

Meeting of the Board of Trustees
Wayne County Public Library
Monday, April 18, 2022, 6:00 p.m., Shreve Library

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

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Christopher Bailey, Fiscal Officer; Hayley Tracy Bursley, Children's Department Manager; Donna Teece, Deputy Fiscal Officer; Hannah Bersee, Shreve Branch Manager; Jarra Underwood, Wayne County Auditor (for beginning of meeting)

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC:

Presentation from Jarra Underwood, Wayne County Auditor: Ms. Underwood provided a spreadsheet outlining our current levy and options for a new levy. She distributed schedule B with our levy, effective tax rate, how much the levy generates, and the expiration date. Options for our next levy are as follows: renewal, renewal with increase or replacement. She provided the costs to the homeowner for renewal vs. replacement. Several years ago, the State of Ohio made changes to rollbacks. If we would replace instead of renew the levy, the homestead rollbacks reimbursed by the state would expire. The loss of homestead rollbacks will add additional costs to the property owner of 12.5%. With a renewal, the rollbacks remain. We will have 3 chances to pass a levy before our current one expires at the end of 2023. The first one is the general election in November with the filing due to the board of elections by August.

The Rover and Nexus pipelines run through Wayne County. The pipeline companies made promises of providing tax funds to the county and the library receives a portion of it. Unfortunately, both pipeline companies are disputing the amount of taxes. The Tax Commissioner of the Public Utility division assess and monitor the taxes. Rover paid the full amount of taxes in 2018, but both pipeline companies are appealing the taxes for 2019, 2020 and 2021 and are asking for a 60% tax reduction. On our schedule B, the auditor is required to disclose the full value of taxes even though we are not receiving this amount. On the library's schedule B, we should be receiving \$458,000 from Rover and \$42,000 from Nexus; however, we only received \$180,000 and \$16,000 this year. In total, Rover is over \$47 million in the arrears. They are allowed to pay the reduction until the appeal is settled. The amount given to the library will change each year because this is a depreciating asset. Once we make our levy decision and everything is filed, the levy amounts are posted on the auditor's website and a homeowner can go to their property and check the cost of the levy. Mr. Drushal asked if there is any discussion from the State for removing homestead rollbacks for renewal levies? Ms. Underwood has not heard of any more changes to the homestead rollback. We could ask for a renewal with an increase to not lose the rollback on the renewal portion.

APPROVAL OF BOARD MINUTES:

Special Board Meeting, March 16, 2022: Mr. Abramo moved to approve the Special Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously

Regular Board Meeting, March 21, 2022: Mr. Bailey moved to approve the Regular Board meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Operations Committee Meeting, March 24, 2022: Ms. Pycraft moved to approve the Operations meeting minutes, and Mr. Abramo seconded. Motion carried.

Facilities Committee Meeting, March 29, 2022: Mr. Neyhart moved to approve the Facilities meeting minutes. Mr. Bailey seconded, and motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer introduced Hayley Tracy Bursley as the new Assistant Director to replace Susan Roberts who is retiring at the end of April. She also introduced Hannah Bersee, our Shreve branch manager. Ms. Bersee discussed her staff and what unique qualities each bring to the library. Her favorite activity is programming. An example she highlighted is making a mason bee habitat plus a flower seed give-away for Earth Day. Programs are loved by the patrons and are well attended.

Ms. Shatzer informed the Board she made some dress code exceptions by allowing modest nose piercings. When the personnel policies are updated in the fall, this will be addressed, and a change considered. We have a new program series called Timely Topics scheduled at Main Library. These topics may have some controversial conversations. Our patrons are glad that programming is back. "Dancing from the Inside Out" is a program that is very popular and sponsored by Ohio Arts Council.

Due to the change in delivery companies, there are delays for holds. It will take some time to get it going again. Orrville Public Library and WCPL have worked together to keep holds between the two libraries active.

Administrative Items: We had 2 resignations, 4 hires and 1 promotion. Ms. Morris moved to approve the administrative items and Mr. Bailey seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

March 2022 Financial Report: Mr. Chris Bailey thanked Ms. Underwood for her presentation. We have some decisions to make regarding the levy and will be scheduling a Finance Committee meeting soon to discuss options. The balance sheet reveals a \$7.1 million balance. Interest rates for Star Ohio are gradually increasing, from .36% to now .40%. Encumbrances are \$1.5 million in the general fund, overall, \$2.6 million. We received the first half real estate tax of \$1.44 million in the general fund and \$232,000 in the bond retirement fund. This is 53% of what we are expecting for the year which is right on track. March PLF is 16% above estimates, YTD is 12% above estimates. Per review of the end of 1st quarter WCCF statements, there was a market loss of approximately \$100,000 in the Liberty Street Library fund, leaving a current balance of approximately \$1.55 million. The Library System fund showed a loss of \$4,000 leaving a balance of \$58,600. Mr. Neyhart moved to approve the March 2022 financial report, and Mr. Bailey seconded. Motion carried.

Resolution 8-2022 March 2022 Donations: Wayne Savings donated \$1000 for the summer reading program. Ms. Pycraft moved to accept the March regular donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 9-2022 March 2022 Memorial Donations: Mr. Bailey moved to accept the March memorial donations and Mr. Abramo seconded. The motion passed by roll call.

Resolution 10-2022 Authorizing the Issuance of Notes (New Issuance): This resolution authorizes the maximum levels of time and amount in borrowing funds for Rittman and Main renovation. This will get the ball rolling for our construction financing and set up maximum levels for length, no more than 30 years and not to exceed \$8 million. It also authorizes us to hire bond counsel, Bricker and Eckler and the finance company, Baird in this resolution. Ms. Pycraft moved to approve authorizing issuance of notes, and Mr. Neyhart seconded. Motion passed by roll call.

Resolution 11-2022 Authorizing the Issuance of Notes (Refunding): Authorizes refinancing the Dalton loan if interest rates are favorable. Mr. Bailey moved to approve, and Mr. Abramo seconded. Motion passed by roll call.

Resolution 12-2022 Approving A Written Post-Issuance Compliance Policy: This is related to the financing of the building projects to keep us in compliance with security laws and adhering to all rules and regulations. Mr. Neyhart approved the resolution, and Ms. Morris seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer provided a project update of the Main library. Imhoff Construction had been waiting on materials and are now planning to start work on the south side of the library and the north side stone in May or June. The scope of the Main Library renovation project was discussed. The architect does not recommend expansion. He feels we can achieve our goals in our current footprint and financing this project will be expensive, especially with steel trusses and an additional HVAC system. Consensus of the committee is for no expansion. With delivery and facilities moving to Rittman, archival space can be moved to the Operation Center. Some collections are shrinking i.e., audio books; DVD's; magazines; newspapers, and may require smaller spaces. This will provide room for collaborative spaces, meeting spaces, study rooms and a café area that came out of the strategic plan wishes. Mr. Neyhart wants to build only if we needed it, especially with the cost of building increasing due to inflation. He likes the idea of a café area to bring in people. Mr. Bailey says we can make positive changes now that would last for another 20 years. Mr. Drushal mentioned we are sending some services to Rittman which will free up space and the expansion could happen later. Committee agreed with this change in scope.

Human Resources Committee: No report.

Operations Committee: Ms. Shatzer developed a Public Services and Administrative Policies manual to put existing and some new policies into one place. A couple of changes that happened during pandemic is no fees for hot spots or express movies; changes of loan length of time and loan threshold from \$25 to \$40 and Ms. Shatzer would like to continue with these changes. Mr. Bailey moved to approve the manual and policy additions and changes, and Mr. Neyhart seconded. Motion carried.

Rittman Ad Hoc Committee: No report except above resolutions. Architect will be here tomorrow.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

Resolution 13-2022: Approval of Exchange Agreement between Wayne County Public Library and the City of Rittman, Ohio: agreement with city for land swap: Mr. Bailey moved

to approve the exchange agreement, and Mr. Neyhart seconded. The motion passed unanimously by roll call.

Resolution 14-2022: Honoring Susan Roberts: Ms. Shatzer highlighted Susan Roberts 5 years of service at the Wayne County Public Library and the Board recognized her achievements and dedication with sincere appreciation and gratitude. Ms. Roberts thanked the Board, and she appreciates all their support, especially the last several years with the pandemic.

CORRESPONDENCE: None.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo made a motion to adjourn the meeting at 7:22 p.m., and Ms. Morris seconded. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary