

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

Monday, August 19, 2024, 6:00 p.m., Doylestown Library

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Beth Brawley, Doylestown Branch Manager

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, July 15, 2024: Mr. Drushal moved to approve the Regular Board meeting minutes, and Ms. Buchwalter seconded. The motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Finance and Audit Committee meeting, July 15, 2024: Ms. Wenger moved to approve the Finance and Audit committee meeting minutes, and Mr. Drushal seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Beth Brawley, Doylestown Branch Manager, provided a slide show of happenings at the Doylestown Library in the past year. Programs are very popular. Some of the most popular are the Lego club, make-it-take it crafts, adult craft programs, scavenger hunts, book clubs, and bingo. Other programs throughout the year were back-to-school, Olympics, Bluey (over 100 participants!), Star Wars, and Halloween. The Doylestown Friends group is very active and has been providing numerous funding requests for programs and a new updated cricut machine. The library also provides programming in the community such as story time at the schools, safety village, reading under the lights and Rogue Hollow festival. Ms. Brawley praised her staff and gave insight into their unique talents.

Narrative report as distributed: In statistics, public meeting room use is low, but we look forward to that number rising tremendously as the new study rooms are very popular. The Joyful Café's soft opening is hopefully in late September with a ribbon cutting in October. Summer reading club was a success with lots of hours read by participants. We had high numbers of children who finished. The Hybrid bookmobile wrap was installed and was in the 175th Wayne County Fair parade on Saturday. The Everbrite in the Children's department has been installed and Ms. Shatzer invited the Board to try it out. "Library of Things" circulation continues to increase and word in getting out. The makerspace position, which has been difficult to find the right person, has finally been filled. Mr. Romich is donating makerspace equipment, and he has volunteered to work with the new employee.

In correspondence, Ms. Starcher at West Salem Library received a thank you note from Northwestern Elementary School for Reading Under the Lights participation.

Administrative Items: Human Resource Coordinator has been very busy this month with 8 openings at one time. We had 2 resignations, and 10 new hires. Ms. Buchwalter noted we seem to be getting some good applicants for the open positions. Ms. Wenger moved to approve the administrative items, and Mr. Drushal seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

July 2024 Financial Report: End of the month balance is \$6.6 million, and CD rates continue to be strong. General encumbrance is \$1.2 million with 1.375 overall. July PLF, unfortunately, came in at 2.1% below original estimates. Y-T-D, revenue is at 56% with expenses at 52%. In the vehicle replacement fund, we spent \$29,285 for the new Mazda SUV, and in the Main Renovation project, we made a \$164,000 payment. Ms. Anderson moved to accept the July 2024 financial report subject to audit, and Ms. Buchwalter seconded. Motion carried.

Resolution 21-2024 July Donations: Mr. Drushal moved to accept the July donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 22-2024 July Memorial Donations: Ms. Wenger moved to accept the July memorial donations and Ms. Anderson seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: Mr. Bill Bailey noted the committee met before this meeting and discussed 3 items: fixing the vent condensation issue on the ductwork at Rittman Library; furnishing quotes for the main renovation project; and withdrawing an additional \$25,000 from our funds at the Wayne County Foundation for café equipment such as blenders, pos system, and rolling coffee cart. We would then own all the café equipment. The committee approved all three items in committee. Motion carried.

Human Resources Committee: No report.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 23-2024 – Authorizing and withdrawing \$25,000 for Liberty St. Endowment Fund: Mr. Chris Bailey stated this is for the Joyful Café remaining equipment. Mr. Drushal moved to authorize the withdrawal of funds from WCCF, and Ms. Buchwalter seconded. The motion passed unanimously.

Resolution 24-2024 – Approving Additional Cost for Furniture and Equipment – Not to exceed \$175,000 (Main Library Renovation): This is for the next phase of furnishings from Library Design as well as task chairs from Indoff. Ms. Buchwalter moved to approve expenditure, and Ms. Wenger seconded. Motion carried.

Resolution 25-2024: Additional Appropriations (Fund 410): Mr. Chris Bailey explained that we need some appropriations in Fund 410. We have funds in 410, but currently, we do not have enough in appropriations. Mr. Drushal moved to approve additional appropriations, and Ms. Anderson seconded. Motion carried.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: We reached the end of the agenda and Mr. Bailey declared it adjourned. The meeting ended at 6:34 p.m.

Bill Bailey, Secretary