

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

Tuesday, October 3, 2017, 5:30 p.m., Operations Center

CALL TO ORDER: Mr. Cochrell called the meeting to order at 5:31 p.m.

ROLL CALL: Present: Ross Cochrell; Dr. Charles Brown; Doug Drushal; Francey Morris; Sandy Wenger

Excused: Bill Bailey, Peter Abramo

Also Present: Jennifer Shatzer, Director; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resources; Katherine Long, Fiscal Officer; Donna Teece, Fiscal Office Assistant

FACILITIES:

Ms. Shatzer updated the Board on the status of the Main Library. She is waiting for the final report from CRI. They are currently performing tests for possible mold on the roof.

The water damage in the door of the bookmobile, while it was away, has been found to be a defect in the wood. Ms. Shatzer noted they did not find any water damage behind the wood, so it will be resolved by replacing the wood. However, they did find rust in the front door. It appears the door was missed when rustproofing. Ms. Shatzer distributed pictures depicting the rust. She will forward them to the county prosecutor's office. Also, Matthews sent the wrong graphics to be installed on the Bookmobile, and will be sending the correct one to be installed. Ms. Shatzer noted Matthews will be paying for all the work that has been done so far on the Bookmobile.

APPROVE UPDATED PERSONNEL POLICIES:

Ms. Buchwalter distributed the proposed Personnel Policies. She reviewed the process and noted that it took approximately six months to get to this point. Ms. Buchwalter started with some draft work; managers were involved with suggestions and reviewing; the Human Resource Committee reviewed the manual in sections and made suggestions; and finally the labor attorney from Clemans-Nelson, reviewed and made suggestions. Ms. Buchwalter did a complete rewrite of the manual to incorporate new labor laws, and give the manual a consistent style. This policy manual is a living document and can be changed as needed, and approved by the Board. Ms. Buchwalter wants it to be reviewed in its entirety periodically.

The labor attorney made several suggestions including confidentiality, limiting bereavement, updating dependent clauses, use of recording devices, refining Ohio laws for military service, and updating language on drug testing.

Ms. Buchwalter stated the attorney also suggested changes for employee hiring. Per Ohio Revised Code, the Board is responsible for hiring new personnel and setting compensation for all staff. This is not workable since the Board only meets once per month. Ms. Buchwalter asked the Board to adopt a resolution to allow the Director to make a contingent offer for hire, and the Board will confirm at the Board meeting. The attorney also feels that termination should be acknowledged and affirmed by the Board. Ms. Buchwalter states the law is silent on this. The attorney says it is implied. Since the

Board hires, they have the responsible to fire. Ms. Buchwalter recommended that we follow the labor attorney's advice on termination.

The labor attorney also wants us to remove Christmas Eve from the approved holiday schedule, since it is not a statutory holiday. He suggested that we can close that day per Board approval, but not as a paid holiday. Ms. Buchwalter advised that a personal day be given to exempt and full-time non-exempt employees between December 15 and December 30, and remove the Christmas Eve holiday. Ms. Shatzer commented that this will also aid with scheduling around the holidays. Mr. Drushal was concerned with employees not getting paid for a day we are closed. Ms. Shatzer noted they can use this personal day, or their schedule can be adjusted to working another day.

Ms. Buchwalter asked the Board for approval of the Personnel Policy Manual as a working document, as well as resolution for the Director to act as a contingent hiring agent; and the addition of a personal day.

Resolution #30-2017 - Authorize Director to act as agent of the Board:

Mr. Drushal approved the resolution, and Ms. Wenger seconded. Motion was passed by roll call.

Resolution #31-2017 - Approval of Personnel Policies:

Ms. Wenger moved to accept the Personnel Policies, and Ms. Morris seconded. Motion was passed by roll call.

Resolution #32-2017 - Paid Leave:

The Board approved an additional paid leave for all exempt and full-time non-exempt staff of one day or eight hours of additional paid leave to be taken between December 15th and December 31st of the current year. Dr. Brown moved to approve the Resolution and Mr. Drushal seconded. Motion passed unanimously by roll call.

ADJOURNMENT:

Ms. Wenger moved for adjournment at 6:03 p.m.

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Ross Cochrell, President

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Francey Morris, Secretary