

**Meeting of the Board of Trustees**  
**Wayne County Public Library**  
Monday, May 16, 2022, 6:00 p.m., West Salem Branch Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director;  
Christopher Bailey, Fiscal Officer; Donna Teece, Deputy Fiscal Officer; Debbie Starcher,  
West Salem Branch Manager

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, April 18, 2022: Ms. Morris moved to approve the Regular Board meeting minutes, and Ms. Pycraft seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee Meeting, May 12, 2022: Mr. Bailey moved to approve the Facilities meeting minutes, and Mr. Abramo seconded. Motion carried.

Finance and Audit Committee Meeting, May 12, 2022: Mr. Bailey moved to approve the Finance meeting minutes. Mr. Abramo seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Debbie Starcher, West Salem Branch Manager, gave a presentation about the West Salem Branch Library. Before COVID the library was run with the help of several volunteers, but now it is staffed with 3 employees and no volunteers. The branch is now open for the first time on Mondays. She reviewed West Salem's recent programming and noted this is pet month at the library.

Narrative report as distributed: Ms. Shatzer reports both projects are on schedule. She is currently working with the Administrative Team in developing objectives based on the Strategic Planning Report written by the State Library Consultant. This will also be helpful with the levy campaign. Ms. Pycraft noted the Montessori bookmobile stop was a great hit. Students were very excited. Ms. Shatzer noted for summer reading club, we will again have "Win a party on the bookmobile" which was wildly popular last year.

Administrative Items: Ms. Morris moved to approve the administrative items and Ms. Pycraft seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

April 2022 Financial Report: Mr. Bailey noted the Bank and Investment Statement at end of April was \$6.991 million. Star Ohio interest continues to increase, currently at .82%. Our general fund encumbrance is \$1.4 million, \$2.4 million overall. The PLF continues to be

above estimates with April at 21%. Mr. Abramo moved to approve the April 2022 financial report, and Mr. Bailey seconded. Motion carried.

Resolution 15-2022 April 2022 Donations: Ms. Pycraft moved to accept the April regular donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 16-2022 April 2022 Memorial Donations: Mr. Abramo moved to accept the April memorial donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 17-2022 Reduction in Change Funds: Mr. Bailey explained with the addition of credit cards and going fine free, we are able to reduce the amount of cash needed for Main Library's register change drawer. Ms. Morris approved the reduction in the change fund, and Ms. Pycraft seconded. The motion passed by roll call.

Finance Committee: The committee met to discuss the upcoming levy. The 5-year levy will go on the ballot in November and Mr. Bailey asked the Board to consider what levy amount to place on the ballot. He provided a 5-year forecast and reviewed 4 different levy scenarios: a renewal, renewal with .1 increase, renewal with .2 increase, or replacement. Renewal and renewal with .1 increase will not provide enough income for forecasted expenses, especially with the uncertainty of Rover and Nexus pipeline revenue. The renewal with .2 increase and replacement will meet our needs over the next 5 years. The renewal with .2 increase will bring in slightly more income than a replacement but will be at lower cost for the homeowner since the homestead exemption is still in place with renewals. The homestead exception is lost in a replacement levy. No action was taken at the finance committee meeting so the committee members would have time to consider the options. After some discussion, the Board concluded and Mr. Bailey made a motion to move forward with a renewal with a .2 increase and to invite Ms. Underwood, county auditor to the June meeting to pass the 2 required resolutions to get it on the November 2022 ballot. Ms. Morris seconded, and the motion passed unanimously.

Facilities Committee: Ms. Shatzer distributed outside renderings of the new Rittman building. Stairs were added at the front of the building along with a change to the arrangement/number of windows. There is a walkway that is ADA accessible for patrons who park in front of the building. Ms. Shatzer had an initial meeting with the landscape architect. Wrought iron fencing will encompass the large garden area with AstroTurf and amphitheater type seating for programming.

With changing the scope of the main renovation project by not expanding at the east side of Genealogy, Ms. Shatzer is working with Bogner and Imhoff Construction to repair masonry and replace the lower roof next to Genealogy. These repairs need to be completed before the inside renovations begin. Other changes include widening the Walnut St. parking lot exit since there have been several fender benders. We will lose one parking space and a tree. She showed renderings of the children's garden area and changes for the Children's Department with a moving the reference desk for better visibility, moving shelving, update tween area and adding interactive learning tables. We will move away from a bank of computers and increase the use of tablets. A sensory room will also be added for children and families to decompress.

In the circulation and lobby areas, we are considering a café area, moving some of the collections upstairs, moving a circulation wall to add a meeting room, more space and create a better flow. The book drops on the outside of the building will change to 2 different heights to accommodate different-sized vehicles.

On the 2<sup>nd</sup> floor, the north side will become meeting rooms. One room will have a movable wall. The current study rooms will be turned into programming storage. The Genealogy footprint will expand by moving a wall and capturing an area that was once part of AV. Shelving will also be moved for better flow. Access to the ceiling will be added. The

committee had already moved to approve lessening the scope of Main Library's renovation project. The Board adopted by motion and passed unanimously.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: As above in facilities committee minutes.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

CORRESPONDENCE: Thank you card from Susan Roberts for her retirement gift of personalized book ends.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo made a motion to adjourn the meeting, and Ms. Morris seconded at 6:34 p.m. The motion passed unanimously.

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Doug Drushal, President

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Francey Morris, Secretary