

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

Monday, December 18, 2017, 7:00 p.m., Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:01 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Leslie Davenport, Circulation Manager; 1 guest

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 7:02 p.m., Mr. Bailey motioned to move into executive session to discuss pending litigation, seconded by Ms. Wenger. Roll call passed unanimously.

At 7:29 p.m., Mr. Bailey moved to exit executive session, seconded by Ms. Morris.

Ms. Wenger moved to allow Mr. Vickers to move forward with arbitration, seconded by Mr. Abramo. Mr. Bailey moved to amend the language of the motion to say that the board is authorizing Mr. Vickers to negotiate a resolution to certain issues with related parties and, if necessary, move forward with arbitration. Motion passed unanimously. The board also agreed that all construction projects will be tabled until the legal processes have concluded.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – November 20, 2017: Ms. Morris moved to approve the November 20, 2017 Regular Board meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee meeting – December 12, 2017: Ms. Wenger moved to approve the December 12, 2017 Human Resource Committee meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates:

Ms. Davenport gave a presentation on the overview of the circulation department. She reported that there are 10 circulation volunteers who have volunteered for 1,062 hours during the first 11 months of the year. Home delivery

service is being used by about 70 patrons. She also discussed how CLEVNET updated their phone notification system and the issues that arose from this update but stated that issues have been resolved. She, lastly, explained that there are still problems with library material deliveries which she also spoke of in her presentation at the board meeting in March. Some days the deliveries never arrived and others were late which has caused issues with staffing but she affirmed that she is working with the company to come up with a resolution.

Administrative Items:

Ms. Shatzer informed the board that she made an exception to the bereavement leave policy to allow leave for brother and sister in-laws. It was in the previous personnel policy but was accidentally omitted. Ms. Shatzer made a note of the exception for the next time that they revise the personnel policy.

Ms. Shatzer also stated that there were two new hires and one resignation. Mr. Bailey moved to approve the pending administrative items, Mr. Abramo seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

November 2017 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of November 30, 2017 was \$4,148,816.54. The Library was also cash heavy at the end of the November as many expenses occur in December. Ms. Morris moved to approve the November 2017 Balance Sheet, Mr. Bailey seconded. Motion passed unanimously.

November 2017 Income Statement:

Ms. Long stated that the Library, at the end of November, had collected about 89% of the budgeted revenue for the year. About 81% of the budgeted expenses have been expended with major material ordering still to come but Ms. Long stated that she believes that we are still on track with the budget.

Total encumbrances at November 30, 2017 were as follows:

1. General Fund	\$ 432,954.41
2. Rittman	\$ 8,700.00
3. Technology	\$ 12,721.80
4. Building & Repair	\$ 3,000.00
5. Donation	\$ 1,178.12
6. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 459,620.58

Mr. Abramo moved to approve the November 2017 Income Statement, Ms. Wenger seconded. Motion passed unanimously.

November 2017 Payroll and Accounts Payable:

Ms. Long stated that expenditures in November totaled \$528,470.24. Ms. Wenger moved to approve the November 2017 Payroll and Accounts Payable, seconded by Mr. Bailey. Motion passed unanimously.

Resolution #39-2017 – November 2017 Regular Donations:

Ms. Wenger moved to approve Resolution #39-2017, seconded by Ms. Morris. Motion passed via roll call.

Resolution #40-2017 – November 2017 Special Donations:

Ms. Shatzer stated that the donor came in on Election Day to give money to the library as he did not pay any property taxes but still wanted to pay his part. Ms. Long stated that the other two donations were in memory of Elizabeth Loyd. Mr. Bailey moved to approve Resolution #40-2017, seconded by Ms. Morris. Motion passed via roll call.

Facilities Committee: No Report

Human Resources:

Salary Scale Adjustments (Minimum Wage Increase) –

The committee recommended the passing of the adjustments made to the salary scale. Ms. Shatzer stated that the adjustments were mostly made to clean up job titles. Motion passed via roll call.

Wage and Salary Increases for 2018 –

The committee recommended approval of the wage and salary increases for 2018. Wages would be increased by \$0.25/hour and salaries would be increased by 1.5%. Motion passed via roll call.

Bonuses for 2017 –

The committee recommended approval of a 2% bonus for all salaried and hourly employees with the exception of the Fiscal Officer and Director. Motion passed via roll call.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Committee for 2018 Slate of Officers:

Mr. Cochrell stated that Ms. Wenger volunteered to be the nominating committee for the year of 2018.

Holiday Closures for 2018:

Ms. Shatzer recommended that the library will be closed on December 24th and the rest of the holiday list is the same as 2017. In 2017, since December 24th fell on a weekend the board approved an additional paid leave day for staff. Mr. Bailey moved to approve an additional paid leave day for all exempt and full-time non-exempt staff of one day or 8 hours of additional paid leave to be taken on December 24, 2018 and the holiday closure list as submitted, seconded by Ms. Morris. Motion passed unanimously.

2018 Board Meetings:

Ms. Wenger moved to approve the new time of 6:00 p.m., seconded by Mr. Abramo. Motion passed unanimously. Mr. Cochrell moved to amend the motion to include the dates and locations of the board meetings. All present members approved of the amendment.

CORRESPONDENCE:

Ohio State sent a thank you letter for being at the school's welcome day where Ms. Davenport helped sign people up for cards. A thank you letter was also received for Teresa Jager who had someone shadowing her. Lastly, a thank you letter was received from the Water Color Guild.

EXECUTIVE SESSION:

At 8:35 p.m., Ms. Wenger moved to enter executive session for the purpose of discussing employee compensation, seconded by Ms. Morris.

At 8:39 p.m., Mr. Bailey moved to exit executive session, seconded by Ms. Morris. Mr. Bailey moved to approve a 3% bonus for 2017 and a 1.5% salary increase for the Fiscal Officer and the Director of the Library, seconded by Ms. Morris. Motion passed unanimously.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 8:40 p.m.

Ross Cochrell, President

Francey Morris, Secretary