

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

Monday, October 19, 2020 at 6:00 p.m., Zoom Meeting

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:01 p.m.

ROLL CALL: Present: Bill Bailey, Francey Morris, Peter Abramo, Ross Cochrell, Doug Drushal, Sandy Wenger

Absent: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting September 21, 2020– Mr. Drushal moved to approve the September 21, 2020 Regular Board meeting minutes as presented, Ms. Wenger seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: Ms. Shatzer reported we have increased our service hours, but due to the pandemic, foot traffic in the library remains low. Patrons are taking advantage of the contactless ways of receiving their materials. Ms. Shatzer wants to revisit our parameters if we are under a red alert. We may not necessarily need to close the library as was suggested since our foot traffic is low. Instead we should consider why we are in the red alert and base decisions on that. She will keep the Board informed of any changes. Additional WiFi has been added for increased coverage in the library's parking lot. With the Cares Act funds, we are purchasing lockers for each branch to increase our services in contactless ways.

Ms. Shatzer has seen a large swing in the types of services used. While regular card applications are down, eCard applications have increased 26% with schools wanting their students to have eCards. Our department budget meetings are starting, and we are looking at ways to optimize our funding such as increasing funds for eMedia. OPOC has accepted our termination of contract.

Administrative Items: This month we have 2 retirements, 1 resignation, 2 transfers and 1 rehire. Christina Walton is retiring after 32 years of service. Mr. Abramo moved to approve the Administrative Items, and Mr. Cochrell seconded. The motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

September 2020 Financial Report: Mr. Chris Bailey reviewed the September financial statements. The September PLF is 9.3% above original estimates. We are only down 2.8% for

the year from pre-pandemic estimates. Mr. Bailey states we are in solid shape financially. Currently, revenue is 85% and expenses are 60% due to conservative spending and the budget cuts we made earlier this year. Mr. Cochrell inquired about our investment strategy. Mr. Bailey noted CD rates are falling and we have few options with public funds. Mr. Cochrell noted that it may be good to keep it liquid in Star Ohio. Mr. Cochrell moved to approve the September Financial Reports, and Ms. Morris seconded. The motion passed unanimously.

Resolution # 29-2020- Regular Donations: Mr. Drushal asked how we were using the Orren and Polly Weitzel donation. Ms. Shatzer stated we are considering some options including using it for a Genealogy microfilm reader/printer. Mr. Cochrell moved to accept the Regular Donations, and Ms. Wenger seconded. The motion passed by roll call.

Resolution # 30-2020 – Memorial Donations: Mr. Cochrell moved to accept the Memorial Donation and Mr. Abramo seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer provided an update on the main library repairs. Imhoff Construction is waiting on new machinery needed to install the stone caps. We had some leaks around the roof's flashing that Hick's Roofing repaired.

Human Resources: No report.

Operations Committee: No report.

Rittman Ad-Hoc: Waiting on City of Rittman officials to sign Bricker and Eckler contract.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution # 31-2020 – Recognizing Ross Cochrell's Service to the Wayne County Public Library: The Board thanked Mr. Cochrell for his service to the library. Mr. Drushal moved to accept the resolution recognizing his service, and Mr. Abramo seconded. Passed with roll call with Mr. Cochrell abstaining.

Approve Closing Library on Saturday, December 26, 2020: Ms. Shatzer wants to close the library on the day after Christmas. Historically, foot traffic is low the day after Christmas, and this year with the pandemic, it may be nonexistent. Mr. Cochrell moved to approve the closing and Ms. Morris seconded. The motion passed unanimously.

CORRESPONDENCE: Ohio Library Council thank us for our continued support and supporting our staff in joining the organization. Ms. Shatzer would like to continue supporting them next year. We also received a thank you card from a patron.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:50 p.m.

K. William Bailey, President

Francey Morris, Secretary