

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

Monday, May 15, 2023, 6:00 p.m., Meeting Room, West Salem Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy-Bursley, Assistant Director;
Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resource Coordinator, Donna Teece, Deputy Fiscal Officer, Debbie Starcher, West Salem Library Branch Manager

CALL TO ORDER: Mr. Abramo called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, April 17, 2023: Mr. Neyhart moved to approve the Regular Board meeting minutes, and Mr. Bailey seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee meeting, May 11, 2023: Mr. Bailey moved to approve the Facilities meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.
Finance and Audit Committee meeting, May 11, 2023: Mr. Bailey moved to approve the Finance and Audit meeting minutes, and Ms. Pycraft seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Statistics are doing well; however, Ms. Shatzer pointed out that Wi-Fi sessions decreased, with some branches decreasing dramatically. The library started turning off the Wi-Fi at midnight, so she thinks some neighboring homes were piggybacking off us. The decrease is not a reflection of actual patron usage because of neighboring homes had been using it.

Ms. Starcher, branch manager provided an update on the West Salem branch. Programs have started again after covid and she notes great participation in their programs such as line dancing, paws to read, and book discussions. The branch is struggling with staff retention and the most experienced employee has been here for 10 months. Mr. Abramo thanked her for her commitment.

Ms. Shatzer showed updated pictures of the new Rittman branch. Invitations to bid for the Main Renovation project were issued on Friday to approximately 50 contractors and a little over half acknowledged they would be participating. We are expecting the city to release the construction document drawings shortly.

Good news, we were awarded the grant from the Wayne County Community Foundation for \$50,000 that will start our Rittman campaign. We will be calling for a Rittman ad hoc committee to work on the campaign.

Ms. Shatzer has two proposals from nonprofit partners requesting use of office space in the Operations building after the facilities department moves to the new Rittman Branch. We already have a relationship with both organizations. She will take this to the operations committee for discussion.

Ms. Shatzer received correspondence from Main Street Wooster noting all slots are filled for community members for Kids' Day on June 10th.

Administrative Items: Mr. Neyhart moved to approve the administrative items and Ms. Pycraft seconded. Motion carried.

FISCAL OFFICER'S REPORT:

April 2023 Financial Report: Bank and investment report reveals an overall balance of \$14.56 million. Mr. Bailey notes Interest rates are very good with Star Ohio at over 5%. We do have a certificate of deposit that we purchased from one of the now defunct banks (First Republic Bank). JP Morgan Chase bank bought the assets of this bank, so the CD is now with Chase. However, since we already have a certificate of deposit with Chase, and we cannot have over \$250,000 with one entity, this CD would have to be moved. We have 6 months to do so. The CD will mature prior to this deadline so no action is needed, and it will continue to be fully covered by FDIC.

On the statement of cash position, encumbrances in the general funds are \$1.5 million with \$8.3 million overall. In the income statement, April PLF was 2.7% above revised estimates. We are 33% through the year with revenues at 42% and expenses at 26%. Low expenses are partly due to open positions. Year-to date construction costs equals approximately \$750,000 with \$576,950 paid out in April. Mr. Bailey moved to accept the April 2023 financial report subject to audit, and Mr. Neyhart seconded. Motion carried.

Resolution 13-2023 April 2023 Donations: Ms. Pycraft moved to accept the April donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 14-2023 April 2023 Memorial Donations: Ms. Pycraft moved to accept the April memorial donations and Mr. Bailey seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee:

Accept 2022 Audit Report and Waive Audit Exit Interview: Mr. Neyhart reviewed the audit results. Audit came through with no issues and he thanked Mr. Bailey. Mr. Neyhart made a motion to accept the audit report and waive the exit interview, and Mr. Bailey seconded. The motion passed by roll call.

Facilities Committee:

Resolution 15-2023 Additional Services Amendment to the Architect Agreement:

Mr. Neyhart reported we are authorizing three items.

- The hillside on the backside of the property was retaining water and needed remedied and redesigned.
- Original roof design had no contractor bids, so the roof was redesigned.
- Concrete leveling between garage and work area was redesigned per owner's request.

Total cost is \$7,675.00. Mr. Neyhart moved to approve resolution 15-2023, and Mr. Bailey seconded. Motion passed by roll call.

Resolution 16-2023 Rittman Construction Change Order #3: To approve change orders of \$16,021.00. Change orders include:

- Update to electrical and data and accent wall.
- Add pipe bollards at dumpster enclosure.
- Change rest room ceilings to a drop ceiling for better access.
- Add light switching to 118 passageway instead of automatic lighting.

Ms. Pycraft moved to accept change order #3, and Mr. Neyhart seconded. Motion passed by roll call.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Approve Revision to Salary Scale: Ms. Shatzer explained the position of Information Technology Coordinator used to exist until we combined the position with Facilities Manager and created the Operations Coordinator position several years ago. With added responsibilities given to the Operations Coordinator, she wants to add the Information Technology position back to the salary scale. This position will report to the director. Ms. Pycraft approved revision to the salary scale and Mr. Bailey seconded. Motion passed unanimously.

COMMENTS FROM THE PUBLIC: There was none.

ADJOURNMENT: Mr. Neyhart moved to adjourn, and Ms. Pycraft seconded. The motion passed unanimously. Meeting adjourned at 6:27 p.m.

Peter Abramo, President

Francey Morris, Secretary