

Meeting of the Board of Trustees
Wayne County Public Library
Monday, May 20, 2024, 6:00 p.m., West Salem Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Debbie Starcher, West Salem Branch Manager; 4 guests

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: Mr. Doering, a member of the West Salem Friends of the Library, is glad to have a library in the community. He notes that keeping literacy alive in West Salem is a critical gift that WCPL is giving to the community. Ms. Starcher provides numerous programs and activities for West Salem. He suggested additional signage be available outside for advertising upcoming programs. Our library is supported by taxes, and taxpayers will notice the programming and notice the value of the library. He also suggested the library needs as many ambassadors as possible. One way is through reinstating community volunteers which will add a connection to the community and help spread the good word. Ms. Wenger appreciated the comments and support. She noted more signage may be beneficial. Mr. Bailey inquired about the other uses in the building. Ms. Starcher noted many nonprofit and educational programs are in this building. Ms. Pycraft thanked the guests for coming and appreciates their support and suggestions.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, April 15, 2024: Mr. Bailey moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee meeting, May 7, 2024: Ms. Morris moved to approve the Human Resource committee meeting minutes, and Ms. Wenger seconded. Motion carried.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer provided an update on the renovation project. Tile is being installed in the café; most of the downstairs carpeting has been laid except for a small area by the back entrance. Additional carpet squares had to be ordered for that area.

Furnishings delivery is on schedule. The back door entrance grates have been replaced and are no longer noisy. Once the study rooms are keyed, the library will have a soft rollout. Ms. Shatzer noted the expanded hours correction from 4 to 4 ½ hours.

Ms. Shatzer noted the eclipse programs were well received and the library staff were thankful for being able to attend the Public Library Association Conference in Columbus this year. A total of 15 staff were able to attend and staff came back with many ideas!

We received some sad news this past weekend. Retired employee, Christina Walton passed away. She had been employed at the library for 32 years with many of those years in the Genealogy Department. She was a frequent visitor to the library and will be deeply missed.

Ms. Shatzer shared thank you notes. One note in the shape of a tea pot, thanking the library for a tea party.

Ms. Starcher, West Salem manager, provided an update on the West Salem Library. She appreciated having the chance to go to the PLA conference and came back with some great ideas. She stated she has a wonderful staff of 3 part-time and 2 substitutes. She noted that a Paws-to-Read volunteer comes to the library monthly. Mr. Bailey asked if she has much communication with the school in the building. Ms. Starcher affirmed that she provides story times to the children, and they also visit the library on a weekly basis and attend programs. Head Start children also visit the library. The West Salem Library has strong connections in the building and community.

FISCAL OFFICER'S REPORT:

April 2024 Financial Report: Mr. Bailey reported that periodically we go out to market for bids on property, vehicle and liability insurance. Only three companies provided quotes, and Selective Insurance had the lowest bid. Insurance rates have increased 6% this year.

The ending balance on the balance sheet was \$8.1 million. Encumbrances are \$1.8 million in the general fund, with \$2.7 million overall. PLF continues to not meet expectations with the April PLF being approximately 9.3% below estimates. Year-to-date, PLF is 5.3% below estimates. It is concerning for our budget, and we will continue to watch closely. WCCF statements ending in March 2024 reveals a balance of \$1.7 million in Liberty St. endowment after a \$25,000 withdrawal for café equipment. System-wide endowment is \$63,000 and Rittman endowment is \$88,701. Mr. Drushal moved to accept the April 2024 financial report subject to audit, and Ms. Anderson seconded. Motion carried.

Resolution 15-2024 April 2024 Donations: Ms. Morris moved to accept the April donations and Ms. Wenger seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: Ms. Wenger reported that we have some proposed personnel policy revisions. One is to expand the Main Library hours by opening 1/2-hour earlier on weekdays and expand Saturday hours to stay open until 3:00 p.m. It will fall in line with the Joyful Café opening at 9 a.m., and aids staff who work on Saturday from having to make up hours during the week. Since Saturday staff may have some limitations in leaving the building, Ms. Shatzer is proposing a paid staff lunch break. This paid lunch would also include Sunday for any staff working on a special event. Another change is removing the word "active" from responsibilities in the policy. These items were passed in committee and motion carried.

FLSA Changes for Exempt Staff: Ms. Wenger reported the current exempt salary set by the Department of Labor is at \$35,568 and will increase to \$43,888 on July 1, 2024. On January 1, 2025, the minimum salary will bump up to \$58,656. The January 1st threshold will probably be challenged and possibly changed, so we will have some time to make decisions before January. Many of our exempt staff do not meet the January 1st threshold. In committee, they went into executive session to discuss compensation of employees due to the DOL changes and came out of the session to approve pay adjustments for two employees to bring them up to the new July 1st salary level. This adjustment will start in the pay period of June 23, 2024. These salary

adjustments were passed in committee. Ms. Pycraft called for a motion to approve these adjustments from the committee, and the Personnel Agenda for May 2024, as attached, and motion passed unanimously.

Resolution 16-2024 Authorizing Change in Deputy Fiscal Officer's salary: Mr. Bailey explained the Deputy Fiscal Officer was affected by the DOL changes; a resolution is needed for the change in salary from \$43,206 to 43,888. Mr. Bailey moved to approve the pay adjustment and Ms. Anderson seconded. The motion passed by roll call.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

License Agreement with DKG Properties: This agreement is with Gant Realty. We have incorporated some of his yard space into the outdoor reading garden at his request. It will provide extra security for him with the property gated. We had already been maintaining his small lawn. Mr. Gant had some mature plantings in this area and asked us if we would like to update the area to match the rest of the outdoor garden. The updates were done, and the area is now cohesive. We wanted to have a written agreement for the future. We have a very good relationship with Mr. Gant since the library was built. Ms. Wenger approved the agreement and Ms. Morris seconded. Motion carried.

Expanded Library Hours at Main: Ms. Shatzer noted the change of hours will bring us back to prepandemic levels for Saturday hours and pre-2009 levels for 9 a.m. opening. This can be done without increasing staff hours. Ms. Anderson moved to approve expanded hours, and Mr. Bailey seconded. Motion passed unanimously.

Ms. Shatzer reported that this was Mr. Neyhart 's last meeting. Ms. Shatzer asked him to attend the June board meeting in Rittman to properly send him off and recognize him.

COMMENTS FROM THE PUBLIC: Mr. Bailey and Ms. Pycraft thanked the public for attending and support.

ADJOURNMENT: Mr. Drushal moved to adjourn, and Ms. Morris seconded. The meeting ended at 6:36 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary