

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

Monday, December 17, 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; Doug Drushal; Pat Neyhart; Sandy Wenger; Francey Morris; Bill Bailey
Absent: Peter Abramo

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Susan Buchwalter, HR Coordinator

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – November 19, 2018: Mr. Drushal moved to approve the November 19, 2018 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Operations Committee Meeting – November 19, 2018: Ms. Wenger moved to approve the November 19, 2018 Operations Committee meeting minutes as presented, Mr. Drushal seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Administrative Items:

Ms. Shatzer reported on the personnel agenda: Sondra Easterly, resigned as a Bookmobile Assistant, Cathy Bintliff will be resigning as an assistant at the Shreve Branch; Matt Durbin will be resigning as the Deputy Fiscal Officer; Kathy Hothem was transferred from the Circulation Department to the Children's Department, still as an Assistant; and Mark Hostetler was hired as a part-time Bookmobile Assistant. Ms. Wenger moved to approve the administrative items, seconded by Ms. Morris. Motion passed unanimously.

General Updates:

Ms. Shatzer reported that circulation is up 18% from the same time last year.

This month a great deal of time was spent in budget meetings with managers as well as evaluating the information she had gathered from other library's advertised pay rates for the last 12-16 months in order to make pay grade recommendations to the HR Committee.

The Dalton Friends are working on a fundraising partnership with local artists. Art will be displayed on a rotating basis at the branch. If someone is interested in purchasing a piece, he/she can contact the Friends. Any proceeds from the sale will be split between the artist and the Friends. The first artist is Jim Spires. A reception will be held at the Dalton branch on January 8th, 6:30-7:30.

A meeting was held with the architect for the Rittman project and the folks for the City of Rittman. There has been discussion about needing an elevator in the building now that there are plans for a basement. Ms. Shatzer has asked the architects to check if the elevator is required by code if the basement is not for the public. Ms. Shatzer also reported that the architects are recommending, for safety and security reasons, that the building not have an entrance on the street side of the building. Staff from the City and the Library were in agreement with this change as long as there was an easy, accessible way for people to come from the street side to the entrance around the building. The architects hope to have concept drawings by mid-February that may be used for determining costs as well as for fundraising purposes.

Ms. Shatzer reported that the house by the Shreve Branch has been removed.

The Children's and Circulation Departments have been working together on outreach to the schools. Staff presents book talks to the students and then the students are able to check out materials from the library using either their own full service card or a 3 for Me card. We have received several thank you cards from the teachers and the students who are grateful for this service.

Ms. Shatzer also reported that the library is in the process of multiple IT migrations. These migrations will also be cost savings for the library. The phone system migration alone will save the library \$26,000 a year.

COMMITTEE REPORTS:

Finance Committee:

October and November 2018 Balance Sheets and Income Statements:

Ms. Long reported that (after the December payment which is not reflected on these reports) we are 4% over on our revenue from the PLF. On the expenditure side, we are at 81.43% of what was budgeted. Ms. Long stated that we will definitely end up in the positive for the general fund this year which will allow us to move funds into our capital project funds. Mr. Drushal moved to approve the October and November 2018 Balance Sheets and Income Statements, seconded by Mr. Neyhart. Motion passed unanimously.

November 2018 Payroll and Accounts Payable:

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

Resolution #31-2018 – November 2018 Regular Donations:

Ms. Long stated that donations came in from the Rittman Friends for programming supplies and Wooster Rotary for the board books for babies program. Ms. Morris moved to approve Resolution #31-2018, seconded by Ms. Wenger. Motion passed via roll call.

Resolution #32-2018 – November 2018 Special Donations:

Ms. Long stated that a donation was made by the Orren and Polly Weitzel Charitable Fund which will be used for the library's robotics programs. A donation was also received in honor of Gene Sobolewski by Ms. Carol Sobolewski in the amount of \$20.00. Ms. Wenger moved to approve Resolution #32-2018, seconded by Mr. Drushal. Motion passed via roll call.

Resolution #33-2019 – Additional Appropriations:

Ms. Long requested additional appropriations for library security. There was a change during the year on how we were handling hiring off duty officers. To increase coverage, we hired additional officers from the Sheriff's Department which added costs of \$6,300. Mr. Neyhart asked about how the officers were scheduled and if staff felt safer. Ms. Shatzer reported that having the officers in the library has been a tremendous help. One area that is still a concern is the parking lot at the Operations Center. Staff feel that it too dark in the evening. Mr. Neyhart suggested contacting Ohio Power to see if a light pole could be added. Mr. Drushal asked if it would be possible to shine a light from the Operations building. Ms. Shatzer will look into these options. Secondly, Ms. Long requested additional funds for computer supplies. Much of our computer equipment, which is in next year's plans for updating, is older. This year we had several monitors that needed to be replaced. \$3,800 is needed to cover what we went over for this year. Mr. Drushal moved to approve Resolution #33-2019, seconded by Mr. Neyhart. Motion passed via roll call.

Facilities Committee: No report

Human Resources Committee:

Ms. Long stated that our health insurance costs will be going up an average of 7.95% but many places are seeing higher increases. Ms. Long analyzed what was budgeted and what was paid out this year in "first dollar benefits". In 2018, \$78,000 was allotted in first dollar benefits; however staff only used approximately \$38,000. She recommended adding \$500 to single plans, for a total of \$2000 and adding \$1000 to family plans, for a total of \$4000. Mr. Drushal asked to be reminded of what "first dollars" are. Ms. Long explained that these dollars help with out of pocket costs not covered by insurance. Not all staff have used all of their first dollar benefits. Mr. Cochrell asked how many staff actually used all of their first dollars. Ms. Long reported that she thought only five people had maxed out this benefit. Mr. Cochrell asked that if not everyone is maxing out this benefit would it make sense to do a cost benefit analysis for 2020 on whether it would be make more sense to raise deductibles and offer a higher first dollar benefit to staff. Motion passed via roll call.

Ms. Buchwalter passed out recommendations for adjustments to the pay scale. She explained the analysis that was done by Ms. Shatzer of other library's pay scales and how we used that information to compare to our library's pay scale. On the new scale, assistant positions would now be split into two categories; a shelver position (formerly called page) would be reinstated; and branch manager positions would now be slightly higher on the scale than the technology specialists' positions, because of branch managers' supervisory responsibilities. The top of each range was set at 135% of the bottom of the range. Each category has room for employees to grow. Mr. Neyhart commented that he is glad to see a more competitive pay scale so we are able to maintain quality people. Motion passed via roll call.

Ms. Long reported on the costs for the proposed pay increases. She looked at what it would cost to bring staff up to at least the bottom of the new pay grade, including the additional costs for OPERS, workers' compensation, health/dental, etc. In order to make the recommended pay changes it will cost an additional \$150,031; to add the shelvers at the branches it will be an additional \$36,989; the additional benefit costs will be \$27,380 for a total of additional costs for 2019 of approximately \$214,000, assuming all positions are filled for the entire year. Ms. Long also reported that our revenue for 2019 is expected to increase; our revenue from the PLF will be higher; our county levy tax revenue will increase as a result of the new levy; and we will be receiving additional funds due to the pipeline tax monies. Our total revenue for 2019 is expected to increase by 10.87%. The budget for 2019 is not complete, however it appears to be holding steady with what was budgeted for in 2018. Additionally, there will be budget savings in 2019 due to a change in our phone system and a recent LED conversion project is already saving the library approximately \$2000 a month at the main library alone. Ms. Shatzer stated the plan is to move all staff into the bottom of the new pay range for each position. However, no one would receive less than a 3% increase from their current wage. Motion passed via roll call.

Ms. Buchwalter passed out proposed language for a policy for paid time off for part time staff. The policy would give part time staff who work between 20 and 29 hours per week receive 24 hours of paid time off per calendar year. This time is credited to the employee at the beginning of the year; unused time does not carry over into the following year; it is not paid out if the employee leaves their job at the library; and this benefit would be prorated for staff hired during the year. This benefit would eliminate the current policy for taking unpaid time off, which has turned out to be difficult to administer. Motion passed via roll call.

Lastly, it was requested that Deb Kitko's membership to the National Genealogy Society and the Association of Professional Genealogists be paid for by the library. Mr. Neyhart recognized how important it is to be a part of organizations outside of the library. Mr. Neyhart asked what other types of professional organizations staff belong to. Ms. Shatzer mentioned Ohio Library Council, but the library pays only half of an individual membership. Mr. Drushal suggested that the discussion for the library paying the full amount for joining OLC, should be taken to committee for further discussion. Motion for Deb Kitko's memberships passed unanimously.

Operations Committee: No report

Rittman Ad-Hoc: No report

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

Mr. Neyhart moved to go into Executive Session at 7:00 p.m. to discuss personnel, seconded by Ms. Morris. Motion passed unanimously.

Ms. Wenger moved out of Executive Session, seconded by Ms. Morris at 7:38 p.m.

Mr. Drushal moved that the Board establishes the salary for the Fiscal Officer for calendar year 2019 at base compensation of \$69,000, seconded by Mr. Neyhart. Motion passed via roll call.

Mr. Drushal moved that the Board establishes the salary for the Director for calendar year 2019 at the base compensation of \$90,000, seconded by Ms. Morris. Motion passed via roll call.

CORRESPONDENCE:

Ms. Shatzer stated that the library had received a thank you cards from Ohio Library Council for Beth Donaldson's participation on the annual conference committee and from Triway and Shreve schools.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal motioned to adjourn.

Meeting adjourned at 7:43 p.m.

Ross Cochrell, President

Francey Morris, Secretary