

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

Monday, May 18, 2020, 6:00 P.M., Zoom Meeting

CALL TO ORDER: President Bailey called the meeting to order at 6.02 p.m.

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

Excused: Peter Abramo

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer; Susan Buchwalter, Human Resource Coordinator; and 3 guests.

COMMENTS FROM THE PUBLIC: There were none.

### APPROVAL OF BOARD MINUTES:

Regular Board Meeting – April 27, 2020: Mr. Drushal moved to approve the April 27<sup>th</sup> meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

### DIRECTOR'S REPORT:

Narrative Report as distributed: Ms. Shatzer discussed the phases of reopening. Currently we are in phase 1/part 1. The Library has opened book drops for returning library materials. Staff is notifying patrons with previous holds to check if they still want the materials, and the patrons are picking up the materials curbside. Next week through the end of June, the Library will begin phase 1/part 2. Ms. Shatzer is hoping to start Phase 2 in July. We will not have delivery service between CLEVNET libraries until at least July; but we are working with Orrville Public Library to continue to share materials, and delivery between the libraries.

Ms. Shatzer noted the Library will need to institute some temporary policies on hours of operation and rules of operation prior to phase 2.

Within the next couple weeks, the Ohio Library Council is expecting to release a forecast of the pandemic's effect on library funding. The forecast is being developed by Howard Fleeter and Associates, a public policy research firm.

City of Rittman has a new fiscal officer. Ms. Shatzer and Mr. Chris Bailey will meet on Wednesday.

Mr. Tenney will meet with Imhoff Construction to evaluate how long we can wait for roofing repairs at Liberty St.

Ms. Shatzer noted that the Library staff is reaching out to patrons through social media, and it is working with over 88,000 reactions just on Facebook posts since the start of the pandemic. Staff has been great with coming up with virtual programming. We also congratulate our genealogy librarian, Deb Kitko, who received the George J. Schwartz Distinguished Service Award from the Wayne County Historical Society.

In this month, the staff was educated on the new coronavirus rules. It has been busy trying to navigate this new normal.

Mr. Neyhart is curious on how we are tracking virtual items. Ms. Shatzer stated we get statistics from CLEVNET on our online services, and Facebook gives statistical data. We also may want to add these new statistics to our state report. She hopes once we open our doors, patrons will continue to use these virtual resources.

Administrative Items: 1 retirement: Shirley Ferrell with 35 years of service. 2 Resignations: Karen Clark with 16 years of services and Marie Flanagan. Ms. Wenger approved the Personnel agenda, and Mr. Cochrell seconded. The motion passed unanimously.

#### COMMITTEE REPORTS:

A. Finance and Audit Committee:

April 2020 Financial Report. Mr. Chris Bailey reviewed April 2020 financials. The auditors will be on site this week to audit year 2019. Star Ohio interest rates are dropping rapidly due to the economy. May PLF was 35% lower than originally estimated which was expected due to the pandemic. Mr. Bailey expects June to be the same, but hopefully the rest of the year will rebound as the State of Ohio reopens. Mr. Bailey will continue to evaluate if additional cuts will be needed throughout the year. Mr. Neyhart moved to accept the April 2020 Financial Report, and Mr. Cochrell seconded. The motion passed unanimously.

Resolutions: 17 - 2020 Update and Clarification of COVID-19 Plans per Phase: Resolution clarifies and updates the Library's response to the COVID-19 pandemic, specifically as it relates the employment issues. The resolution was reviewed and approved by the county prosecutor's office. Mr. Drushal made a motion to accept the resolution, and Ms. Morris seconded. The resolution passed by roll call.

B. Facilities Committee: No report.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: No report.

#### UNFINISHED BUSINESS:

NEW BUSINESS: Mr. Bill Bailey reported our Branch Coordinator, Rita Lowe has reached 35 year at the library and appreciates her service. Ms. Shatzer reached 27 years at WCPL yesterday and he also thanked her for her service to the Library.

CORRESPONDENCE: Ms. Shatzer reviewed the comment cards. One card noted the Library is beautiful but is concerned with some of the ceiling issues. Another card: Have the most courteous staff and hopes everyone stays well. One patron was concerned with a magazine in our collection she did not approve of. Ms. Shatzer appreciates patron opinions as it assists us with material collection. A thank-you was sent by Edgewood school for Librarians bringing materials to the school for check-out and providing book talks.

Children's Department had a display where they asked the children to write why they liked the Library. Ms. Shatzer shared some of the comments.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: By consensus, the meeting adjourned at 6:42 P.M.

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K. William Bailey, President

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Francey Morris, Secretary