

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

Monday, August 20, 2018, 6:00 p.m., Doylestown Branch

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

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Pat Pond, Doylestown Branch Manager

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 6:06 p.m., Ms. Wenger moved to enter into executive session for the purpose of discussing pending litigation, seconded by Mr. Bailey.

At 6:25 p.m., Ms. Morris moved to exit executive session, seconded by Mr. Neyhart. Mr. Bailey moved to accept the presented settlement agreement which was provided by legal counsel, Mr. Neyhart seconded. Motion passed via roll call.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – July 16, 2018: Ms. Wenger moved to approve the July 16, 2018 Regular Board meeting minutes as presented, Mr. Drushal seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

DIRECTOR'S REPORT:

Ms. Pond's Presentation:

Ms. Shatzer announced that Ms. Pond has announced her retirement after 28 years. Ms. Pond stated that one thing that sticks out through the years is the outreach that the Library does with the local schools. She presented some of the drawings including ones of her from the students. The board members thanked her for her service she provided to the Library over the years and wished her the best of luck in her retirement.

General Updates:

Ms. Shatzer stated that she has amended the procedure for animals in the Library and that she didn't want to change the policy yet but the new procedure seems to be working well. In addition to the required admittance of ADA approved service animals in the library, the change will allow support dogs in the

library, only after the patron meets with the director. At this meeting the rules of having a support (not service) dog are explained to the patron, with the understanding that if the patron and/or the dog cannot adhere to the rules, the dog cannot be in the building. The patron must bring a letter of approval, provided by the Director, to the Library every time the patron brings their support dog to the library. Ms. Shatzer also asked the board members for their suggestions on her board report. They stated that they liked seeing the statistics and the activities at the branches.

Administrative Items:

Ms. Shatzer reported that there were two resignations including the retirement of Pat Pond and three new hires. Ms. Morris moved to approve the administrative items, Mr. Bailey seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

July 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of July 31, 2018 was \$3,766,625.88.

July 2018 Income Statement:

Ms. Long stated that the Library, at the end of July, had collected about 57.7% of the budgeted revenue for the year. About 51.4% of the budgeted expenses were expended for the year.

Total encumbrances at July 31, 2018 were as follows:

1. General Fund	\$ 985,572.46
2. Building & Repair	\$ 79,375.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 10,114.00
5. Donation	\$ 791.80
TOTAL	\$ 1,079,553.26

Mr. Drushal moved to approve the July 2018 Balance Sheet and Income Statement, Mr. Abramo seconded. Motion passed unanimously.

July 2018 Payroll and Accounts Payable:

Mr. Drushal moved to approve the July 2018 Payroll and Accounts Payable, seconded by Mr. Neyhart. Motion passed unanimously.

Resolution #20-2018 – July 2018 Regular Donations:

Ms. Long stated that a donation came in from the Wooster Friends to pay for program supplies and for luncheons provided to new workers as they tour the library system. Mr. Drushal moved to approve Resolution #20-2018, seconded by Ms. Morris. Motion passed via roll call.

Resolution #21-2018 – July 2018 Special Donations:

Ms. Long stated that the Library received a donation for the Endowment Fund from a Ms. Jessika Walton for \$100 and a donation from a Mrs. Kathi Bates in the memory of Alyson Bates for \$20. Mr. Bailey moved to approve Resolution #21-2018, seconded by Mr. Neyhart. Motion passed via roll call.

Resolution #22-2018 – Transfers and Additional Appropriations:

Ms. Long requested that funds from the Contingency Fund be transferred to the General Fund to cover the payouts for the retirement of Barb Landers and Pat Pond, the new Square register systems, and the chairs which were purchased to replace the employee chairs at the Rittman branch. She also requested additional appropriations for the Building and Repair Fund to cover the costs of the Shreve property purchase and for the maintenance of the property to get it ready for use. Mr. Neyhart pointed out that Mr. Brown, a former board member, was on the resolution in place of him and Ms. Long pointed out that it must have been an old template and would amend it. Mr. Drushal moved to approve Resolution #22-2018 as amended, seconded by Ms. Morris. Motion passed via roll call.

Resolution #23-2018 – Acceptance of Amounts and Rates:

Ms. Long pointed out that the resolution includes the amounts of the percentage of PLF which is split between Orrville Public Library and WCPL. It also includes the millage for our current expense levy and our bond. All of which is provided by the County Budget Commission. Mr. Drushal moved to approve Resolution #23-2018, seconded by Mr. Bailey. Motion passed via roll call.

Facilities Committee: No Report

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc:

August 15 Meeting:

Mr. Drushal reported that the meeting went very well with the two potential architect companies for the Rittman project. The Rittman City Manager had to leave early so a meeting with the city will have to take place to discuss the two candidates. Mr. Drushal asked Ms. Shatzer to give the question of the architect fee to the consultants to pass along to the candidates to get more information to use in the selection.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Shreve Property Update:

Mr. Cochrell stated the owners of the property were having a difficult time removing the current tenants out of the home but the tenants are out now. Since the requirement of having no tenants on the property has been met, the title for the property should be ready for closing soon.

Liquor License:

Ms. Shatzer stated that the license request had already expired so no action was required. Mr. Bailey moved to take no action on the liquor permit request, seconded by Mr. Drushal. Motion passed unanimously. Ms. Shatzer asked if the Board wanted to have liquor license requests brought to them even though the Board traditionally takes no action when they are presented. The consensus of the Board is they still would like to continue to have them presented at Board meetings.

CORRESPONDENCE:

Ms. Shatzer stated that the library had received two thank you letters at the Dalton branch. One was from the teen winner of the Summer Reading Club and the other was from Midwest Community Center who thanked the Library for the experience they provide to the patrons who are brought there from the facility.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Bailey motioned to adjourn.

Meeting adjourned at 7:28 p.m.

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Ross Cochrell, President

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Francey Morris, Secretary