

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

Monday, February 19, 2024, 6:00 p.m., Wooster Community Center

ROLL CALL: Angela Anderson, Bill Bailey, Francey Morris, Pat Neyhart, Sandy Wenger, Tricia Pycraft

Excused: Doug Drushal

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; one guest

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, January 15, 2024: Mr. Neyhart moved to approve the Regular Board meeting minutes, and Ms. Anderson seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee meeting, February 14, 2024: Mr. Bailey moved to approve the Finance and Audit committee meeting minutes, and Ms. Morris seconded. Motion carried.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer provided a highlight of the Rittman library statistics. New library card sign-up increased by 876%! Rittman circulation increased significantly as well as WIFI. It is interesting that the drive-up window has not been overly busy due to patrons wanting to come into the new library instead. Total Rittman Library donations are currently \$93,225.00. The donor plaques will be ready soon. We are waiting for one name yet.

For the renovation update, we received our approval from the health department to go ahead with the Joyful Café. We were mentioned briefly in the newspaper in a Joyful Café article.

Ms. Shatzer noted programming is in full swing at all our locations. We will be returning to having a staff development day committee comprised of employees throughout the system.

Ms. Shatzer shared correspondence: a thank you card for Dalton's Cricut class, a thank you to Jennifer Shatzer for a presentation she gave at the Unitarian Universalist Fellowship, and a Shreve thank you note stating "You're like the guardian of the galaxy, but the galaxy is your own library!"

Administrative Items: 1 resignation; 4 new hires; and one transfer. Tel Moore is moving from the Adult Department to split his time between two branches: Creston and Rittman. We currently have no open positions. Ms. Wenger moved to approve the personnel agenda as presented, and Ms. Morris seconded. Motion carried.

FISCAL OFFICER'S REPORT:

January 2024 Financial Report: In investments, Star Ohio has \$4.3 million. US Bank is at \$821,000 which is being paid down with the construction projects. In the statement of cash position, we have \$7.26 million ending unexpended balance. Encumbrance at the end of January is \$2.2 million in general and \$3 million overall.

January PLF came in at 11% below Ohio Taxation estimates. The State assures us that revenue is still strong and is on track. The decrease is driven by shifts in pass-thru entities. For Rover and Nexus pipeline, the appeals are still pending. The Wayne County Auditor's office provided information of what we are supposed to receive vs. what the pipelines plan are paying. This year we will receive \$300,000 less. Mr. Neyhart asked us how this affects the budget. Mr. Bailey stated the \$300,000 was in the budget as we cannot change the revenue figures, but we made some concessions, and we also have a large carry-forward balance that we could use if needed.

Wayne County Community Foundation statements were received. The Liberty Fund increased from \$1.5 million to \$1.627 million and Library system-wide fund from \$55,500 to \$60,400. The Rittman fund increased from \$70,000 to 79,000. Mr. Bill Bailey moved to accept the January 2024 financial report subject to audit, and Mr. Neyhart seconded. Motion carried.

Resolution 4-2024 January 2024 Donations: Ms. Wenger moved to accept the January donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 5-2024 January 2024 Memorial Donations: Mr. Neyhart moved to accept the January memorial donations and Ms. Anderson seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: Mr. Bill Bailey provided a synopsis of the meeting and the two motions in committee. One is the purchase of the second phase of furnishings. He noted the tables and chairs are durable and the chair covers are easily washed and can even be bleached. The committee approved the quote to purchase furniture and shelving for the second phase.

Ms. Shatzer discussed the purchasing of Joyful Cafe equipment as well as Everbrite. Everbrite is a museum quality interactive piece that is for multigenerational use. The Wooster Friends donated \$16,000 towards the Everbrite and \$10,000 towards Joyful Cafe furnishings. We had planned on the smaller \$16,000 Everbrite, but with Wooster Friends offering to pay for it at \$16,000, we would like to get the larger \$26,000 model. The architect had planned the wall to fit the \$26,000 model, so purchasing this model will fit better in this area. The additional cost of the Everbrite as well as the Joyful Café equipment will be coming out of donations. She is very grateful to the Wooster Friends for providing these funds and for all their hard work. Mr. Chris Bailey noted the total cost of the café equipment is \$25,000 with Friends paying \$10,000 of that and Everbrite total is \$26,000 with Friends donating \$16,000 of the cost. The Rittman outdoor furnishings total \$5,500 which we will use Rittman WCCF funds for its purchase. The Committee approved the second phase furniture quote, and the motion passed unanimously. The Committee approved the use of donated funds from the WCCF for café furnishings and Rittman outdoor furnishings and motion passed unanimously.

Facilities Committee: No report.

Human Resources Committee: Ms. Wenger provided a summary of the committee meeting. Four items were discussed:

- Update Salary Schedule- Graphic Specialist position changed to Graphics and Marketing Specialist. This position has added responsibilities and an increase in the level of education. A pay adjustment for Melissa Naumann was also approved effective February 18, 2024 at \$1.48 per hour.
- Adult and Children’s managers will receive a 1% increase in pay retroactive to January 1, 2024, to bring them above the staff they supervise with one exception.
- Assistant Director will receive a 3% increase as compensation for additional supervisory duties. She will now supervise all three managers at the Main Library.
- Approved the expenditure of \$500 from staff training funds to be used for staff incentives.

These four items were approved in committee and the board motion passed unanimously.

Operations Committee: No Report

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 6-2024 - Approval of Additional Furniture and Equipment Costs not to exceed \$250,000 for Main Library Renovation: Mr. Chris Bailey explained this is to approve the additional costs for the remaining main renovation furnishings. Ms. Morris approved the additional costs, and Ms. Anderson seconded. Motion passed by roll call.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Wenger moved to adjourn, and Ms. Morris seconded. The meeting ended at 6:25 p.m.

Tricia Pycraft, President

Bill Bailey, Secretary