the process as frequently. Ms. Davenport believes this is a great opportunity as it gives employees a sense of ownership. She also believes that the NEO workshops and other trainings that the employees are able to attend have been greatly appreciated as it would not fit in her budget otherwise.

Anniversary Project:

The library anniversary committee has met several times and has come up with the theme of "Generations of Transformation." So far, three authors have been contacted to speak as part of the celebration. The three authors will be Jack Gantos, Jessica Fellowes, and Debbie Macomber.

Public Library Funding:

Ms. Shatzer will be meeting with state representatives to talk about PLF and possible cuts in the future to hopefully persuade them not to make the cuts. She also described how federal budget cuts could affect LSTA grants and that she will pass on updates as they become available.

Strategic Planning:

Ms. Shatzer notified the board that she will be meeting with managers in the near future for some of the projects. There has been timelines added to many projects but will have specific dates later.

Questions from Board:

Mr. Drushal asked about Ms. Fellowes and if the celebration will be themed after the Downton Abbey series. He also suggested that Ms. Shatzer should contact the historical society as they have had events themed after the series. Ms. Shatzer explained that people may be asked to dress up as characters from the series and that there may be a possibility of props, pictures, etc.

COMMITTEE REPORTS:

Finance Committee:

February 2017 Balance Sheet:

Ms. Long stated that total cash and investments as of February 28, 2017 were \$3,338,918.36. The Committee recommended approval of the February 2017 Balance Sheet. Motion passed unanimously.

February 2017 Income Statement:

Total encumbrances at February 28, 2017 were as follows:

1. General Fund	\$ 1,277,276.19
2. Building & Repair	\$ 24,970.00
3. Rittman	\$ 17,000.00
4. Technology	\$ 22,020.00
5. Donation	\$ 34,051.71
6. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 1,376,384.15

Ms. Long noted that we have only received 17.21% of our budgeted amount of PLF and that 15.64% of the budgeted expenses have been spent. The Committee recommended approval of the February 2017 Income Statement. Motion passed unanimously.

February 2017 Payroll and Accounts Payable:

The Committee recommended approval of the February 2017 Payroll and Accounts Payable. Motion passed unanimously.

Resolution #8-2017 – February 2017 Regular Donations:

The Committee recommended approval of Resolution #8-2017. Motion passed via roll call.

Resolution #9-2017 – February 2017 Special Donations:

The Committee recommended approval of Resolution #9-2017. Motion passed via roll call.

Resolution #10-2017 – Additional Appropriations:

Ms. Long requested these additional appropriations:

General Fund -

- Anniversary Marketing- \$10,000
- Landscape and Snow Removal- \$4,200
- Lecture Series- \$30,000

The Committee recommended approval of Resolution #10-2017. Motion passed via roll call.

Facilities Committee:

Mary Ann's Statue:

Mr. Drushal talked about how much the committee liked the statue and landscape design. The Committee recommended approval of accepting the statue as a donation. Motion passed unanimously.

LED Lighting:

No action needed.

CRI Contract:

The committee recommended the approval of a contract with CRI to come and investigate leaking issues at the main library. Motion passed unanimously.

Main Library Conference Room Updates:

No action needed.

Rittman Parking Lot:

No action needed.

Rittman Construction Project Update:

No action needed.

Human Resources:

General Updates:

Ms. Wenger noted that the library is fully staffed and that Susan Buchwalter is now a permanent part-time employee. No action needed.

Personnel Manual:

Ms. Wenger stated that the committee went over the first section of the employee personnel manual draft and that some changes were going to be made but won't be presented to the board until everything is ready and approved by the committee. No action needed.

Operations Committee:

Alcohol Policy:

Mr. Drushal asked if it would be necessary to have an officer at the events at which alcohol is being served. Ms. Shatzer stated that it would be a safe practice for the library. Also, Mr. Drushal noted that there may be requests to use the library as a reception or party venue but Ms. Shatzer doesn't believe we will go down that route at this time.

The committee recommended approval of the alcohol policy as stated. Motion passed unanimously.

Main Street:

Mr. Drushal has explained that he was worried about closing the library to patrons two hours early. Ms. Shatzer said it could possibly be done by closing an hour early. No action needed.

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Main Street Wooster:

Ms. Shatzer covered the details about the Main Street celebration again. She also said that specific details can't be presented until it is discussed further with Main Street. The board discussed the closing time and decided that 4:30p.m. would be the best choice. Mr. Bailey moved for the approval of letting Main Street have their annual meeting at the library, Mr. Drushal seconded the motion. Motion passed unanimously.

Friends of the Library Fundraising:

Ms. Shatzer stated that there is a chance that the Friends of the Library might want to hold an event at the library but that it just came about so no action was needed and will be moved to unfinished business.

Anniversary Logo:

Ms. Shatzer presented the anniversary logo to the board and explained how it will be used. Mr. Drushal moved to accept the logo as presented, Ms. Morris seconded. Motion passed unanimously.

GFOA Membership:

Ms. Long notified the board that she would like Mr. Durbin to join the Government Financial Officers Association. Mr. Drushal moved for approval of Mr. Durbin joining the association, Mr. Bailey seconded. Motion passed unanimously.

Debbie Macomber Contract:

Ms. Long noted that with the policy passed in March 2016, Ms. Shatzer needed approval to sign the contract for Debbie Macomber as it is over \$25,000. Ms. Wenger moved to let Ms. Shatzer sign the contract, Ms. Morris seconded. Motion passed unanimously.

CORRESPONDENCE: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn, Ms. Morris seconded.

Meeting adjourned at 8:02 p.m.

Ross Cochrell, President

Francey Morris, Secretary