

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

Monday, January 15, 2018, 6:00 p.m., Wooster Library

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

ROLL CALL: Present: Ross Cochrell; Bill Bailey; Francey Morris; Peter Abramo; Sandy Wenger; Doug Drushal; Dr. Charles Brown

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Barb Landers, Children's Department Manager

COMMENTS FROM THE PUBLIC: None

NOMINATING COMMITTEE:

2018 SLATE OF OFFICERS:

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

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

Ms. Wenger moved to approve the slate of officers, Dr. Brown seconded. Motion passed via roll call.

OATH OF OFFICE:

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

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – December 18, 2017: Mr. Bailey moved to approve the December 18, 2017 Regular Board meeting minutes as presented, Mr. Abramo seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES: None

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer distributed the updated the new organizational chart for the whole library. She stated that organizational charts have been made for the departments but one has never been done for the whole library. The end of the year was busy for Ms. Shatzer as she had budget meetings with all of the managers.

Ms. Landers handed out materials for the board members to look over that contained information about the Children's department. Some of the info highlighted by Ms. Landers included:

- The Children's department employees consist of 8.5 full-time equivalents. There are 7 full-time librarians/associates and 3 part-time employees provide support services.
- In 2017, the Children's department held 1,282 programs and approximately 33,500 people attended these events in total.
- Slightly over 2,000 patrons were registered for Summer Reading Club and about 3,500 book prizes were given out after participants at the main library read a combined 26,000 hours.
- The Children's department has been trying to meet the needs of special groups and have now collaborated with Wooster Families on the Spectrum who are now holding their Family Meetings at the Library.
- Ms. Landers also acknowledged that the new Emerging Technology Specialist, Rachel Fichter, has been doing a very good job with the STEAM programs.

Ms. Shatzer stated that an informational show for the Library will be shown on a public access channel through MCTV. It will be starting in February and will spotlight different programs, branches, and events. Since many patrons do not have MCTV, the segment will also be shown on the Library's YouTube channel and Facebook page.

COMMITTEE REPORTS:

Finance Committee:

December 2017 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of December 31, 2017 was \$3,526,012.38. A balance sheet by-fund was also in the board packet as Ms. Long stated that it is required by the auditors to show each fund's position at the end of the year. Mr. Bailey moved to approve the December 2017 Balance Sheet and Balance Sheet By-Fund, Ms. Wenger seconded. Motion passed unanimously.

December 2017 Income Statement:

Ms. Long stated that the Library, at the end of December, had collected about 94% of the budgeted revenue for the year. About 89% of the budgeted expenses were expended for the year.

Total encumbrances at December 31, 2017 were as follows:

1. General Fund	\$ 186,565.43
2. Building & Repair	\$ 3,000.00
3. Rittman	\$ 8,700.00
4. Donation	\$ 5,259.70
TOTAL	\$ 203,525.13

Mr. Drushal moved to approve the December 2017 Income Statement, Dr. Brown seconded. Motion passed unanimously.

December 2017 Payroll and Accounts Payable:

Ms. Long stated that expenditures in December totaled \$519,520.10. Mr. Drushal moved to approve the December 2017 Payroll and Accounts Payable, seconded by Mr. Bailey. Motion passed unanimously.

Resolution #1-2018 – December 2017 Regular Donations:

Ms. Wenger moved to approve Resolution #1-2018, seconded by Ms. Morris. Motion passed via roll call.

Resolution #2-2018 – December 2017 Special Donations:

Ms. Long stated that one donation, in the amount of \$5,000, came from the Orren and Polly Weitzel Charitable Fund which goes towards the robotics programs. Ms. Long stated that they are very appreciative and Ms. Shatzer stated that this money will allow the Library to purchase a Maker Cart. The other donation was made in memory of John H. Ziegler. Dr. Brown moved to approve Resolution #2-2018, seconded by Mr. Drushal. Motion passed via roll call.

Resolution #3-2018 – 2018 Budget – Permanent Appropriations:

Ms. Long stated that she knew that 2018 would be a hard year as costs are rising, wages are being increased, and the increase in income from the recently passed levy will not be taken into account until 2019. The budget, after very diligent work, still had the budgeted expenses outweighing the budgeted revenues but Ms. Long assured the board members that the amount of available funds, after keeping 120-day operating fund and the end of year encumbrances untouched, would cover the deficit if needed. She also recommended that the Finance committee meet after half of the year has passed so that they can take a look at where the actual revenues and expenses stand compared to the budget.

Ms. Long went over the capital project funds and the projects that had been proposed by Dave Tenney, the Facilities Manager. The projects included sealing and striping of all the branch's parking lots, upgrading to LED lighting at the main library, operations center, Doylestown, and Creston, new signage at the Doylestown branch, and maintenance on the water softener and meter at the Shreve branch. The board members decided to table the discussion until a Facilities meeting can be held so that Mr. Tenney can do more research and provide explanations regarding some of the projects.

The next project that the Board discussed is the train shelving unit at the Shreve branch. Ms. Long stated that it needs to be refinished. They agreed to discuss it further when they have their scheduled board meeting at Shreve. Next, Ms. Long brought up the recommendation from Mr. Tenney that we replace our maintenance vans. Ms. Long believed the Library could get by with just replacing one but the board members

agreed to just replace both of them. Lastly, Ms. Long discussed the two Technology Fund projects which included completely updating the audio/visual equipment in the conference rooms at the main library and doing the same at the branches. The board members were excited about the updates and the possibilities with the new A/V and agreed that this project should be done right away.

Mr. Drushal moved to approve the Resolution #3-2018 – 2018 Budget as presented while withholding the authorization to spend the capital projects appropriations except for the purchase of the new maintenance vans and A/V upgrades which can be spent immediately, Mr. Bailey seconded. Motion passed via roll call.

Facilities Committee: No Report

Human Resources:

CDL Training:

Ms. Wenger stated that the committee moved to allow a current employee, Sarah Cotton, to go through CDL training while agreeing to stay with the library for 3 years. Mr. Drushal suggested that we amend the motion and have the agreement sent to the Library's legal counsel to make sure there are no complications. Motion passed unanimously with the amendment.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS:

Administrative Items:

Ms. Shatzer reported that there were no new hires and two resignations in the month of December. The employee that was discussed in the Human Resources committee report will also move from part-time to full-time. Mr. Bailey moved to approve the administrative items, seconded by Dr. Brown. Motion passed unanimously.

CORRESPONDENCE:

Three staff members had sent cards to thank the board members and administration for everything they have done for them lately including the staff lunch, gift cards, bonuses, and raises. One patron from the Rittman branch also sent in a thank you letter to thank the staff for all of their hard work.

NEW BUSINESS:

EXECUTIVE SESSION:

At 7:30 p.m., Mr. Drushal moved to enter executive session for the purpose of discussing litigation, seconded by Mr. Bailey.

At 8:03 p.m., Mr. Bailey moved to exit executive session, seconded by Mr. Drushal. No action was made as a result of the executive session.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal motioned to adjourn.

Meeting adjourned at 8:03 p.m.

Ross Cochrell, President

Francey Morris, Secretary