

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

Monday, December 18, 2023, 6:00 p.m., Wooster Community Center

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; 1 guest

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, November 20, 2023: Ms. Morris moved to approve the Regular Board meeting minutes, and Ms. Pycraft seconded. The motion passed unanimously.

Special Board meeting, December 14, 2023: Ms. Wenger moved to approve the Special Board meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee meeting, December 14, 2023: Ms. Wenger moved to approve the Finance Committee meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Statistics are looking good. She thanked the Board for attending the new Rittman Library open house. She received great comments from the attendees. Donations are coming in for the Rittman Library at the Wayne County Community Foundation. Lettergraphics is working on the donor plaque wall and naming areas.

Regarding the main renovation, we received a disapproval letter for the Joyful Café from the health department. There are twelve items the inspector is requiring additional information which we will provide to him. We have found a carpet for the first floor that will match the existing children's area carpeting.

We had an incredible turnout for the author, Jan Brett. Ms. Shatzer thanked Ms. Wenger for all her help during the event as well as Hayley Tracey Bursley, Naomi Eberly and the Children's Department staff. Ms. Brett noted our event had the highest turnout so far in her tour.

We had a software migration with CLEVNET that has not gone well. Fortunately, it has not affected the public at all. It has affected staff files and CLEVNET has been working on it. Jason Ferrell, our technology coordinator, has been doing his best to keep us afloat.

We received thank you correspondences for West Salem, Dalton, and the Board.

Administrative Items: Ms. Shatzer reported last month, we had 2 resignations, and 3 new hires. Ms. Shatzer commended Ms. Johnson, Human Resource Coordinator, on quickly filling open positions. Ms. Pycraft moved to approve the personnel agenda as presented, and Ms. Wenger seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

November 2023 Financial Report: Mr. Bailey presented the financial report. We have \$4.3 million in Star Ohio where the interest rate continues to be strong at 5.59%. We currently have \$1.4 million remaining in U.S. Bank for the building projects. In the Statement of Cash Position report, the ending balance is \$8.23 million with the general fund encumbrance at \$645,000 with \$2.5 million overall. In the Income Statement, our November PLF is 4.4% above Department of Taxation estimates and total year-to-date PLF at 3.4% above estimates. Overall, revenues are at 93% and expenses at 83%. Two debt payments in funds 301 and 310 were made: \$428,900 for Main and \$339,000 for Rittman. Payments made for construction this month were \$318,000 for the main renovation and nearly \$700,000 for Rittman construction. Mr. Bailey moved to accept the November 2023 financial report subject to audit, and Ms. Morris seconded. Motion carried.

Resolution 43-2023 November 2023 Donations: Ms. Morris moved to accept the November donations and Ms. Pycraft seconded. The motion passed by roll call.

Resolution 44-2023 Budget/Permanent Appropriations: Mr. Chris Bailey reviewed the 2024 budget. The budget was approved in committee. In revenues, the 0.2 mill levy increase in property tax is included. The Wayne County Auditor sets the real estate revenues and State of Ohio sets the public library funds. The revenue budget is projected at \$6.8 million. Under expenses the personnel services portray a 4% increase in staff wages. The supplies budget was reduced since this is an area that has not been fully utilized in past years. Contracted services and Materials increased due to the rise of inflation. Expense budget totals \$6.824. Mr. Bill Bailey moved to approve the 2024 permanent appropriations as presented and Ms. Morris seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: Mr. Bill Bailey reported the committee reviewed the 2024 permanent appropriations in great detail.

Facilities Committee: No report.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Nominating Committee: Ms. Pycraft made a motion to nominate Ms. Wenger to head the nominating committee, and Ms. Morris seconded. Motion carried.

Human Resources Committee:

- 2024 Compensation Changes: After Ms. Shatzer reviewed other area library's cost of living increases as well as taking into consideration the minimum wage increase for 2024, she recommends a 4% increase for non-board library employees. Ms. Wenger moved to approve the 4% increase for library employees, and Ms. Pycraft seconded. Motion carried.

Resolution 45-2023 – In Recognition of Peter Abramo: Ms. Pycraft read a resolution thanking him for his service and dedication as Board Trustee from years 2017 through 2023.

He was presented with a plaque and a plant. Ms. Morris moved to approve the resolution and Ms. Wenger seconded. The motion passed by roll call.

EXECUTIVE SESSION: Ms. Morris made a motion to move into executive session to discuss the employment and compensation of public employees, and Mr. Bailey seconded. Motion passed by roll call vote. Executive session started at 6:23 p.m. The Board moved out of executive session at 6:37 p.m. Ms. Wenger reported the results of the session to be a 5 % wage increase for the Director and Fiscal Officer to start January 1, 2024. Jennifer Shatzer's new salary wage is \$112,350.00 per year, and Chris Bailey's wage is \$88,200.00 per year. The wage increases were approved in session and the motion passed unanimously.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Wenger moved to adjourn, and Ms. Pycraft seconded. The meeting ended at 6:39 p.m.

Tricia Pycraft, Vice-President

Francey Morris, Secretary