

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

Monday, February 18, 2019, 6:00 p.m., Wooster Library

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:01 p.m.

ROLL CALL: Present: Bill Bailey, Pat Neyhart, Francey Morris, Doug Drushal, Sandy Wenger

Excused: Peter Abramo; Ross Cochrell

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Linda Hall, Reporter

OATH OF OFFICE: Mr. Bailey administered the oath of office to Ms. Wickham.

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – January 21, 2019: Mr. Neyhart moved to approve the January 21, 2019 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Human Resource Committee Meeting – January 16, 2019: Ms. Wenger moved to approve the January 16, 2019 minutes, and Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Personnel Items: Per detail provided in her monthly report, Ms. Shatzer asked for Board approval on resignations, retirements, terminations, new hires, promotions and transfers. Motion by Mr. Drushal and seconded by Ms. Wenger to approve as presented. Motion passed unanimously.

General Updates: Ms. Shatzer mentioned that there are a few small issues with the new telephone system and computer upgrades but generally things are going well. Migration to OneDrive and SharePoint is underway. We recently upgraded to Office365 and Windows10. Ms. Shatzer explained the purpose of SharePoint, which is a Microsoft cloud product that replaces file storage on our servers. She commended the IT staff for their hard work and patience supporting all the changes. The group working on the Rittman project have questions on the condo agreement and is working with the City of Rittman to finalize. Work continues with the architect on drawings to obtain optimal layout. Repairs to the Main Branch will be made when the weather breaks. The annual Library Legislative Day is April 9 and Ms. Shatzer invited Board members to attend. She commented that the Lorain County Library hosted a legislative breakfast for commissioners, representatives, directors, and board members. Mr. Neyhart suggested that we may want to consider participating in the City of Wooster mayor's state of the

city event to gain more exposure. The Board also discussed having our own event and/or speaking at the various service clubs. Ms. Shatzer will pursue this topic. Mr. Drushal asked for further clarification on Flipster, Hoopla and Kanopy. Ms. Shatzer explained the various services.

Restore the PLF (Public Library Funds): Ms. Shatzer commented on the historical percentages as detailed in her report.

COMMITTEE REPORTS:

Finance and Audit Committee:

1. January 2019 Balance Sheet – by Total Library:

Ms. Long reported that at January 31 we had total cash and investments of \$3,552,361.93. Mr. Bailey asked about the \$0.70 owed for Medicare. Ms. Long explained that there sometimes can be small rounding issues and it should take care of itself over time.

2. January 2019 Income Statement:

Ms. Long commented on the total revenue of \$260,874.29. Expenditures were \$444,954.82.

a. Total encumbrances at January 31, 2019 were as follows:

1. General Fund	\$ 1,350,691.63
2. Building & Repair	\$ 15,600.00
3. Rittman	\$ 50,426.00
4. Technology	\$ 2,614.00
5. Donation	\$ 1,525.68
TOTAL:	\$ 1,420,857.31

Mr. Neyhart motioned to approve the Balance Sheet and Income Statement. Ms. Wenger seconded, and the motion passed unanimously.

3. January 2019 Payroll and Accounts Payable

Total checks in January were \$306,458.72. Bond and interest on Dalton were \$8,400.83. Payroll expense for the month was \$225,384.07.

Motion by Mr. Drushal and Ms. Morris seconded to approve January 2019 Payroll and Accounts Payable. Motion passed unanimously.

4. Resolutions:

- a. 3-2019 January 2019 Regular Donations: It was noted that a minor typo needs corrected on this resolution. Motion by Mr. Drushal and seconded by Mr. Bailey to approve the resolution. Resolution passed by roll call.
- b. 4-2019 January 2019 Special Donations: Motion by Mr. Drushal and seconded by Ms. Wenger to approve the resolution. Resolution passed by roll call.

Facilities Committee: Nothing additional beyond what was included in the Director's report.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad-Hoc Committee: No report.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Membership in the Ohio Government Finance Organization for Jill Wickham: Ms. Long requested approval for Jill Wickham to join the Ohio Government Finance Officers Association at a cost of \$40. Motion by Ms. Morris and seconded by Ms. Wenger. Motion passed unanimously.

CORRESPONDENCE: Ms. Shatzer commented on a letter received from Mr. Maurer expressing concern about how money is being spent from the pipeline. She prepared a response to Mr. Maurer. A complimentary letter was received from a patron in West Salem. Ms. Shatzer mentioned that our relationship with the Apple Creek Historical Society is progressing well.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 6:44 p.m.

K. William Bailey, President

Francey Morris, Secretary