

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

Monday, October 16, 2023, 6:00 p.m., Wooster Community Center

ROLL CALL: Peter Abramo, Bill Bailey, Francey Morris, Doug Drushal, Pat Neyhart
Excused: Sandy Wenger, Tricia Pycraft

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Leslie Davenport, Circulation Coordinator; Jayson Schlechty, Circulation Coordinator

CALL TO ORDER: Mr. Abramo called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, September 18, 2023: With one correction, Mr. Drushal moved to approve the Regular Board meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Shatzer introduced Jayson Schlechty, our new circulation coordinator, replacing Leslie Davenport who is retiring at the end of the month. Ms. Davenport provided an overview of the circulation department. She reviewed many different tasks that the circulation staff handles including ins and outs of SIRSI system, material charging and discharging, library card rules, customer service, damaged items handling, friends' sales, hot spots, copiers, home deliveries, school and Apple Creek services, voter registration, assisting in shelving, to name some of the tasks. Ms. Suela coordinates the home delivery and with statewide deliveries moving to Rittman, we will have room to expand the service. After the move, Circulation will continue delivery service for HDS, schools, and Apple Creek.

Mr. Neyhart inquired about home delivery and what are the parameters to participate. Ms. Davenport explained that most of the HDS patrons either have limited mobility or no transportation to get to the library. We also deliver to nursing homes and work with the Friends group to provide discarded books for other nursing homes. Ms. Suela coordinates it and finds the best avenue to provide materials to the patrons. She has also refers some of our HDS patrons to the talking book program provided by the State of Ohio.

Mr. Drushal thanked Ms. Davenport for her service and dedication to the Library.

Narrative report as distributed: Ms. Shatzer reported Wi-Fi stats are back on track.

Rittman project update: Furniture and shelving will be delivered mid-November. Once we get the exact date, we can schedule the movers. Ms. Shatzer is planning a soft opening with an official opening after the first of the year. There is one minor change order to replace the mechanism at the drive-up window. With the current one, patrons are unable to speak to us. Ms. Shatzer shared pictures of the new bike rack and the oak tree piece is now hanging on the wall. The oak piece and artwork around the tree may help with fundraising.

Main Library renovation update: Ms. Shatzer received the milestone schedule and completion is set for mid-February. She noted they are moving quickly. They will be working on book drops in the next several days. We will be providing some alternatives for patrons to return books, including the circulation staff providing curbside pickup. At the Grant St. entrance, there were some concerns of roots decomposing and causing dipping in the future. This concern will be remedied.

Buckeye Book Fair has moved into the Operation Center. Staff have been excited to work with Buckeye Book Fair for a book crawl-hosting authors in areas around town leading up to the book fair.

Patron incidents were escalating, and all kids involved were issued letters to their homes and Ms. Shatzer requested guardians contact her to discuss the situation. One guardian reached out and it was decided they would be banned from the library for a year unless an adult came with them. Last year, we had a social worker from the counseling center, and she made many new contacts, helped patrons find resources, and helped curb some of the issues. We are investigating applying for a LTSA grant for community outreach so we can provide social worker services again at the main library.

At the Creston branch, the property in question was sold within the family, renovated and is now income property. Amy Anderson is working on a proposal for an alternative use of the side lot.

Rittman fundraising campaign is almost ready for mailing. She asked the Board for help reviewing a list of contacts and asked if any would contact some personally.

In marketing, Ms. Tracy-Bursley has been trying new things, and she passed out "Library Enthusiast" stickers.

There are no administrative items this month. We had one correspondence - a thank you note to Shreve.

FISCAL OFFICER'S REPORT:

September 2023 Financial Report: Interest rates on CDs continue to be strong with new CDs purchased at 5.3 and 5.5%. End of the month balance is \$11.1 million. Encumbrance in the general fund is at \$830,000 with \$4 million overall. The public library fund did rebound from last month at 6.3% above estimates in September and is currently 2.8% over estimates for the year. Revenue is at 85% of budget, and expenses at 68%. In the Rittman construction fund, we made a payment of \$898,254. Total payments year-to-date are at \$4.5 million. We should have 2 more payments for the new Rittman library. We received the check for the totaled van of \$10,500 which was placed into the vehicle replacement fund. Mr. Drushal moved to accept the September 2023 financial report subject to audit, and Mr. Neyhart seconded. Motion carried.

Resolution 36-2023 September 2023 Donations: We received a bequest from the estate of Donna Cochrell in the amount of \$100,000 for the Creston Library. Ms. Morris moved to accept the September donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 37-2023 September 2023 Memorial Donations: Memorial donations were all made in the memory of Irene Chorbacioglu. Mr. Neyhart moved to accept the September memorial donations and Mr. Drushal seconded. The motion passed by roll call.

Resolution 38-2023 Main Renovation Project-Approval of Meeting Room Furniture: Approval of first phase of furniture for the main renovation project. This furniture will be for the second

floor meeting rooms not to exceed \$50,000. Mr. Bailey moved to approve the expenditure and Ms. Morris seconded. Motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Ms. Shatzer noted in the past the library has paid for existing staff to get their Commercial Driver's License so they can drive the one bookmobile that requires a CDL. We have a repayment plan by the employee if the employee leaves within a certain time frame. The staff member who is interested in the driver position and is currently part time is willing to go full time. He would get his CDL through the Wooster City Schools. Mr. Drushal moved to approve the CDL training and license to be paid for by the library, and Mr. Neyhart seconded. Motion carried.

Resolution 39-2023: Mr. Bailey read the resolution in recognition of Leslie Davenport. A member of our library family, she will be retiring at the end of the month from the position of Circulation Coordinator. She has had many accomplishments within the library in the various positions she has held. We express our deepest appreciation of her service and she will be deeply missed. Ms. Morris moved to accept the resolution, and Mr. Drushal seconded. Motion passed by roll call.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo noted we have reached the end of the agenda and adjourned the meeting at 6:52 p.m.

Peter Abramo, President

Francey Morris, Secretary