

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

Monday, March 18, 2024, 6:00 p.m., Wooster Community Center

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

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

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, February 19, 2024: Mr. Drushal moved to approve the Regular Board meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee meeting, February 2, 2024: Ms. Morris moved to approve the Human Resource committee meeting minutes, and Mr. Drushal seconded. Motion carried.
Operations Committee meeting, March 14, 2024: Ms. Anderson moved to approve the Operation Committee meeting minutes, and Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: In statistics, Ms. Shatzer highlighted the meeting room statistics are dramatically lower which correlates with the main reno project and meeting rooms not being available. These statistics will turn around quickly once they are reopened. Mr. Drushal inquired about the approximate time they will reopen. Ms. Shatzer hopes to have the two meeting rooms upstairs ready very soon. Downstairs, we will be moving collections and installing new shelving in hopes of emptying one of the conference rooms. For the main renovation project, the projected substantial completion date is April 26th. However, the downstairs carpeting may not be installed by this date, and we will be moving collections, shelving and installing new furniture into the summer in the Adult Department. We will hold off shifting shelving and collections in the Children's Department until after summer reading club is over.

Ms. Shatzer showed a photo of the Rittman donor plaques that were made in-house. Mr. Tenney used the wood from the oak tree to make the acorns and leaves in the new Facilities' workshop and Mr. Ferrell used the Romich Makerspace in Creston to engrave the plaques. Making them in-house was a substantial savings and are beautifully done.

In Ms. Tracy Bursley's report, we received the remainder of the Daily Record's negatives and are in the process of sorting and organizing them. They will be stored in the Operation Center's basement. Ms. Tracy Bursley provided information on the collection and our goal is to digitize them into a searchable database. Ms. Shatzer noted that volunteers from the Wayne Co. Historical Society have offered to help. We have purchased a piece of furniture for the Children's Department that did not fit their needs but is perfect for the negatives and a new cabinet will be built for the Children's Department. Mr. Drushal inquired if the Daily Record is on microfilm at the library and Ms. Shatzer affirmed.

Mr. Sommers, bookmobile driver, now has his CDL license. Both of our bookmobile drivers have CDLs which is necessary for driving the Matthews bookmobile. Ms. Shatzer thanked Ms. Johnson for working with Wooster City Schools to get his training.

In correspondence, Dalton's teachers sent Ms. Jager a thank you for participating in the school's Literacy Night. Congratulation letters were received for Rittman Branch's Community Improvement award. Mr. Drushal suggested inviting Rittman donors to the Board meeting at Rittman in July. Ms. Shatzer thought it was a great idea. She is planning on writing letters to the donors and inserting a Rittman Branch ornament.

Administrative Items: We had 3 resignations, 2 new hires and 2 open positions this month. Mr. Drushal moved to approve the personnel agenda as presented, and Ms. Morris seconded. Motion carried.

FISCAL OFFICER'S REPORT:

February 2024 Financial Report: Mr. Bailey reported in the balance sheet, our ending balance is \$6.9 million. The statement of cash position shows an encumbrance of \$2 million in general and \$2.8 million overall. In the income statement, February's PLF came in 3% below estimates. Year-to-date, we are 7% below estimates, but the State of Ohio remains optimistic for the rest of the year. The Wayne County Community Foundation's Rittman fund is currently at \$93,375. Mr. Drushal inquired if we will be using the Rittman foundation funds. Mr. Bailey reported that so far we have spent \$5,500 on outside furniture from this fund. Ms. Shatzer noted that what we do not use will be turned into an endowment. Mr. Bailey moved to accept the February 2024 financial report subject to audit, and Ms. Anderson seconded. Motion carried.

Resolution 7-2024 February 2024 Donations: Mr. Drushal moved to accept the February donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 8-2024 February 2024 Memorial Donations: Mr. Drushal moved to accept the February memorial donations and Mr. Bailey seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: Ms. Morris provided an update of the operation and administrative policies revisions as well as a new operation policy and a new administrative policy. Highlights include changing fine threshold from \$40 to \$25; adding library of things and tonie boxes; changing fees for hotspots; removing ECF wording in internet access and safety policy; changing firearms in patron behavior; adding cannabis in smoking policy; and removing bookmobile credit cards from the credit card policy. A new study room policy was introduced as well as a naming rights policy. Updates/revisions of the operation policies were approved in committee and motion passed unanimously. Updates of the administrative policies were approved in committee and the motion passed unanimously. The new operation policy on the study rooms was approved in committee and motion carried. A new administrative policy on naming rights was approved in committee and motion carried. Mr. Drushal clarified the naming

rights policy. The policy provides guidelines, but the Board will consider each large donation on a case by case basis.

Ms. Shatzer reported the cost to build the reading garden was \$176,000. She will talk to the donor, and by combining past donations from the family, they may meet the naming right's parameter.

UNFINISHED BUSINESS:

Resolution 9-2024 – Authorize Withdrawal of \$25,000 from WCCF's Liberty Street Endowment Fund: These funds are for the café equipment and Everbrite interactive wall. This resolution will satisfy the requirements from WCCF for withdrawing foundation funds. Mr. Drushal moved to approve withdrawal, and Ms. Morris seconded. Motion passed by roll call.

NEW BUSINESS:

Resolution 10-2024 - Change Order #2 for Main Library Renovation: This change order includes \$30,000 for 1st floor carpeting, \$32,000 for carpet removal and furniture/book moving, \$2,000 in HVAC upgrades in Genealogy Department; \$20,000 in credits from Riceland Cabinets and \$1,500 for Corian counter and \$6,285 for desk. The change order totaled \$54,000. Mr. Drushal moved to approve change order #2, and Mr. Bailey seconded. Motion passed by roll call.

Resolution 11-2024 – Additional Appropriations for Fund 410: This is to increase appropriations in fund 410 for furniture, change orders, and moving services. Ms. Anderson moved to approve the increase in appropriations, and Mr. Drushal seconded. Motion passed by roll call.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn, and Ms. Anderson seconded. The meeting ended at 6:28 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary