

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

Monday, November 20, 2023, 6:00 p.m., Wooster Community Center

ROLL CALL: Peter Abramo (6:15 pm), Bill Bailey, Francey Morris, Doug Drushal, Pat Neyhart, 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; Tanaya Silcox, Technical Services Manager

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: There were none

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, October 16, 2023: Ms. Wenger moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee meeting, October 30, 2023: Mr. Neyhart moved to approve the Human Resources meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

Facilities Committee meeting, November 15, 2023: Mr. Neyhart gave an overview of committee meeting. The shelving did not fit correctly in the Rittman library due to its size being incorrect in specs. Library Design was able to resolve it by modifying the radiators. The front city sidewalk is in poor repair and has a area where water floods. The City of Rittman would fix it whenever the road is redone but will assess the library for the cost of the sidewalk replacement. The plan is since either way we would pay for the project, we will replace it ourselves. One other area that needs address is the hillside in the back. Due to the grade of the slope, to mow with our mower we own could be dangerous. Mr. Tenney would like to purchase a Ventrac to safely mow this area. He would rent one first to check it out. Mr. Neyhart recommends putting the Ventrac in use for other areas such as sidewalk snow removal. Mr. Drushal asked if we could landscape these areas more so they would not need mow and be more environmentally friendly. Ms. Shatzer agrees, but we need to see how the landscaping will take and take steps from there.

At the Main Library, we are a little behind schedule. One issue is the shelving layout drawn by the architect does not accurately reflect what those spaces require. The carpeting is an issue. We do have some extra carpeting and will be using it but it may look patchy. We may need to replace the carpet. Ms. Shatzer stated they did find some new carpeting that would match. She would like to replace the downstairs carpeting, west side to the Children's department, with the project and the upstairs carpet replacement later. There is some issue with the fire suppression system and the engineer is investigating. The health department must approve the café area and no more work may be done until it is approved.

Mr. Tenney noted the operation center roof will need to be replaced in the next 10 years and it will be a costly project.

At the Creston Library, as it is cost prohibited to add parking, there was some discussion of adding an outside programming area. Mr. Drushal asked about the abutting property. Ms. Shatzer noted the property recently changed hands within the family and was renovated. It may be cost prohibited to purchase. Mr. Neyhart moved to approve the Facilities Committee meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Tanaya Silcox, Technical Services manager, presented an overview of her department. She took us through the process of purchasing the books to all the steps necessary to put the book on the shelf (workflow chart provided). She explained the different job duties of each of her staff. Mr. Neyhart asked how long does the process take and Ms. Silcox stated it can take up to 2 months for some of the books.

Narrative report as distributed: Ms. Shatzer reported the fundraising letters will be here on Wednesday and she plans to write some personal notes on some of the letters and send them out. The garden at the main library is mostly complete except for the gate. At night, it is well lit.

Administrative Items: Ms. Shatzer reported last month, we had 1 resignation, 5 new hires or changes, and 1 open position. Mr. Drushal moved to approve the personnel agenda as presented, and Mr. Neyhart seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

October 2023 Financial Report: Mr. Bailey presented the financial report. The balance sheet's ending cash balance is \$10.826 million. Investments continue to do well with Star Ohio interest rate currently at 5.57%. In the Statement of Cash Position report, general fund encumbrance is \$675,000 and \$3.2 million overall. In the Income Statement, our October PLF is 8.35% above estimates and total year-to-date PLF at 3.3% above estimates. Currently revenues are 89% and expenses at 73.3%. Two debt payments will be made in the next two weeks in fund 301 and fund 310. Payments made for construction this month were \$138,000 for the main renovation and \$559,000 for Rittman construction. We have received the quarterly Wayne County Community Foundation statements, and both funds had some unrealized losses. The Rittman building fund currently has \$70,200 in donations. Mr. Neyhart inquired if we have a retainage on the Rittman project, and Mr. Bailey affirmed. It will be paid after the final payment. Ms. Pycraft moved to accept the October 2023 financial report subject to audit, and Ms. Morris seconded. Motion carried.

Resolution 40-2023 October 2023 Donations: Mr. Drushal moved to accept the October donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 41-2023 October 2023 Memorial Donations: Ms. Morris moved to accept the September memorial donations and Ms. Pycraft seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: See Mr. Neyhart's summary of the meeting under meeting approvals.

Human Resources Committee: Ms. Wenger reported there were 3 items for consideration.

- Change to Health Benefits for 2024: Health care costs for 2024 increased by only 4.71% which is great news. Currently the library covers the cost of the single plan at 90%, and combination plans at 75%. We are proposing covering the combination plans at 80% instead of 75%. It affects 8 employees at a cost of \$10,000. The coverage percentage change passed in committee and motion carried.
- December 26, 2023: To close on Tuesday, December 26th 2024, with full-time employees being paid. Many businesses will be closed and staffing that week is always an issue. Administration will review the policy to address this issue. The recommendation to close on December 26th and compensate full-time employees was passed to the committee. Motion passed unanimously.

- Gift Cards for Staff: Provide a \$100 Buehler's gift card for full-time employees and a \$50 Buehler's gift card for part-time employees. Gift cards were approved in committee. Motion passed unanimously.

Ms. Wenger asked the Board to review the Director's and Fiscal Officer's self-evaluation and make comments. The Board will review at the December meeting.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

- 2024 Scheduled Closings: Mr. Neyhart moved to approve the schedule and Mr. Drushal seconded. Motion carried.
- 2024 Scheduled Board Meetings: Mr. Drushal moved to approve the 2024 schedule and Ms. Pycraft seconded. Motion passed unanimously.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn, and Ms. Pycraft seconded. The meeting ended at 6:52 p.m.

Tricia Pycraft, Vice-President

Francey Morris, Secretary