

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

Monday, December 21, 2020 at 6:00 p.m., Zoom Meeting

CALL TO ORDER: President Bailey called the meeting to order at 6:07 p.m.

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

Absent: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting November 16, 2020– Ms. Wenger moved to approve the Regular Board meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee Meeting, December 9, 2020 and Finance and Audit Committee Meeting, December 17, 2020 – Mr. Drushal moved to approve both committee minutes, and Mr. Abramo seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

The Montessori School is interested in a once per week delivery service, and Leslie Davenport is working with their administration on setting it up.

The library purchased bottle filling stations and door openers (hands-free) for the restrooms using the Cares Act Grant.

General Wooster statue is coming on Wednesday. Jason Anderson has reached out to all the media outlets. Dedication for the statue will be later in 2021.

This year is the 80th anniversary of the Bookmobile. Ms. Roberts worked with the graphic artist to design library card holders to distribute to bookmobile patrons.

Patrons have been requesting take it/make it kits and we have made them available at the libraries. A young patron sent us a picture via Facebook messenger of her take it/make it gingerbread house.

Ms. Shatzer shared some postcards from the Postcard Pals program.

The employee service awards poster was shared with Board members.

Administrative Items: None this month.

COMMITTEE REPORTS:

Finance Committee:

November 2020 Financial Report. Mr. Chris Bailey gave the November report. Encumbrance in the general fund is \$433,000.00. The November Public Library Funds was 3.5% higher than pre-pandemic estimate. We just received our December PLF and it met the pre-pandemic estimate. Year-to-date, the PLF is only 1.1 percent less than pre-pandemic estimates. Expenses year-to-date is at 71%. Mr. Drushal moved to approve the November Financial Reports, and Ms. Morris seconded. The motion passed unanimously.

Resolution # 34-2020- November Regular Donations: Ms. Morris moved to accept the Regular Donations, and Mr. Abramo seconded. The motion passed by roll call.

Resolution #35-2020-Additional Appropriations – Moving funds at the object level in Fund 201 from supplies and contract services to capital outlay. Mr. Drushal moved to approve additional appropriations in Fund 201, and Mr. Abramo seconded. The motion passed by roll call.

Resolution #36-2020-Permanent Appropriations (2021 Budget) – Mr. Chris Bailey reviewed the proposed 2021 revenue and expense budget. Mr. Bailey wants to remain conservative for the 2021 budget due to reduced revenue plus the state will pass their biennial budget in July and our PLF percentage, by law, will be reduced to 1.66% and may be voted in even lower. We will maintain personnel at current staffing level for first part of year and some positions will be reintroduced in the second half. Even with the additional staff in the second half of the year, we still are not be staffed at pre-pandemic levels. The supply budget was reduced, and the materials budget was partially reallocated from physical materials to non-print materials such as eMedia and databases.

After maintaining the 120 days of expenses in the General Fund, we will have \$500,000.00 that can be transferred to capital funds for future use. Mr. Bailey recommended transferring \$150,000 to the Technology Fund, \$15,000 to the Rittman Fund, \$150,000 to the Building and Repair Fund, and \$185,000 to the Vehicle Replacement Fund.

Mr. Bailey reviewed capital expenditures for 2021 budget.

The 2021 Permanent Appropriations of \$6,973 million, proposed fund transfers and capital expenditures was approved by committee and moved by Mr. Drushal and seconded by Ms. Pycraft. The permanent appropriations were passed by roll call.

Facilities Committee: No report.

Rittman Ad-Hoc: No report; however, after reviewing the budget, Mr. Drushal feels comfortable proceeding with the Rittman project.

Operations Committee: No report.

Library Records Commission: Met before the board meeting.

Human Resources: Ms. Wenger reported the committee went into executive session to discuss staff wages. Ms. Shatzer recommended a 3% raise for staff in year 2021. Ms. Wenger moved to approve compensating staff with a 3% increase for 2021, and Ms. Morris seconded. Motion passed unanimously.

The second item discussed was the Director and Fiscal Officer's evaluations. She gave a highlight of Mr. Bailey's evaluation. The committee recommended a \$3,500 bonus for his work during these pandemic times. Ms. Morris approved the bonus and Mr. Drushal seconded. Motion passed unanimously.

Ms. Wenger reviewed Ms. Shatzer's evaluation. Ms. Wenger stated Ms. Shatzer exceeded expectations this year- a year like no other and the committee recommended a \$5,000 bonus. Ms. Morris moved to approve the bonus and Mr. Abramo seconded. Motion passed unanimously.

The director and fiscal officer will receive a 3% increase for 2021. Ms. Morris approved the increase. Mr. Abramo seconded, and the motion passed unanimously.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Contract with Montessori School of Wooster: Ms. Shatzer is seeking approval to contract with Montessori School for delivery of library materials for students, parents, and faculty. This is a little different than we have done in the past with parents and faculty being able to pick up their materials at the school. Mr. Drushal moved to approve contract with school and Ms. Morris seconded. Motion passed unanimously.

2021 Scheduled Board Meetings: Zoom meetings can now be extended to July. Optimistically, Ms. Shatzer proposed zoom meetings first month and "to be determined" for the meeting place the next 2 months, then hopefully, resume our schedule to the branches. Ms. Wenger moved to approve the schedule and Mr. Abramo seconded. The motion passed unanimously.

2021 Scheduled Closings: Ms. Shatzer reviewed closings. 4th July is on Sunday; therefore, we will observe it on Monday, July 5, 2021. Mr. Drushal moved to accept 2021 scheduled closings and Ms. Pycraft seconded. Motion passed unanimously.

Slate of officers: Nomination committee met. Nomination are:

President: Doug Drushal
Vice President: Peter Abramo
Secretary: Francey Morris

Ms. Shatzer has a proposed committee assignment draft and will send it to the board members for their review.

CORRESPONDENCE: Many staff cards thanking the Board for year-of-end bonuses and support during the pandemic. Mr. Bill Bailey expressed his appreciation of the board members' service during his time as president.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 7:06 p.m.

K. William Bailey, President

Francey Morris, Secretary