

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

Monday, June 19, 2023, 6:00 p.m., Meeting Room, Rittman Library

ROLL CALL: Peter Abramo, Pat Neyhart, Francey Morris, Doug Drushal (6:18 p.m.), Sandy Wenger

Excused: Bill Bailey, Tricia Pycraft

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

CALL TO ORDER: Mr. Abramo called the meeting to order at 5:57 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, May 15, 2023: Ms. Wenger moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Rittman Ad Hoc Committee meeting, June 7, 2023: Ms. Morris moved to approve the Rittman ad hoc meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

Operations Committee meeting, June 15, 2023: Mr. Neyhart moved to approve the Operations meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Ms. Schemrich, Rittman Branch Manager is excited, and patrons are excited for the new Rittman Library. The Rittman staff is working hard on getting ready for the move.

Narrative report as distributed: Ms. Shatzer distributed our new summer newsletter with all our upcoming programs at the library. It has been approximately 15 years since we have had a newsletter. We are getting great public comments. Mr. Neyhart inquired if these were mailed out. Ms. Shatzer stated mailing cost is prohibitive at this time, but we will possibly seek funds for this to happen in the future such as offering advertising in the newsletter. Ms. Nauman, our graphic specialist, created this newsletter and Ms. Shatzer noted she is extremely talented and did a great job.

The library participated in all the County's Reading Under the Lights programs this year. It is a great partnership we have with United Way and area schools.

Rittman construction update: There are some HVAC, furniture, and shelving issues. We may need a committee meeting. We will be working with Library Design for furniture and shelving but there may be some delays. We did not receive the requested controls for HVAC and will be discussing with the CMAR.

Main Library Renovation project: The bids will be coming in at the end of this month.

Correspondences: A Dalton patron thanked the library for the books and coloring pages. She is unable to be around the public due to illness, so the library has provided access for her prior to opening the library to the public. Ms. O'Dell sent a thank you for her retirement gift. We also received a thank you from O'Huddle for the chapter book project.

Administrative Items: We have 1 future retirement, a promotion and 5 new hires. Our new HR Coordinator will begin end of June. She has 19 years of experience in management plus onboarding, recruiting and hiring. Mr. Neyhart moved to approve the administrative items and Ms. Morris seconded. Motion carried.

FISCAL OFFICER'S REPORT:

May 2023 Financial Report: Mr. Bailey provided an update on the state budget proceedings. It is now in committee. It is looking like libraries will continue to be funded at 1.7%, but we will lose some funding due to proposed reduction of income tax brackets from 5 to 2, decreased income taxes, CAT tax changes and other small changes. Overall, libraries may lose \$39 million overall over the biennium budget.

Bank and Investment report: Mr. Bailey noted the Star Ohio capitalized interest account has been closed as it was used to pay the first interest payment as intended. Interest rates are doing well at over 5%. End of month, we are at \$13.6 million. In Statement of Cash Position, general encumbrance is \$1.4 million with \$7.6 million overall. In Income Statement, the PLF was \$325,000 for the General Fund which for the first time in the long time was below estimates. It came in at 15.36% below the original July estimates and 3.5% below the December revised estimates. This is due to personal income tax and sales tax coming in lower than expected. We are still overall, 3% overestimates for year-to-date. Revenues are at 47.8% and expenditures at 34%. Ms. Wenger moved to accept the May 2023 financial report subject to audit, and Ms. Morris seconded. Motion carried.

Resolution 17-2023 May 2023 Donations: Mr. Neyhart moved to accept the May donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 18-2023 May 2023 Memorial Donations: Ms. Morris moved to accept the May memorial donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 19-2023 Transfers: Mr. Bailey is requesting annual transfers from the general fund to capital funds with 120 days of reserves remaining in the general fund. Ms. Wenger moved to approve additional appropriations into capital funds from general fund, and Mr. Neyhart seconded. Motion passed by roll call.

Resolution 20-2023 Additional Appropriations: Ms. Morris moved to approve additional appropriations to capital funds and Ms. Wenger seconded. The motion passed by roll call.

Resolution 21-2023 Request Amended Certificate of Estimated Resources: Ms. Wenger moved to request an Amended Certificate of Estimated Resources from the Wayne County Auditor and Mr. Drushal seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: There were two proposals for use of office space in the Operations Center once the Facilities Department moves to Rittman. The committee reviewed the proposals from IncludeAbility and Buckeye Book Fair and felt the Buckeye Book Fair was a better fit for how we operate in the Operation Center and their mission of literacy. It will also keep the Buckeye Book Fair at a Wooster address. It was approved in committee, and motion passed unanimously.

Rittman Ad Hoc Committee: Mr. Neyhart reported the committee discussed moving forward with a fundraising campaign for the Rittman library. Ms. Shatzer and Mr. Bailey met with Ms. Garcia from the Wayne County Community Foundation, and she made recommendations for the fundraising such as a one-time donation instead of three payments; pledge letter changes; and the mailing not happening until after July 20th. Naming opportunities were discussed for less than \$1000.00 with adding a \$500.00 level to the donor wall. The levels would be bronze, silver, gold and platinum and we will keep all the names in a centralized area. It was approved in committee, and motion passed unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart moved to adjourn, and Ms. Wenger seconded to adjourn meeting at 6:34 p.m. The motion passed unanimously.

Peter Abramo, President

Francey Morris, Secretary