

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

Monday, February 20, 2017, 7:00 p.m., Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:04 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer;
Samantha Chada, Assistant Director; Donna Teece, Fiscal Office Assistant; one guest

COMMENTS FROM THE PUBLIC: There were none.

RESOLUTION #6-2017 FOR PAT NEYHART: Mr. Cochrell read Resolution 6-2017 expressing the Board's appreciation of Pat Neyhart's conscientious and dedicated service to the Wayne County Public Library Board. Mr. Neyhart stated that the seven years flew by, and the Library's leadership team made his job easier. Mr. Drushal presented Mr. Neyhart with a dedication plaque. Mr. Drushal moved to approve the resolution, Mr. Bailey seconded. Roll call approved motion.

APPROVAL OF BOARD MINUTES:

Regular Board meeting – January 16, 2017: Mr. Drushal moved to approve the January 16, 2017 Regular Board meeting minutes, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance & Audit Committee – January 16, 2017: Ms. Wenger moved to approve the January 16, 2017 Finance & Audit Committee meeting minutes, Mr. Drushal seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

The Board toured the new Matthew Bookmobile.

Ms. Shatzer thanked Mr. Neyhart for his service to the Library. She also welcomed Mr. Abramo to the Board.

Anniversary Project:

Steering committee has met several times and is close to choosing Authors for the celebration.

Strategic Planning:

Ms. Shatzer is looking at project planning software to keep the strategic plan organized. There are many moving pieces with different people in charge of different aspects. It will help us keep moving forward.

LED Project:

Ms. Long has found that American Electric Power has a rebate program for the replacement of lighting to LED's. Ms. Shatzer and Ms. Long met with a representative from the rebate company who will also help us complete the paperwork once the new 2017 rebate program is released. Ms. Shatzer stated we will have a facility meeting to explain the steps of replacing the lights before the work starts. Ms. Long noted we will have to submit the paperwork before any work is done. Mr. Drushal noted that it had been previously decided to start with Shreve Library first.

Mobile Hot Spots:

Ms. Shatzer stated that the Hot-Spots are very popular with approximately 40 patrons on the waiting list. Ms. Chada updated the Board on the speed issue. We have found that although we have unlimited data, after approximately 23 to 28 gigabytes the speed is dramatically reduced. Ms. Chada has talked to other libraries and other providers, and found the same issue. Ms. Shatzer explained that this has slowed down the circulation cycle, where we will hold the hotspot if the data usage is close to the 23 – 28 gigabytes until the new data cycle begins. Ms. Shatzer noted that patron feedback has been very positive.

COMMITTEE REPORTS:

Finance and Audit:

January 2017 Balance Sheet:

The Committee recommended approval of the January 2017 Balance Sheet. Motion passed unanimously.

January 2017 Income Statement:

Total encumbrances at January 31, 2017 were as follows:

1. General Fund	\$1,337,277.14
2. Building & Repair	\$ 24,970.00
3. Rittman	\$ 6,088.62
4. Technology	\$ 22,020.00
5. Donation	\$ 31,497.89
6. Hartzler Home Delivery	<u>\$ 1,066.25</u>
TOTAL	\$ 1,422,919.90

The Committee approved the January 2017 Income Statement. Motion passed unanimously.

January 2017 Payroll and Accounts Payable:

The Committee recommended approval of the January 2017 Payroll and Accounts Payable. Motion passed unanimously.

Resolution #7-2017 – January 2017 Regular Donations:

The Committee recommended approval of Resolution #7-2017. Motion passed via roll call.

Facilities Committee: Ms. Shatzer reported they have a meeting scheduled with the Rittman City officials. They met with Rittman Branch staff and HBM architects who have completed the topographical map. They also looked at space layout for the library side of the building. The city will do the same for their part of the building. Ms. Shatzer will be scheduling a Facilities Committee meeting soon.

Human Resources: A Human Resource Committee meeting was held at 6:00 before this Board Meeting. Ms. Wenger explained that Ms. Buchwalter reported that all positions are filled at the library. Ms. Buchwalter will be updating the personnel policies, and be presenting updated policies to the HR Committee over the next several months.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS: Ms. Shatzer reported the Technology Department wants to donate outdated technology equipment that has little or no value to Goodwill who has its own recycling program. Ms. Long noted that instead of throwing these items in the trash, we can donate it to a good cause. Mr. Cochrell asked the Board if there were any objections to donating, and there were none.

CORRESPONDENCE: Ms. Shatzer received thank-you cards from Wayne County Park District for Ms. Doohan for setting up the meeting room; and Jenny Marsh, Stanley Gault's daughter, for Ms. Shatzer's correspondence thanking the family for the donating his personal library and the plaque that was given to the Library.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal moved to go into executive session at 7:40 p.m. to discuss real estate. No action taken.

Mr. Drushal moved to adjourn, seconded by Ms. Morris.

Meeting adjourned at 7:58 p.m.

Ross Cochrell, President

Francey Morris, Secretary