

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

Monday, January 16, 2017, 7 p.m., Conference Room East, Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:20 p.m.

ROLL CALL: Present: William Bailey, Ross Cochrell, Doug Drushal, Francey Morris, Sandy Wenger, Charles Brown

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer;
Christopher Butler, Deputy Fiscal Officer; Samantha Chada, Assistant Director;
one guest

NOMINATING COMMITTEE:

Slate of Officers for 2017:

Ms. Wenger put forth the following proposed slate of officers:

President: Ross Cochrell
Vice-President: William Bailey
Secretary: Francey Morris

Mr. Cochrell moved to approve the slate of officers, Mr. Bailey seconded. Motion passed via roll call.

COMMENTS FROM THE PUBLIC:

OATH OF OFFICE:

Mr. Cochrell administered the oath of office to Ms. Long and Mr. Butler, as Fiscal Officer and Deputy Fiscal Officer.

APPROVAL OF BOARD MINUTES:

Regular Board meeting – December 19, 2016:

Mr. Drushal moved to approve the December 19, 2016 Regular Board Meeting minutes, seconded by Mr. Bailey. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance Committee – December 19, 2016:

Mr. Drushal moved to approve the December 19, 2016 Finance Committee Meeting minutes, seconded by Ms. Morris. Motion passed unanimously

DIRECTOR'S REPORT:

Personnel Policies:

Ms. Shatzer stated that personnel policies have not been reviewed in several years. Along with Ms. Buchwalter, she will be scheduling a regular monthly meeting with the HR Committee to review sections at a time, and to update as necessary.

Staff Thank You meal:

Ms. Shatzer said that both staff and volunteers enjoyed the meal. She passed several thank you cards from staff and volunteers.

Anniversary Committee:

Ms. Shatzer explained that the Anniversary Committee will be meeting on January 24th to continue planning for this year's celebration.

Mobile Hot-Spots:

The Hot-Spots are now out. An issue involving data usage has popped up, and Ms. Chada is currently working with Verizon to resolve the issue. Ms. Shatzer explained that this is due to Verizon removing the "unlimited data" plans that it offers. She stated that overall patrons are very happy with the new service.

Bookmobile:

Ms. Shatzer explained that the new bookmobile will be featured at the next Board Meeting (February 20, 2017).

COMMITTEE REPORTS:

Finance and Audit:

December 2016 Balance Sheet:

The Committee approved the December 2016 Balance Sheet. Motion passed unanimously.

December 2016 Income Statement:

Total encumbrances at December 31, 2016:

| | |
|----------------------|---------------|
| 1. General Fund | \$ 233,285.56 |
| 2. Building & Repair | \$ 7219.00 |

| | | |
|-------------------------------|----|--------------|
| 3. Dalton Addition/Renovation | \$ | 133.34 |
| 4. Rittman | \$ | 6,088.62 |
| 5. Technology | \$ | 36,320.84 |
| 6. Donation | \$ | 36,017.82 |
| 8. Hartzler Home Delivery | \$ | 1,066.25 |
| 9. Brian Beery Memorial | \$ | <u>41.09</u> |
| TOTAL | \$ | 320,172.52 |

The Committee recommended approval of the December 2016 Income Statement. Motion passed unanimously.

December 2016 Payroll and Accounts Payable:

The Committee recommended approval of the December 2016 Payroll and Accounts Payable. Motion passed unanimously.

Resolution #1-2017 – December 2016 Regular Donations:

The Committee approved Resolution #1-2017. Roll call vote passed the motion unanimously.

Resolution #2-2017 – December 2016 Special Donations:

The Committee recommended approval of Resolution #2-2016. Roll call vote passed the motion unanimously.

Resolution #3-2017 – Increase Branch Change Funds

The Committee recommended approval of Resolution #3-2017. Roll call vote passed the motion unanimously.

Resolution #4-2017 – 2017 Budget

Ms. Long asked if anyone had any questions regarding the 2017 budget. All board members were present when she discussed it during the Finance & Audit Committee meeting a few minutes prior.

The Committee recommended approval of Resolution #4-2017. Roll call vote passed the motion unanimously.

Resolution #5-2017 – Proposed Transfers

Ms. Long explained that there is enough funding available to transfer out of the General Fund and maintain the 120 days available cash required by Resolution 22-2011.

Ms. Long recommended the following transfers:

\$50,000 from General Fund to Technology Fund
\$50,000 from General Fund to Vehicle Replacement Fund

The Committee recommended approval of Resolution #5-2017. Roll call vote passed the motion unanimously.

Facilities Committee:

Mr. Drushal explained that quotes have been received from 3 survey companies to do a topographical study of the Rittman property. Mr. Drushal stated that the library will move forward with the company that HBM recommends, in agreement with the City of Rittman.

CORRESPONDENCE:

Thank you letter from Aaron Dorksen, for hosting his program at the Library.
Thank you letter from a 6th grade student from Wooster Township.

UNFINISHED BUSINESS:

Ms. Long announced that Mr. Butler would be leaving the library, pursuing another opportunity. Ms. Long explained that they worked very well as a team, each having their own strengths.

Mr. Drushal moved to thank Mr. Butler for his time of service at the Library, Ms. Wenger seconded.

COMMENTS FROM THE PUBLIC:

ADJOURNMENT:

Ms. Morris moved to adjourn the meeting, seconded by Mr. Drushal.

The meeting adjourned at 7:42 p.m.

Ross Cochrell, President

Francey Morris, Secretary