

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

Monday, September 18, 2023, 6:00 p.m., Meeting Room, Dalton Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Teresa Jager, Dalton Branch Manager; Donna Teece, Deputy Fiscal Officer

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, August 21, 2023: Mr. Neyhart moved to approve the Regular Board meeting minutes, and Mr. Drushal seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Ms. Jager, Dalton Branch Manager, reported Lehman Hardware has been gracious and generous with the garden program and will be providing prizes for the adult reading club this summer. They also provide popcorn for movie days. Lincway Art Studio is collaborating with the Dalton Library for a story time event by providing ceramics to paint. Dalton Friends' group have provided some new toys for the children's area. They will also be providing funds for an upcoming program.

Narrative report as distributed: Ms. Shatzer provided an update on building projects. Next week is the punch list for the Rittman Library. The facilities department is moving to Rittman this week. Library Design will soon have a date for Rittman's furniture delivery, but it will probably be in the second half of November. With the delay in opening the new Rittman Branch, the Mayor is grateful for the additional time to complete the stained-glass art. Ms. Shatzer is waiting for a quote from Lettergraphics for the donation plaque and individual plaques.

For the Main Library renovation, shelving and tables have been moved from the north end of the second floor and construction has begun in this area. Next week, construction will begin in the A/V area and Genealogy. The Grant Street entrance will soon be closed for the widening of the entrance. The library met with Library Design, and they are a great resource for furnishings/shelving for this project and understands our needs. Ms. Shatzer noted that some library materials have been relocated and signage was provided to help patrons.

One of the library vans was in an accident but luckily no staff were injured. However, the van was a total loss. We are looking at options: replacing the vehicle with maybe an SUV or other vehicle staff may be more at ease in driving, or possibly not replacing it and pay mileage instead.

Ms. Shatzer noted Ms. Tracy-Bursley provided an overview of the summer reading club participation numbers and staff comments in the director's report. Participation was very high this year.

The author, Jan Brett will be here November 29<sup>th</sup>.

Administrative items: There was 1 resignation, 2 promotions and 1 new hire. Jayson Schlechty has been hired as the circulation manager. He is coming to us from Mansfield Library and has quite a bit of experience in libraries as well as an MLIS degree. Ms. Wenger moved to approve the administrative items and Ms. Morris seconded. Motion carried.

Mr. Neyhart inquired why the Wi-Fi sessions statistics have decreased by 50%. Ms. Shatzer noticed all the libraries' Wi-Fi usage was reduced and has asked our Technology Coordinator to check into it.

FISCAL OFFICER'S REPORT:

August 2023 Financial Report: Mr. Bailey reported the Balance Sheet's ending balance is \$12 million. In the Statement of Cash Position, general fund encumbrance is \$1 million with \$5 million overall. August's PLF came in 1.8% under the Department of Taxation's December estimates, but still up by 2.3% for the year. Real estate revenue is complete for the year came in at \$314,000 short. Total real estate revenue collected came in at 88% of estimated, which was expected due to the reduced revenue of the pipelines. The pipelines are only paying 50% of what of what they owe until the appeals are completed. Mr. Bailey feels with the increase in this year's expected PLF and higher interest rates that we are in good shape. YTD revenues are at 79% with expenses at 62%. Mr. Bailey noted the Liberty Street debt will end in 2025, a little over 2 years. In fund 450, a payment was made for Rittman construction for \$708,551. Mr. Bailey moved to accept the August 2023 financial report subject to audit, and Mr. Drushal seconded. Motion carried.

Resolution 33-2023 August 2023 Donations: Ms. Morris moved to accept the August donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 34-2023 Change Order #5 for Rittman Construction: There are 5 bulletins in this change order: additional plumbing valves; add Knox box; landscape modifications, modify circulation desk; and add wood trim to accent wall for a total of \$20,472.00. The change order is still under the contingency amount, so the GMP is unaffected. Mr. Neyhart moved to approve the change order, and Mr. Drushal seconded. Motion passed by roll call.

Resolution 35-2023 Accepting Amounts and Rates: Ms. Pycraft moved to accept amounts and rates, and Ms. Morris seconded. Motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

Ms. Shatzer is verifying names and addresses and will send them to the Wayne County Community Foundation within the next several weeks.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Creston Branch Preliminary parking Lot Expansion Results: Bogner Construction conducted a preliminary study of the feasibility of expanding the parking lot and found it would be an expensive endeavor and would only add 4 additional parking spaces. We are restricted by Creston's zoning requirements, underground utilities, adding French drains for water collection, and would still need a variance for property lines. We have inquired in the past if the hair salon would be willing to sell her property, and she was not interested. Mr. Drushal requested us to check if other nearby properties would be interested in selling, including the backyard area of the hair salon.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn the meeting at 6:32 p.m. and Ms. Wenger seconded. The motion passed unanimously.

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Peter Abramo, President

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Francey Morris, Secretary