

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

Monday, November 15, 2021, 6:00 p.m., Conference Room, Wooster Library

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

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Morgan Smith, Fiscal Office Assistant; Leslie Davenport, Circulation Manager

CALL TO ORDER: Mr. Abramo called the meeting to order at 5:57 p.m.

COMMENTS FROM THE PUBLIC: There were none.

CIRCULATION MANAGER-MAIN BRANCH REPORT:

Leslie Davenport shared information about daily responsibilities of the circulation staff and changes since she last spoke to the Board Members:

- In 2019, there were 23 staff members and currently there are 20, but it is working out.
- Receipt printers have saved a lot of time and are more legible than handwritten slips. The receipt printers have also allowed staff working the drive-up window to be able to process holds in between serving patrons at the window.
- Drive-up window has been busier since distributing COVID-19 test kits.
- Staff has been very flexible over the last 18 months or so.
- Conference rooms are being used again.
- School deliveries have begun again. Green and Montessori schools are visited 1 day per week. Wooster City Schools are visited 3 times a week. Triway is not included in school deliveries at this time.
- Much excitement about the lockers from patrons and staff. Managers to be trained on lockers on November 16, 2021.
- State delivery to the library is now going really well. Transit times have been decreased.
- In the past there were 3 employees in the delivery room. Because of COVID restrictions, there are now 2 employees working in the delivery room. With 2 employees, we are able to unpack deliveries on the same day.
- We've passed out 13,206 COVID tests to date. Patrons have been very grateful for this service.
- Home Delivery Service has resumed. In the past, it was heavily dependent on volunteers, but is now completed by staff members. Deliveries are completed with no contact.
- Books are no longer being quarantined due to COVID restrictions.
- Assisting with used book/DVD sales for the Friends group in an area near the circulation desk. Staff and Friends' volunteers put out new books for sale.
- Help with the State talking book program for blind users, voter registration and Golden Buckeye cards.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, October 18, 2021: Mr. Neyhart moved to approve the Regular Board meeting, and Ms. Morris seconded. The motion passed unanimously.

Special Board Meeting, October 25, 2021: Ms. Wenger moved to approve the Regular Board meeting, and Mr. Bailey seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed. The Strategic Plan surveys have been completed. We are waiting for the full report but have been told there were over 1,100 responses. Staff focus groups will most likely be done by email or an online survey (through SurveyMonkey or the like). Recommended to have Board focus groups meeting in-person or video conference. However, if all the Board is present, would have to be open to public based on Sunshine Laws. Also suggested having the Board focus group before or after a regular Board meeting since members would already be present. Mr. Neyhart suggested the Board focus group take place sometime in January either at a regular Board meeting or a special session. Bill Bailey has been reappointed to the Board by the judges. This Thursday, (November 18, 2021) interviewing with top 3 firms for Construction Management at Risk. Proposals are due by November 16th by noon. Chris will forward interview questions to committee before Thursday's interviews. We have increased in-person programming in the branches with pretty good turnouts.

Administrative Items: Personnel report: 2 resignations and 2 new hires. Ms. Morris moved to approve the Administrative items and Mr. Neyhart seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee: October 2021 Financial Report: On the Balance sheet, balance was 6.8 million dollars. We have a couple of CDs, Federal Farm Credit Bank securities and almost \$5 million Star Ohio. Statement of Cash Position-Revenues YTD 6.2 million and Expenses YTD at 4.2 million, unexpended balance is around 2 million higher than when we started. Current encumbrance report- about \$592,000 on the General Fund, \$828,000 overall which includes the \$115,000 in Covid relief funds which is being used for the lockers which will be paid later this month. October Income statement-MTD actual- PLF was \$289,000, which was 14% higher than Dept. of Taxation estimated. YTD 12.8% above estimates. We've collected about 94% of the PLF money, but we still have 2 large months to go. MTD, \$116,000 from 2nd half installment of the Homestead Rollback from the State. Real Estate and Homestead Rollback line items probably will not increase anymore, we've collected 87% and 86% of those amounts mainly because of Rover and Nexus Pipeline appeals. YTD, 89% of our revenues, 62% expenses but will make the transfers, if approved tonight, to November's statements and bring us to 70% of expenses through October. For the coronavirus relief fund, the \$115,399 encumbered will be paid out for the lockers. On page 2 of the Income statement, the Debt Service Fund, we will make our large debt of \$418,000 payment next month for the principal and interest payments to refund the bonds to the Main Library. Normal activity in the other funds. PLF, Building and Repairs and Capital Funds, mostly interest and donations going in and not many expenses coming out. Financial summary report- 6.8 million is where we stand, as of now, revenues for PLF and Real Estate taxes equal 49% of each. Taxes are done, but still more PLF to come in, bringing us to about 55% and 45% of each. Payroll is about 61% of our expenses. WCCF 3rd quarter reports- The balance of the Liberty St. Permanent Endowment Fund was \$1.577 million, lost about \$20,000. The Wayne County Library System Permanent Endowment Fund balance is just under \$60,000 and lost about \$700.

October 2021 Financial Report:

Mr. Bailey moved to approve the October financial report, and Ms. Wenger seconded. Motion carried.

Resolution 28-2021 October Regular Donations: We received an additional \$100 in honor of K. William Bailey to the Endowment Fund. Wooster Friends gave \$150.00 towards program supplies for the Fair, not the \$100.00 on the report. This is will updated. Mr. Neyhart moved to accept the October regular donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 29-2021 October Memorial Donations: \$100.00 Library Endowment donation in memory of Katherine Long and \$100.00 donation to Children's Main Branch in memory of R. Victor Dix from PNC Bank. Ms. Morris moved to accept the October memorial donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 30-2021 Transfers: 2021 transfers approved in December 2020 as part of the budget. Usually these are approved in January or February, but because of COVID and the uncertainties with the PLF money, we thought we'd wait until later in the year to see how things are going. Now that the PLF money is coming in as expected, I feel we should make the 2021 carry over balance from the general fund. Next month, after the 2022 budget is approved, we will make a few more transfers, most likely in January or February 2022. Mr. Bailey moved to accept transfers and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: did not meet

Human Resources Committee: Met last Friday, November 12, 2021

1. COVID Vaccination Policy: Mr. Neyhart made the motion to approve and was also approved in committee. Motion carried.
2. Year-End Staff Bonuses of \$1,000 for full-time employees and \$500 for part-time employees with lesser amounts for new employees hired during 2021: Mr. Bailey made the motion to approve and was also approved in committee. Motion carried.
 - Jennifer and Chris to have evaluations submitted two weeks before December Meeting so committee can review before the meeting. During December meeting, committee will go into an executive session to discuss.

Operations Committee: did not meet

Rittman Ad Hoc Committee: did not meet

UNFINISHED BUSINESS: none

NEW BUSINESS:

1. Liquor Permit Request by Local Roots. Ms. Wenger made the motion to take no action. Ms. Morris seconded the motion. Motion carried.
2. 2022 Scheduled Closings. Ms. Wenger made a motion to approve closings as presented. Ms. Morris seconded. Motion carried.

CORRESPONDENCE: Marcy Campbell, author of Something Good, sent a thank you card for hosting her book release. Jennifer also shared pictures of artwork completed in the Children's Dept during her book release. The artwork has been gifted to the Wayne Center

for the Arts.

Ms. Wenger mentioned a patron gave a verbal thank you for the library. She was appreciative for learning to crochet at the Main library.

Mr. Bailey also mentioned he received a verbal thank you about Shreve library. He mentioned that the patron's mother visits weekly and mentioned how nice the staff is there.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart made motion to adjourn. Ms. Morris seconded. Meeting adjourned at 6:42 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary