

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

Monday, August 15, 2022, 6:00 p.m., Doylestown Branch Library

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

Excused: Bill Bailey

Also Present: Jennifer Shatzer, Director; Hayley Tracy-Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Donna Teece, Deputy Fiscal Officer; Beth Brawley, Doylestown Branch Manager

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:05 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Mr. Neyhart moved to approve the July 18, 2022, Regular Board meeting minutes, and Mr. Abramo seconded. The motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Ms. Wenger moved to approve the August 5, 2022, Finance and Audit Committee meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Doylestown Branch Spotlight: Beth Brawley provided an update on programming and her staff. She states that the kids love crafting, and she provides lots of crafts for them. She states the "1000 Books before Kindergarten" is popular, with one young patron on her second-round of 1000 books! Her staff have varied interests which is very helpful in supporting different age groups. Her new staff member has a great interest in teenage activities and Ms. Brawley hopes to attract more teens to the library. Ms. Brawley likes to be involved with community events and provided a Star Wars party during the community Spring Fest and a story walk during another festival.

Ms. Shatzer reported we are ahead of schedule for Rittman construction. Being ahead of schedule will aid in foundation and outside work going before the weather turns. She is working on scheduling and planning the groundbreaking ceremony for the end of September. Staff shared a lot of great ideas for the Strategic Plan and managers will be having another meeting to discuss the action items.

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

COMMITTEE REPORTS:

Finance and Audit Committee:

Approve Agreement with RedTree Investments, New Star Ohio Account, and Revised Investment Policy: Mr. Neyhart provided a summary of the committee meeting. They approved an agreement with RedTree Investments to open a custodial account at US Bank and manage the bond proceeds. Mr. Bailey noted the investment company has the ability to

earn more interest. Tomorrow is the bond closing. The \$8 million will go to RedTree Investments to be invested on our behalf. RedTree will disburse funds when needed and will manage these funds throughout the projects. Bond premiums (less Bond Issuance Costs) will be deposited into a separate Star Account for Capitalized Interest. RedTree Investments advised us to update our investment policy. The new policy will be attached to the Ohio Revised Code Investment section that prescribes eligible investments for libraries in Ohio. When the ORC is updated, our investment policy will update. Mr. Neyhart moved to approve RedTree Investments to manage our bond proceeds for a higher interest rate and to open a custodial account with US Bank. It was approved in committee, and motion passed unanimously. Mr. Neyhart moved to approve opening a new Star Ohio account. It was approved in committee, and motion passed unanimously. Mr. Neyhart moved to approve the new investment policy. It was approved in committee, and motion passed unanimously.

July 2022 Financial Report: The balance sheet is at \$6.5 million. Statement of cash position shows encumbrances of approximately 1 million in the general fund with \$1.8 million overall. July PLF is 7% above estimates with PLF YTD at 16% above estimates. Currently we are at 60% of revenue and 47% expenses before transfers. Wayne County Community Foundation funds both lost money due to changes in the stock market. Mr. Neyhart moved to accept the July 2022 financial report, and Ms. Wenger seconded. Motion carried.

Resolution 27-2022 July 2022 Donations: Ms. Pycraft moved to accept the July regular donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 28-2022 Establish Rittman/Main PLF Debt Service Fund: To set a new debt service fund, 310. A portion of the PLF funds will go into this fund to make debt payments. Mr. Abramo moved to accept the new debt service fund, Mr. Neyhart seconded, and the motion passed by roll call.

Resolution 29-2022 Request Amended Certificate of Estimated Resources: To report the \$8 million plus bond proceeds to the Wayne County Auditor. Ms. Wenger approved request and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 30-2022 Additional Appropriations: For expenses related to the construction projects in 2022. Ms. Morris moved to approve the additional appropriations, and Mr. Abramo seconded. Motion passed by roll call.

Mr. Drushal inquired where the funds for naming right donations will go. Mr. Bailey stated these funds will be put in the Rittman building fund. If we do not use all our proceeds, it can be transferred to another capital fund. Mr. Neyhart recommends naming rights donations be sent to the Wayne County Community Foundation like we did for Dalton Library.

Finance Committee: See above.

Facilities Committee: No report.

Human Resources Committee: Ms. Wenger stated the committee went into executive session and came out with 2 recommendations: a mid-year pay increase for staff with substantial longevity in certain paygrades and a one-time bonus in the form of gas cards (funded by surplus of funds due to unfilled positions). Ms. Shatzer noted that the starting pay rates are where they should be, but she is recommending that adjustments for employees with longevity be made. We have some staff that have been employed over 20 years and because of the pay rate adjustments made earlier this year, they are not making much more than new employees. This change will help solve this issue. Mr. Neyhart asked

how much will this cost. Mr. Bailey reported the raise increase will cost approximately \$7300 for this year and \$7500 for the gas cards. The Committee has recommended approval of mid-year raises, and motion passed unanimously. The Committee approved the one-time bonus of \$50 gas cards for part-time employees, and \$100 gas cards for full-time employees, and motion carried.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: Campaign committee had their first meeting. Ms. Shatzer reported we are doing the bulk of our advertising through library promotions such as "We love our library" yard signs. She asked the Board to support the levy committee and help with the fair. Ms. Shatzer wants to set up an agreement with Triway Local Schools for deliveries. We will only charge for days we deliver materials. This contract will start with the middle school. Ms. Pycraft approved the contract with Triway Schools, and Ms. Wenger seconded. Motion passed unanimously.

CORRESPONDENCE: The Library was thanked in a newspaper prop used in a local production of the Music Man. A thank you note was sent from Main Street Wooster for the Director volunteering during Taste of Wooster. Daughters of the American Revolution sent a thank you to Genealogy and Ms. Kitko. Thank you card from Ashland Library for our support.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart moved for meeting adjournment and Ms. Pycraft seconded. Meeting ended at 6:43 p.m.

Doug Drushal, President

Francey Morris, Secretary