

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

Monday, March 21, 2022, 6:00 p.m., Conference Room, Wooster Library

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

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Hayley Tracy-Bursley, Children's Department Manager; Donna Teece, Deputy Fiscal Officer

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:03 p.m.

COMMENTS FROM THE PUBLIC: There were none.

Ms. Shatzer projected the preliminary pictures and floor plans of the new Rittman library. In reviewing the library portion, the entrance is located on Lane Street and the front of building faces Main Street. The meeting room area is located in the front corner and could also be used as a study area. The restrooms are not connected to the meeting room; therefore, a staff member would need to be available for after-hours meetings. This is not an issue since, for as often as it happens at other locations, staff members usually stay for after-hours meetings/programs. The size of the library is comparable to the size of Dalton library. There will be a reading garden area located outside the children's area. That side of the building is all windows so you can see the garden from inside. Ms. Shatzer is considering a connection between the library and Rittman's new nature preserve. The Rittman Library will have open wood trellis ceilings that we can enhance with nature.

Mr. Neyhart asked if the amount of shelving is comparable to other branches? Ms. Shatzer noted the existing Rittman collection will remain the size it is now. Shelving will be more universal, not utilizing special shelving, so it can be very changeable based on ever-changing media needs.

Ms. Shatzer reviewed the delivery/facility areas and bays. The facilities department and delivery services will be located here. There are also bay areas for facility, delivery and lawn mowing equipment. Mr. Drushal inquired about a loading dock which Ms. Shatzer will investigate. This area will also have open trusses, but they are made from steel to hold the HVAC system.

Looking at the outside of the building, a meandering ramp at the front of the building will not need a railing making it more aesthetically pleasing. The wooden trusses can be seen from the outside in the upward windows. There will be a retaining wall at the back of the building. The brick color will be decided in the next stage of design.

The new library has drive-up services and is handicap accessible. The building has good sight lines within the library and outside the library. In the vestibule area, Ms. Shatzer is considering artwork similar to Dalton Library. Ms. Wenger likes the clean lines of the building. Mr. Neyhart suggests we may need signage in the front corner of the building. Mr. Drushal asked if there could be a covered drop off area.

These drawings constitute the end of the strategic design phase. Ms. Shatzer asked if the Board was satisfied with the initial design, and if we can vote on it now or do they want a facilities committee meeting? Mr. Neyhart wants to make certain that the staff is pleased with the design. Mr. Drushal and Mr. Neyhart both feel the outside may need more dressing up. Ms. Shatzer can see the connection with the nature preserve and we will have a good visual of the entire area. It will be architectural interesting with the open trusses. We will have the space for flexibility. Staffing should be maintained at current levels unless we add

more hours. Mr. Bailey liked the initial design. In the next phase, more committee meetings will be held for design decisions. Mr. Neyhart moved to approve the present schematic design and Ms. Wenger seconded. The motion passed unanimously.

Presentation from Mike Burns from Robert W. Baird & Co.: Mr. Burns stated these are crazy economic times. He distributed paperwork on potential financing structures and interest rate trends. With the uncertain rates, we need to look at timing. Interest rates are still historically low; however, interest rates are now rising. Interest rates are increasing due to long pent-up demand. Last week, the federal reserves increased the fed fund rate by .25%. with a possibility of 6 more increases in 2022. Mr. Burns did pen the potential interest increases into our analysis. He is recommending selling bonds sooner than later. We do have 2 projects, and we have 2 separate budgets with the Rittman library 1st phase schematic design and design budget available in June. The main renovation budget is lagging behind. If the Board is comfortable, Mr. Burns recommends financing both projects in June/July. Mr. Burns has done the analysis on debt limitations in borrowing and we are within the legal limits. Currently, inflation is killing us. Construction costs will probably not dip but may stabilize. The architects have been conservative with their initial budgets and are taking inflation into account and it is possible the project costs may be slightly lower. Bogner Management cannot guarantee but feels the budget figures are on the conservative side. Ms. Shatzer states we are in the beginning strategic design stage at main, so we will need to have more discussion on the scope. Mr. Burns states we could divide the 2 projects, but to realize there are higher closing costs and a combined larger loan will have a lower interest rate. The notes will be callable in approximately 8 years, and we could then prepay on the loan. He recommends borrowing in June/July with one note, but he is flexible. He says to look at what we can afford as a yearly payment, and we could lengthen the loan to 40 years. It is easier to sell on shorter period loan, but he recommends 40 years to make the payment as low as we can. Mr. Neyhart asked Ms. Shatzer how comfortable we are with the state public library funds and when is the worst we have seen it. The largest PLF drop was in 2009, but we have bounced back from that. Mr. Drushal feels 40 years may be too long. The library has not discounted refinancing our Dalton renovation debt, but it may be break even at this point with rising interest rates. An official statement will need to be done and we will be rated. The local community can purchase the bonds. At the next board meeting we can approve the not to exceed amount and length, but none of the financing decisions would be final until June/July. When we receive the bond money, we can invest it and pay for construction as the bills come in.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, February 21, 2022: Ms. Wenger moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed

Ms. Tracy-Bursley, the Children's Department manager gave a presentation on her department. Outreach programs started back this month providing story time at day cares and preschools. Some of the local day cares and preschools also come out to the library for story time. A staff member is assigned to each location so there is a connection with that facility. Storytime is done from toddler to preschool age. Staff is happy to be getting back to normal.

For our summer programs, the Wooster Friends is generously paying the fee for two days of the Streeter Amphitheater. Our larger audiences tend to be animal programs, so in using the Streeter Amphitheater, we will be able to accommodate more patrons. Since the programs will be held outside, we will not have to worry about the pandemic. Ms. Tracy-Bursley is very

thankful for the Wooster Friends for their support. The children's department is partnering with the schools to provide a school with library discarded materials. Sometimes, we receive borrowed materials back not in great shape, and the past few years we have accumulated 110 boxes of books, puppets, story aprons, etc. of these items. The department decided to focus on one school system/school each year which was Cornerstone this year. We sent these discarded items to the school and the teachers were able to take any items they wished. Ms. Tracy-Bursley was surprised to see all the materials were taken! She feels this is a great way to recycle these materials and the teachers appreciate it. She gave kudos to her staff as they have done a great job during these times. She also appreciates administration and board for their support of the staff. Mr Drushal asked if the department needs anything, and she says that they are good right now. We have enough staffing to provide the evening and outreach programs. We could us a refresh of the space though. Mr. Drushal says her work is very important and keep up the good work. Talking about outreach, Ms. Shatzer is looking at more collaboration with Apple Creek Historical Society and their volunteer library. We want to provide a rotating collection that will be at Apple Creek, but we will receive the circulation numbers. She is also working out the details to deliver holds to this location. We also may want to duplicate these services is other areas. We may be able to look for a grant for possible book lockers at Apple Creek or other areas.

Administrative Items: We had 3 resignations, 7 hires and 1 temporary adjustment of pay for the Assistant Circulation Manager to reflect the work she has been doing. Ms. Morris moved to approve the administrative items and Mr. Bailey seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee: Mr. Bailey distributed information on levy options. We currently have 2 levies which will expire in 1 and a half years. Ms. Underwood, the county auditor will be at the April Board meeting to provide additional information.

February 2022 Financial Report: Balance Sheet reveals a balance of \$5.63 million. Star Ohio interest rates are finally increasing. In the Statement of Cash Position, the general fund encumbrances are \$1.6 million with \$2.6 mil overall. February PLF was 10% above state estimates. Mr. Abramo moved to approve the February 2022 financial report, and Mr. Bailey seconded. Motion carried.

Resolution 5-2022 February 2022 Donations: Mr. Neyhart moved to accept the February donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 6-2022 February 2022 Memorial Donations: Ms. Pycraft moved to accept the February memorial donations and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report other than the information above.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 7-2022: Approving Amendment to the Architects Agreement for Schematic Design and Design Development Compensation: Mr. Bailey moved to approve the architect compensation for these 2 phases in the Rittman project, and Mr. Neyhart seconded. The motion passed by roll call.

CORRESPONDENCE: The Children's Department received cards from the siblings of a family who had some damaged books. The children raised money to pay for the books and sent handmade apology cards.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart made a motion to adjourn the meeting at 7:35 p.m., and Ms. Wenger seconded. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary