

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

Monday, May 20, 2019, 6:00 P.M., West Salem Branch Library

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:03 p.m.

ROLL CALL: Present: Bill Bailey, Peter Abramo, Francey Morris, Pat Neyhart

Excused: Doug Drushal, Ross Cochrell, Sandy Wenger

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Chris Bailey; Debbie Starcher, Branch Manager

COMMENTS FROM THE PUBLIC: Debbie Starcher, West Salem Branch Manager, spoke about the great volunteer support the library receives from the community. In addition to herself, there are two part-time staff. A program last month about Teddy Roosevelt was very well attended. The branch also had a pie making program for PI Day in March.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – April 15, 2019: Mr. Neyhart moved to approve the April 15, 2019 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee – April 12, 2019: Motion by Mr. Abramo, seconded by Mr. Neyhart to accept the minutes as presented. Motion passed unanimously.

Facilities Committee – May 2, 2019: Motion by Mr. Neyhart, seconded by Mr. Abramo to accept the minutes as presented. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative Report: Ms. Shatzer spoke about several of the items from her written report including: two safety awards received recently from the Chamber of Commerce; recent training for all managers and "in charge" staff at the Main Library on mental health first aide; and summer lunch programs at Main and Doylestown.

Administrative Items: Ms. Shatzer noted the personnel agenda includes one resignation, two new hires, and one staff with expanded duties. Motion by Ms. Morris, seconded by Mr. Abramo to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. April 2019 Balance Sheet – by Total Library:

Ms. Long commented that the reason for the higher than normal cash balance is due to the first half property tax revenue which was received in March and has not yet been spent. Total cash and investments at April 30, 2019 were \$4,546,905.11.

2. April 2019 Income Statement:

Ms. Long mentioned that our state tax revenue is in line with budget through four months. However, the May payment is 20% higher than the State had estimated. She also commented that per the Ohio Library Council, the new budget passed the House at 1.68% funding for libraries and will be going to the Senate. Ms. Long reported that total revenues year-to-date in the general fund were \$2,383,753.51, which is 40% of the budget, and total expenditures in the general fund were \$1,802,036.08, which is 29% of the budget.

a. Total encumbrances at April 30, 2019 were as follows:

1. General Fund	\$ 1,323,723.37
2. Building & Repair	\$ 9,465.00
3. Rittman	\$ 8,312.62
4. Technology	\$ 11,971.92
5. Donation	\$ 5,924.71
6. Brian Beery	\$ 35.20
TOTAL:	\$ 1,359,432.82

Mr. Neyhart motioned to approve the Balance Sheet and Income Statement. Ms. Morris seconded, and the motion passed unanimously.

3. April 2019 Payroll and Accounts Payable

Total checks in April were \$268,010.25. Bond and interest on Dalton were \$8,400.83. Payroll expense for the month was \$136,940.66.

Motion by Mr. Abramo and Ms. Morris seconded to approve April 2019 Payroll and Accounts Payable. Motion passed unanimously.

4. Resolutions:

- a. 11-2019 April 2019 Regular Donations: Motion by Ms. Morris and seconded by Mr. Neyhart to approve the resolution. Resolution passed by roll call.
- b. 12-2019 April Memorial Donations: Motion by Ms. Morris and seconded by Mr. Neyhart to approve the resolution. Resolution passed by roll call.
- c. 13-2019 Additional Appropriations: Ms. Long noted that these funds are needed due to the two months of overlap with herself and the new Fiscal Officer. Motion by Mr. Neyhart and seconded by Mr. Abramo to approve the resolution. Resolution passed by roll call.

5. Ms. Long gave the Board a demo of the new Blackbaud Financial Edge NXT software that is a web-based version.

B. Facilities Committee: Ms. Shatzer noted that a proposal was received recently from BSHM Architects for the Main Branch feasibility study and she will provide it to the committee.

C. Human Resources Committee: None

D. Operations Committee: None

E. Rittman Ad Hoc Committee: Ms. Shatzer reported that IAP received a purchase order from the City of Rittman. The committee is scheduled to meet on June 4 and Sally Patton from the Wayne County Community Foundation will speak about fund-raising. Bill Robertson, the Mayor of Rittman, will be invited too.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Membership in Kiwanis for Hayley Tracy-Bursley: \$200 for balance of 2019; \$480 per year for future years. Mr. Bailey mentioned that Hayley is the new Children's Manager and she was formerly a member of the Ashland Kiwanis and would like to transfer her membership to Wooster. Motion by Mr. Neyhart, seconded by Ms. Morris to approve membership for Hayley. Motion Passed. Mr. Bailey abstained due to his involvement as a member of Kiwanis.
2. Meeting Room Policy: Ms. Shatzer reviewed the revised policy, which was recently reviewed by the Wayne County Prosecutor's Office, and highlighted changes recommended by that office. She also noted that the application forms will need updates as well. Mr. Neyhart asked about the impetus for updating the policy. Ms. Shatzer explained that there was a need for clarification to help staff determine appropriate use of the meeting rooms. Motion by Mr. Abramo and seconded by Ms. Morris to approve the policy as presented. Motion passed unanimously.

CORRESPONDENCE: Ms. Shatzer shared several thank you notes, including: story time participants at Shreve; the Ohio Library Council for our willingness to pay a portion of our staff's dues to their organization; the College of Wooster for Susan Roberts' assistance with a program; Rittman Schools for Reading Under the Lights program; and a class at Dalton Elementary School.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 6:54 p.m.

K. William Bailey, President

Francey Morris, Secretary