

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

Monday, February 21, 2022, 6:00 p.m., Conference Room, Wooster Library

ROLL CALL: Peter Abramo, Bill Bailey, Francey Morris, Pat Neyhart, Tricia Pycraft, Sandy Wenger

Excused: Doug Drushal

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

CALL TO ORDER: Mr. Abramo called the meeting to order at 5:59 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, January 17, 2022: Ms. Wenger moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee meeting, February 9, 2022: Mr. Neyhart moved to approve the Facilities meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Circulation statistics show an upward trend. Reference and directional questions are also increasing. This reveals that staff are spending more time helping people and it seems to be a continuing trend. West Salem's hours are increasing with adding another evening and opening on Monday which will benefit local students. Barry Romich from the Romich Foundation would like to provide free 3-D printer kits for patrons to check out. This donation parallels our services and programs with what we want to accomplish with emerging technology at the Main Library. This is exciting and Mr. Romich want kids try them out. Even though there is a step-by-step manual, we want to give patrons more of an overview. The library's emerging technology specialist is exploring options for training and orientation.

Administrative Items: Staff wise, it has been a very busy month and Ms. Shatzer is excited about our new hires. We currently have 9 open positions. In the past month, we had 4 hires, 1 promotion, 2 transfers, 1 future retirement and 5 resignations. Ms. Morris moved to approve the administrative items and Ms. Pycraft seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

January 2022 Financial Report: Total bank and investment balance at the end of January is \$5.684 million. Mr. Chris Bailey made one million dollars in transfers to other funds as planned during this month. Total encumbrance is \$2.7 million overall with \$1.8 million in the general fund. Our January PLF was 11.2% above Department of Taxation estimates. Funds

in the Wayne County Community Fund at end of 2021 are \$1.6 million in the Liberty St. endowment and \$62,000 in the library system endowment. Ms. Pycraft moved to approve the January 2022 financial report, and Ms. Morris seconded. Motion carried.

Resolution 3-2022 January 2022 Donations: We received many donations for the Library Endowment Fund to honor Marie Houghton and to celebrate her 95th birthday. Mr. Bailey moved to accept the January donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 4-2022 January 2022 Memorial Donations: Ms. Wenger moved to accept the January memorial donations and Ms. Pycraft seconded. The motion passed by roll call.

Facilities Committee: The committee met to discuss capital expenditures for year 2022. Mr. Neyhart discussed replacing bike racks. They are rusting and at the end of their life span. The committee discussed possible use of stainless steel or aluminum. Mr. Tenney will investigate. The main library drive up locker area was tabled until the main renovation project. Water softeners and paving were approved. Mr. Neyhart feels it is important to keep up with maintenance. Mr. Neyhart made a motion to approve the capital budget expenditures. The motion passed unanimously.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Ms. Shatzer reviewed the updates to the Personnel Policy Handbook to help with employee orientation. The general and floating holiday section was updated to reflect the changes from the last board meeting. Ms. Shatzer also wanted the floating holiday section defined to reflect the holidays that are deemed "floating": Martin Luther King Day, Presidents Day, Juneteenth, and Veterans Day. Our existing public records policy currently in the public service policies was added to the personnel handbook. Mr. Bailey moved to approve the updated policies, and Ms. Pycraft seconded. The motion passed unanimously.

CORRESPONDENCE: A thank you from the Daughters of the American Revolution for allowing wreaths as part of Wreaths Across America project to be placed around the General Wooster statue. There were 8 wreaths total depicting each branch of the military.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris made motion to adjourn the meeting at 6:20 p.m., and Ms. Pycraft seconded. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary