

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

Monday, November 18, 2024, 6:00 p.m., Wooster Library

ROLL CALL: Bill Bailey, Susan Buchwalter, Francey Morris, Tricia Pycraft, Sandy Wenger
Excused: Angela Anderson, Doug Drushal

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy Bursley, Assistant Director; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Jamie Hubler, Bookmobile Manager; Dave Tenney, Operations Coordinator

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, October 21, 2024: Ms. Morris moved to approve the Regular Board meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Ms. Hubler, Bookmobile Manager, provided an update of the bookmobiles and the department. The Matthews bookmobile has had some mechanical and generator issues in the last couple of months, plus new shocks and front tires. The generator was not able to be repaired locally and had to send it towards Cleveland to be fixed. The Hybrid has a new wrap, and the patrons love it and think it is a new bus.

In the past year, Ms. Hubler was asked to speak at a conference regarding "Outreach to the Amish". They have had plenty of programming in the past year such as Books in the Park, Storytelling in the Park, Bookmobile carnival, and a visit to Lehman's Hardware. We are experiencing an increase in the amount of holds due to the colder, darker weather. The Amish give us wonderful little notes with their requested holds list. We continue to add stops and always have patrons asking for more. The bookmobile staff work hard every day, and she is very proud of her staff. Buchwalter asked if circulation is increasing with new stops. Ms. Hubler affirmed and overall circulation has steadily increased since covid. We also see new applications for cards with these new stops. Ms. Pycraft inquired if some areas that are underutilized could we do some events to increase circulation. Ms. Hubler is planning more events with warmer weather. Outback Ray was this past summer's event, and it was very popular.

Narrative report as distributed: Correction with statistics, the home delivery visits are 946. Ms. Shatzer noted the statistics look good. She is looking forward to getting a full year's statistics for meeting rooms. They have been well used. The ribbon cutting for the Joyful café went very well with over 100 people in attendance. In outreach, the staff have been visiting the schools. Correspondence includes a thank you from Green Elementary for Under the Lights program, a thank you to the West Salem staff, and recognized in the Wayne County Career Center thank you.

Administrative Items: We had 3 resignations, 5 hires and one open position. Ms. Buchwalter inquired about the quality of the candidates. Ms. Johnson noted after weeding through the Indeed candidates, the candidates being interviewed have been good candidates. Ms.

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

FISCAL OFFICER'S REPORT:

October 2024 Financial Report: Star Ohio continues to have a good interest rate at 5%. Our ending balance this month is \$7.5 million. Encumbrance in the general fund is \$750,000 with \$1.05 million overall (including all funds). The October PLF was 26% above estimates. The State contributes this to OBM's overprediction of the newly extended sales tax holiday. The PLF is currently 1% below estimates for the year. Revenue is currently at 89%, with expenses at 75.79%. Ms. Wenger moved to accept the October 2024 financial report subject to audit, and Mr. Bailey seconded. Motion carried.

Resolution 30-2024 October Donations: Mr. Bailey wants to recognize the Wooster Friends of the Library for their generous contributions to the Joyful Café and Everbrite in the Children's department, and the Orren and Pauline Weitzel generous donation we will be using for the creation station. Ms. Morris moved to accept the October donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 31-2024 October Memorial Donations: Ms. Morris moved to accept the October memorial donations and Mr. Bailey seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: Mr. Bailey noted the committee met before this meeting. He summarized the discussion.

- Furnishings/Décor for Rittman Branch: Ms. Shatzer has a quote from Library Design for approximately \$50,000 using donated Rittman funds for additional design elements with a forest theme.
- Masonry Repairs at Main Library: The southeast tower of the Main Library needs masonry repairs. We have leaks in the Genealogy workroom and in the Circulation department. We received a quote from Imhoff Construction for \$58,570.00. Mr. Bailey reported the original work was done poorly.
- Creston Branch Excavating: Mr. Tenney received a quote from Zollinger Excavating to level the empty lot and get it ready to be used for programming. Four trees need to be removed and land reseeded. The neighbors will be notified and consent to the tree removal. Total cost: \$20,400.
- All approved in committee. Motion passed unanimously.

Human Resources Committee:

- Staff Appreciation Gifts and Thank You Meal: Ms. Wenger reported the committee consented to Buehler's gift card for staff. Full-time staff will receive a \$100 gift card and part-time staff will receive a \$50 gift card. Expenditure for the thank you meal was also discussed.
- Salary Scale Position Titles Update: There are several changes to the salary scale: The emerging technology position name is changed to makerspace specialist with a change in pay grade, from 3 to 2. New titles of adult outreach specialist (paygrade 3) and technical services associate (paygrade 4) were added.

- Mr. Bailey moved to approve the above staff gifts and salary scale position titles, and Ms. Buchwalter seconded. The motion passed unanimously.

Operations Committee: No report

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

- Resolution 32-2024, Amended Certificate of Estimated Resources: Mr. Bailey is requesting an amended certificate for the additional revenue received from WCCF, Wooster Friends and additional interest in Main Renovation and Rittman construction funds. Ms. Buchwalter approved the request for an amended certificate, and Ms. Morris seconded. Motion passed by roll call.
- Resolution 33-2024, Additional Appropriations: To appropriate the above resources into Funds 401,410 and 730. Ms. Wenger approved the additional appropriations and Mr. Bailey seconded the motion. Motion passed by roll call.
- Resolution 34-2024, Withdrawal of \$50,000 from Rittman Fund at WCCF: These funds are for the purpose of purchasing additional décor for the Rittman Branch. Ms Morris moved to approve the withdrawal and Ms. Buchwalter seconded the motion. Motion passed by roll call.
- Annual Credit Card Rewards: We have received approximately 90,000 points in the past year in credit card rewards. According to the Ohio Revised Code, House Bill 312, we are required to report these points and the withdrawal to the Board. We will be cashing in 8750 points for \$875. Ms. Shatzer and Mr. Bailey will discuss the use of these funds possibly to be used for staff.

COMMENTS FROM THE PUBLIC: There were none

ADJOURNMENT: The meeting was adjourned at 6:33 p.m. by consensus.

Tricia Pycraft, President

Bill Bailey, Secretary