

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

Monday, September 17, 2018, 6:00 p.m., Dalton Branch

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:02 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Teresa Jager, Dalton Branch Manager

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – August 20, 2018: Ms. Wenger moved to approve the August 20, 2018 Regular Board meeting minutes as presented, Mr. Abramo seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Rittman Ad Hoc Meeting – August 15, 2018: Ms. Morris moved to approve the August 15, 2018 Rittman Ad Hoc meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

Rittman Ad Hoc Meeting – September 6, 2018: Ms. Wenger moved to approve the September 6, 2018 Rittman Ad Hoc meeting minutes as presented, Mr. Abramo seconded. Motion passed unanimously.

HR Committee Meeting – September 12, 2018: Ms. Morris moved to approve the September 12, 2018 HR Committee meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Jager's Presentation:

Ms. Jager stated that their garden has continued being successful through its second year and is still sponsored by Lehman's Hardware Store. Karen Geiser from Lehman's also came in again to do a program which was very popular. Lehman's also donates popcorn for Dalton branch's movie nights.

Ms. Wenger asked how many children are involved in the programs with the garden. Ms. Jager stated that there were about 25 patrons who came in May for the planting program and there were a decent amount of kids. Ms. Wenger then expressed how much their grandchildren enjoy coming to the library to complete

the branch's scavenger hunt monthly. Ms. Jager added that the scavenger hunts are very popular and they have 80 to 100 kids every month that complete the activity.

Mr. Cochrell asked how much Lehman's donates and if other branches have a garden. Ms. Jager stated that all the Library has to purchase is the soil as the rest of it is provided by Lehman's. Ms. Shatzer then asserted that Creston also has a garden and that Shreve will have one soon after the property that was purchased nearby is made usable.

General Updates:

Ms. Shatzer stated that she will soon be receiving statistics for the Wi-Fi usage at the Library. The new Children's Department Manager has started her new role. Ms. Davenport is still working with Priority Dispatch on their delivery issues and we have even made our own deliveries between Orrville and WCPL. With all of the issues in the delivery system, the Library hasn't had to pay for the services in a while. Mr. Tenney is receiving quotes from Zollinger Excavating and IAP Government Services to get the new Shreve property ready for use. The old Bluebird bookmobile which has been sitting in storage was sold at a recent auction for \$6,000 with \$480 of the sale price going towards fees.

Statue Proposal:

Ms. Shatzer introduced Jason Anderson to the board members. Mr. Anderson stated that he is in charge of the history department and teaches many subjects at Archbishop Hoban High School in Akron, OH but grew up and still lives in Wooster, OH. He presented materials about Major-General David Wooster from the Revolutionary War, whom the city of Wooster is named after, to the board before proposing his idea of placing a statue of him on the main library grounds. The members enjoyed learning the history about General Wooster and thought the idea of the statue was a good idea for programming and getting patrons, especially kids, more excited about history. Their only concerns were taking space away from other programs, covering up bricks that were purchased through donations and place on the main sidewalk, and costs of installation and upkeep. Mr. Anderson stated that he would be good with any area that the board agreed upon and that he and other donors will take care of any costs that come with the statue.

Mr. Bailey moved to accept the placement of the statue representing Major General David Wooster on the grounds of the main library with the stipulations of the board being able to decide on the location where the statue will be placed, that the Library will not be responsible for any involved costs, and that once the statue is donated its donation will follow the Library's Donation Policy, seconded by Ms. Wenger. Motion passed via roll call.

Administrative Items:

Ms. Shatzer reported that Beth Brawley from Technical Services will become the new Doylestown branch manager and that Jennifer Zhu from the same department will take over most of Ms. Brawley's former duties. Ms. Wenger

moved to approve the administrative items, Ms. Morris seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

August 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of August 31, 2018 was \$4,362,319.35.

August 2018 Income Statement:

Ms. Long stated that the Library, at the end of August, had collected about 75.9% of the budgeted revenue for the year. About 60% of the budgeted expenses were expended for the year.

Total encumbrances at August 31, 2018 were as follows:

1. General Fund	\$ 866,037.04
2. Building & Repair	\$ 95,851.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 10,114.00
5. Donation	\$ 2,496.91
TOTAL	\$ 978,198.95

Mr. Abramo moved to approve the August 2018 Balance Sheet and Income Statement, Ms. Morris seconded. Motion passed unanimously.

August 2018 Payroll and Accounts Payable:

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

Resolution #24-2018 – August 2018 Regular Donations:

Ms. Long stated that a donation came in from the Creston Friends to pay for program supplies along with many anonymous donations. Ms. Morris moved to approve Resolution #24-2018, seconded by Mr. Abramo. Motion passed via roll call.

Resolution #25-2018 – August 2018 Special Donations:

Ms. Long stated that the Library received a donation from the Curry Family Trust Fund to the Genealogy department for \$500. Mr. Bailey moved to approve Resolution #25-2018, seconded by Mr. Abramo. Motion passed via roll call.

Facilities Committee: No Report

Human Resources:

Policy Updates:

Ms. Wenger stated that they had met recently and that there were some language updates in the employee policy handbook and that recommending a movement to approve the changes. Motion passed unanimously.

Operations Committee: No Report

Rittman Ad-Hoc:

Architect Comparison:

Ms. Shatzer stated that the Rittman City Manager, Derek Feuerstein and Fiscal Officer, Pam Keener reviewed the architect comparisons. Their preference is K2M. Mr. Bailey moved to accept K2M's proposal and have them provide the architecture design services for the Rittman project as they had the lowest quote and best proposal, even though both firms were very qualified, seconded by Ms. Wenger. Motion passed via roll call.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE:

Ms. Shatzer stated that the library had received two thank you letters from two winners of prizes at two branches. One was for a gift card which the patron used for art supplies and the other had won a Kindle Fire tablet which the patron plans to use with her kids for their accelerated reader program.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Abramo motioned to adjourn.

Meeting adjourned at 7:29 p.m.

Ross Cochrell, President

Francey Morris, Secretary