

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

Monday, December 16, 2019, 6:00 P.M., Main Library

CALL TO ORDER: President Bailey called the meeting to order at 6:03 p.m.

ROLL CALL: Present: Peter Abramo, Bill Bailey, Doug Drushal (excused at 6:30 p.m.),  
Francey Morris, Pat Neyhart, Sandy Wenger

Excused: Ross Cochrell

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Leslie Davenport, Circulation Manager; and Becky Vaeth, Adult Department Manager.

COMMENTS FROM THE PUBLIC: Becky Vaeth, Adult Department Manager, gave an overview of her department's staffing structure and programs offered. Also, the Library partners with a variety of community organizations to offer additional programs to our patrons. Mr. Drushal recognized that President Bailey was recently inducted into the Village Network Hall of Fame.

### APPROVAL OF BOARD MINUTES:

Regular Board Meeting – November 18, 2019: Mr. Drushal moved to approve the November 18<sup>th</sup> meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

### ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee Meeting – December 5, 2019; Operations Committee Meeting – December 10, 2019; Human Resources Committee Meeting – December 11, 2019. Motion by Mr. Drushal and seconded by Ms. Wenger to approve the minutes of all three meetings as presented. Motion passed unanimously.

### DIRECTOR'S REPORT:

Administrative Items: Ms. Shatzer noted the personnel agenda includes one retirement, three promotions and four new hires. Motion by Ms. Wenger and seconded by Mr. Neyhart to approve the personnel agenda as presented. Motion passed unanimously.

Narrative Report: Ms. Shatzer commented that she is waiting to hear back from the architects on the Rittman project. The General Wooster statue is expected to be installed and dedicated next summer.

## COMMITTEE REPORTS:

### A. Finance and Audit Committee:

1. November Financial Report: Mr. Bailey reviewed the financial schedules. He provided a new schedule which details debt. Motion by Mr. Drushal and seconded by Mr. Neyhart to approve the financial report. Motion passed unanimously.
2. Resolutions:
  - a. 31-2019 November Regular Donations: Motion by Mr. Drushal and seconded by Ms. Morris. Resolution passed by roll call.
  - b. 32-2019 November Memorial Donations: Motion by Mr. Abramo and seconded by Mr. Drushal. Resolution passed by roll call.
  - c. 33-2019 Temporary Appropriations (2020): Motion by Ms. Morris and seconded by Ms. Wenger. Resolution passed by roll call.
  - d. 34-2019 Additional Appropriations in Debt Service Funds (2019): Motion by Ms. Wenger and seconded by Ms. Morris. Resolution passed by roll call.

B. Facilities Committee: Mr. Drushal reported that the committee met recently to discuss a variety of topics, including the project at Main and the Rittman building. Ms. Shatzer noted that planning continues on both projects.

C. Human Resources Committee: Ms. Wenger mentioned that the committee met last week and is recommending a number of changes: dental insurance provider changed to Superior; employer share of medical coverage for non-single plans to 75% from 67%; appoint Donna Teece as Deputy Fiscal Officer and keep the Fiscal Office Assistant role open but change to part-time; longevity increases for staff; personnel policy revision to modify language to allow a bookmobile driver candidate to be hired without the CDL on a six-month probationary period and obtain their CDL within six months of hire; and staff memberships for Haley Tracey-Bursley in the American Library Association/Public Library Association, and Susan Buchwalter in Rotary Club. Motion by Mr. Neyhart and seconded by Ms. Morris to approve the recommendations as outlined in the committee minutes. Motion passed unanimously.

Operations Committee: President Bailey commented that the 2020 Board meeting schedule was reviewed at the recent committee meeting. The website privacy policy is required by OPLIN. Motion by Ms. Morris, seconded by Mr. Neyhart to approve the 2020 meeting schedule as well as the website privacy policy. Motion passed unanimously. President Bailey noted that the committee also discussed at length the staff recommendation to adopt a fine-free policy. The Board voted unanimously to approve the committee's recommendation to adopt the policy as presented. A press release will be issued in the near future.

Rittman Ad Hoc Committee: None

UNFINISHED BUSINESS: None

NEW BUSINESS: Motion by Ms. Wenger and seconded by Ms. Morris to move into Executive Session at 6:53 p.m. to discuss personnel. Motion passed by roll call. The Board moved out of Executive Session at 7:27 p.m. on a motion by Ms. Morris, seconded by Ms. Wenger. Motion passed by roll call. The Board agreed to follow Ms. Buchwalter's recommendation from the Human Resources Committee meeting that they compile the Board's comments on the Director's and Fiscal Officer's performance evaluations and discuss at the January Board meeting. At that meeting, they will determine any salary adjustments for the Director and Fiscal Officer, retroactive to January 1, 2020.

CORRESPONDENCE: Ms. Shatzer shared several thank you cards, comment cards, and a Community Connection Award, given by New Life for Old Bags, for the Library's Crafting for a Cause program which recycles plastic bags into mats for the homeless.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: Motion by Ms. Wenger, seconded by Ms. Morris to adjourn. Motion passed unanimously. The meeting adjourned at 7:39 p.m.

---

K. William Bailey, President

---

Francey Morris, Secretary