

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

Monday, September 16, 2019, 6:00 P.M., Dalton Branch Library

CALL TO ORDER: President Bailey called the meeting to order at 6:02 p.m.

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

Excused: Peter Abramo, Ross Cochrell

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Teresa Jager, Branch Manager; Susan Buchwalter, Human Resources; Linda Hall, The Daily Record

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – August 19, 2019: Mr. Drushal moved to approve the August 19, 2019 meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Dalton Branch: Teresa Jager, Branch Manager, reported that the branch has hosted many visitors lately, including three directors from libraries in Ohio who were impressed with the facility and programs offered. The Friends group has been very active with diverse programs in support of the branch, including celebrating the branch's 30th anniversary by making note pads.

Narrative Report: Ms. Shatzer reviewed the highlights from her written report. She also provided updates on other key projects. For the expansion project at Main, the architects have several unique ideas that Ms. Shatzer will review with staff in the near future. Parts have been received for the roof ventilation project and should be installed by the end of this month. Floor plan designs have been received for the Rittman project. A meeting is scheduled on September 27 in Cleveland at the architect's office to view material samples. We are getting close to what is needed for the condo agreement. The grant to Wayne County Community Foundation was not submitted to meet the recent deadline as we do not have enough details finalized, but Ms. Shatzer anticipates meeting the March deadline. A dedication ceremony for the stained-glass window is scheduled for Sunday, October 27 at 2:00 p.m. The window is being dedicated in memory of Greg Lubelski. The Wooster Friends of the Library donated funds to have the window boxed and backlit. Ms. Roberts spoke about summer reading club participation which was in line with last year overall.

Administrative Items: Ms. Shatzer noted that the personnel agenda includes one termination, one resignation, one temporary assignment that ended as planned, one new hire and one transfer. Motion by Ms. Wenger and seconded by Ms. Morris to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. August 2019 Balance Sheet – by Total Library:

Mr. Bailey commented that total cash and investments at the end of August were \$4,960,958, and a short-term investment in CD's was recently made in the amount of \$750,000.

2. August 2019 Income Statement: Mr. Bailey noted that year-to-date revenue is ahead of budget at 75%, and expenses are tracking below budget through eight months.

a. Total encumbrances at August 31, 2019 were as follows:

1. General Fund	\$ 785,081.81
2. Building & Repair	\$ 140,501.29
3. Donation	<u>\$ 1,023.51</u>
TOTAL:	\$ 929,606.61

Mr. Drushal motioned to approve the Balance Sheet and Income Statement. Mr. Neyhart seconded, and the motion passed unanimously.

3. August 2019 Payroll and Accounts Payable: Total checks in August were \$272,510 and interest on Dalton was \$8,400. Payroll expense for the month was \$250,654. Motion by Mr. Drushal and seconded by Ms. Morris to approve. Motion passed unanimously.

4. Resolutions:

- a. 24-2019 August 2019 Regular Donations: Motion by Mr. Neyhart and seconded by Ms. Wenger to approve the resolution. Resolution passed by roll call.
- b. 25-2019 Acceptance of Amounts and Rates: Mr. Bailey explained that this resolution is required by the County to formally accept amounts and rates of levies. Motion by Ms. Wenger and seconded by Ms. Morris to approve the resolution. Resolution passed by roll call.

B. Facilities Committee: None

C. Human Resources Committee: Ms. Wenger reported that the committee met this evening prior to the Board meeting. The committee reviewed proposed minor changes to the personnel policies and also a proposal for the library to assume the costs of having an existing employee secure a CDL. Motion by Ms. Wenger to approve the committee's recommendation to approve revisions to the personnel policies. Motion passed unanimously. Ms. Wenger also moved to approve the committee's recommendation to approve the proposal to assume the costs of having an existing employee secure a CDL, along with the schedule for repayment if the employee should leave the library's employ within three years of obtaining the CDL. Motion passed unanimously.

D. Operations Committee: None

E. Rittman Ad Hoc Committee: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE: Ms. Shatzer shared a card from the Watercolor Guild which accompanied a donation. She also shared an email and two comment cards. A certificate of recognition was received from American Electric Power for the Library's commitment to energy efficiency and the environment by taking part in AEP's savings incentives programs in 2018.

COMMENTS FROM THE PUBLIC: Ms. Jager provided additional comments about the activities at Dalton, including story time and cake decorating.

ADJOURNMENT: By consensus, the meeting was adjourned at 6:38 p.m.

K. William Bailey, President

Francey Morris, Secretary