

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

Monday, February 19, 2018, 6:00 p.m., Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:02 p.m.

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

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

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 6:04 p.m., Mr. Drushal moved to enter executive session for the purpose of discussing litigation, seconded by Mr. Abramo.

At 6:58 p.m., Mr. Drushal moved to exit executive session, seconded by Ms. Wenger. No action was made as a result of the executive session.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – January 15, 2018: Mr. Drushal moved to approve the January 15, 2018 Regular Board meeting minutes as presented, Mr. Abramo seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

HR Committee Meeting – January 15, 2018: Ms. Morris moved to approve the January 15, 2018 HR Committee meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer stated that the statistics were pretty disappointing for the month of January but recognized that the weather played a big role as it was colder than normal many days during the month and there were a couple weather related closings. She also spoke with a customer rep from Sprint about hotspot service as the service can be purchased through Ohio Cooperative purchasing agreement and could save the library money compared to Verizon. The bookmobiles are currently testing them out to see how the coverage is throughout the county before we switch.

Ms. Shatzer also presented a signed agreement proposal from Green Local Schools for delivery service. CLEVNET is also making adjustments to their

operating procedures. Ms. Shatzer participated on the committee that worked on this revision. Ms. Shatzer also stated that library trustee training is coming up soon through the Ohio Library Council. The Flipster service is up and running which is new for the library this year and it includes popular magazines that can be accessed digitally. A summary of the incident reports were included in the director's report as well.

Administrative Items:

Ms. Shatzer reported that there were two new hires and one resignation. Mr. Durshal moved to approve the administrative items, seconded by Ms. Wenger. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

January 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of January 31, 2018 was \$3,313,696.16.

January 2018 Income Statement:

Ms. Long stated that the Library, at the end of January, had collected about 4.46% of the budgeted revenue for the year. About 7.41% of the budgeted expenses were expended for the year.

Total encumbrances at January 31, 2018 were as follows:

1. General Fund	\$ 1,369,869.24
2. Building & Repair	\$ 3,000.00
3. Rittman	\$ 8,700.00
4. Technology	\$ 22,020.00
5. Donation	\$ 31,248.00
6. Hartzler Home Delivery	\$ 5,305.70
TOTAL	\$ 1,440,142.94

Ms. Wenger moved to approve the January 2018 Balance Sheet and Income Statement, Mr. Drushal seconded. Motion passed unanimously.

January 2018 Payroll and Accounts Payable:

Mr. Drushal pointed out on the spreadsheet that an amount looked unusual. Ms. Long agreed and stated that there is an error on the worksheet and decided to push the approval of the report to next month so she can correct the error.

Resolution #4-2018 – January 2018 Regular Donations:

Mr. Drushal moved to approve Resolution #4-2018, seconded by Mr. Bailey. Motion passed via roll call.

Resolution #5-2018 – January 2018 Special Donations:

Ms. Long stated that one donation, in the amount of \$500, came from Ken Shafer and that he has donated every year since the new library building was constructed. The second donation came from Elliot Liggett who donated a 3D printer which will be used by the library's Emerging Technology Specialist and will be taken to the branches as part of the technology program. Mr. Abramo moved to approve Resolution #5-2018, seconded by Mr. Bailey. Motion passed via roll call.

Resolution #6-2018 – Ohio Cooperative Purchasing Membership:

Ms. Long stated that the language used in the resolution came from state of Ohio's website and that is authorizing her to join the program and to do the required reporting throughout the year. This program will be used to save money on the hotspots through Sprint if the Library decides to use their services. Mr. Bailey moved to approve Resolution #6-2018, seconded by Mr. Drushal. Motion passed via roll call.

Resolution #7-2018 – Additional Appropriations:

Ms. Long proposed that \$3,200 be moved from the Contingency fund to the Professional Services fund to pay for the air quality testing being done at the main library. Mr. Bailey moved to approve Resolution #7-2018, seconded by Mr. Drushal. Motion passed via roll call.

Facilities Committee: No Report

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc:

Mr. Drushal stated that the committee's meeting with the city of Rittman representatives went well. No action was taken at the meeting but Mr. Drushal acknowledged that the City of Rittman's attorney will be preparing new documents that will show what the agreement between the City of Rittman and the Library would look like. Ms. Shatzer stated that the Memorandum of Understanding will be expiring in the following month and that she will be working on it so she can send it to the City of Rittman.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Contract with Green Local Schools:

Ms. Shatzer stated that they are only requesting delivery twice a week and will be paying the standard rate for delivery services. Librarians from the Library will also teach people at the schools about the Library's resources and signing kids up for library cards. Mr. Bailey moved to approve the contract with Green Local Schools, seconded by Mr. Drushal. Motion passed unanimously.

Liquor Permits:

Ms. Shatzer stated that there were two liquor permit requests that she had received. One of them was already passed the deadline and the other one was for a transfer at Buehlers as the ownership changed. The board decided to take no action.

CORRESPONDENCE:

Ms. Shatzer presented two thank you letters. One was from a volunteer who appreciated the staff thank you meal at the end of 2017. One other thank you letter was received from a Rittman school teacher who thanked the Library for gathering classroom sets for her.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal motioned to adjourn.

Meeting adjourned at 7:28 p.m.

Ross Cochrell, President

Francey Morris, Secretary