

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

Monday, January 20, 2020, 6:00 P.M., Main Library

CALL TO ORDER: President Bailey called the meeting to order at 6:00 p.m.

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

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer

2020 SLATE OF OFFICERS: The Nomination Committee recommends the officers remain the same as 2019:

President: Bill Bailey

Vice President: Pat Neyhart

Secretary: Francey Morris

The nominating committee moved to accept the recommendations, and Mr. Drushal seconded. Motion carried unanimously.

2020 COMMITTEE ASSIGNMENTS:

Proposed committee assignment schedule reviewed. The Board had no additional recommendations.

COMMENTS FROM THE PUBLIC: Ms. Shatzer noted Linda Hall from the Daily Record has retired. There were no comments from the public.

OATH OF OFFICE: Mr. Chris Bailey, Ms. Teece and Mr. Neyhart took the oath of office.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – December 16, 2019: Mr. Drushal moved to approve the December 16, 2019 meeting minutes as presented, and Mr. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee Meeting, and the Records Commission Meeting on December 16, 2019 - Mr. Drushal moved to approve both minutes, and Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative Report: Mr. Tenney gave a presentation on his two departments: Facilities and Technology. He reported many changes to Technology in the past four years. Many of the

changes started with installing fiber lines to all our buildings increasing our bandwidth. This increase in bandwidth opened up other opportunities. One opportunity was moving the Library to Microsoft Office 365 giving us the ability to remove inhouse servers. Cleveland Public Library has space at the State of Ohio Computer Center where we have 2 virtual servers. We can run our entire system off these two servers. This saves us approximately \$60,000 on servers we will not need to replace. Last year, we moved to CLEVNET's phone system saving us approximately \$28,000 per year on individual phone lines. Having the fiber lines made all of this possible. Mr. Tenney noted that we own our fiber lines from Liberty St. Library to the Operation Center. Bandwidth between these two buildings is 100 megabits, and to the branches it is 50 megabits.

The Facilities Department has 2 part time staff members and summer help. They maintain all our buildings. Mr. Tenney's goal is to keep the buildings looking like new. Details matter and upkeep matters.

Director's Report:

Ms. Shatzer reported a banner year in circulation in 2019 with 2.1 million items circulated. This is a five percent increase from last year. Other services have also increased in 2019 such as programming attendance (up 5%), meeting room use, home delivery contacts (up 24%).

Update on the Rittman project: The ramp from the street to the building is still in discussion. Renderings of the proposed building were displayed at Rittman and patrons were asked for their input if they would use this ramp. She will share the feedback with the architects. Rittman and the Library both want outside signage, both parties are interested in an electronic sign. We are getting closer with 75% in drawings complete and 50% completion of the construction documents phase. Both are needed for the next part of the condo agreement.

Liberty St. Update: The architect came up with a couple of concept drawings. Ms. Shatzer is meeting with staff tomorrow to look at the drawings and gather their input. Egress issues and HVAC issues for the addition are being addressed.

Going Fine-Free is going well. We will keep track of lost and found materials with 2020.

The Library has been helping with the 2020 census and allowing the census groups use of the meeting rooms.

Administrative Items: Ms. Shatzer noted the personnel agenda includes 2 new hires. Motion was given by Ms. Wenger and seconded by Mr. Drushal to approve the personnel report as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. December 2019 Financial Report: Mr. Chris Bailey reviewed the financial schedules. At year end, the budget ended at 97% for revenue and at 92.5% for expenses. We ended the year in good shape.

Mr. Drushal moved to accept the financial reports and Mr. Neyhart seconded. The motion passed unanimously.

2. Resolutions:

- a. 1-2020 December Regular Donations: Motion by Mr. Drushal and seconded by Ms. Morris. Resolution passed by roll call.
- b. 2-2020 December Memorial Donations: Motion by Mr. Neyhart and seconded by Mr. Abramo. Resolution passed by roll call.
- c. 3-2020: 2020 Budget-Permanent Appropriations:
Mr. Chris Bailey reviewed the 2020 budget expenses. He also made recommendations for fund transfers. Once 120 days of expenses are retained, the 2019 budget had approximately \$320,000.00 remaining. Mr. Bailey and Ms. Shatzer recommend transferring \$300,000 into other funds. Mr. Bailey also reviewed the capital expenditures for 2020 budget.
Motion to approve the 2020 Budget was given by Mr. Neyhart and seconded by Mr. Cochrell. Resolution passed by roll call.

Then and Now Purchase Orders: Mr. Bailey explained how the Then and Now purchase orders worked. It is for those expenses that are incurred before a purchase order is generated and are only for emergencies. The Ohio Revised Code allows for these exceptions. The Board will need to approve any Then and Now purchase orders that are greater than \$3,000.00. It will be stamped stating the funds are appropriate and available for the purchase. Then and Now Purchase orders were approved by the Finance committee for those purchases up to \$30,000.00. Motion passed unanimously.

B. Facilities Committee: No report.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: Ms. Shatzer gave review in her report.

NEW BUSINESS:

- a. Liquor Permit: A liquor permit was received from Salsarita. Ms. Shatzer would like to change the procedure for handling liquor permits so we are not holding up the business. The Director will send an email to Board members that a liquor permit request has been received. She will then sign and send in the form stating that no action will be taken. Mr. Cochrell moved to take no action on this liquor permit; and Mr. Drushal seconded. The motion passed unanimously.

Mr. Bailey moved to confirm the action of the Director in responding in the recent liquor request for Salsarita, that she did advise all Board members by email prior to responding to the request and have found there were no objections, and the Board agrees that they will follow the same procedure in the future. Mr. Drushal seconded, and the motion passed unanimously.

- b. Resolution 4-2020 27th pay in 2020: Authorizing 27th pay for exempt employees. Ms. Wenger approved the 27th pay for exempt employees, and Mr. Neyhart seconded. Motion passed by roll call.
- c. Resolution 5-2020 Honoring Jill Wickham: Mr. Cochrell moved and Ms. Morris seconded. Motion passed by roll call. Ms. Wickham sent a note thanking the board.
- d. Appointment of Fiscal Officer and Deputy Fiscal Officer and approval of surety bonds (Both for \$100,000): Mr. Neyhart made a motion to appoint the Fiscal Officer and Deputy Fiscal Officer as well as the bonds, and Ms. Wenger seconded. Motion passed unanimously.
- e. Ms. Shatzer received a call from Main Street Wooster requesting the use of the library lawn for Movies on the Square on a Saturday night in June. She wanted to know if there were any objections before she moved forward. There were none.

UNFINISHED BUSINESS: Director and Fiscal Officer evaluations. Ms. Wenger moved to go into executive session to discuss evaluations and compensation of the Director and Fiscal Officer, and Mr. Drushal seconded. Motion passed by roll call. Executive session started at 7:02 p.m.

Ms. Morris made a motion to move out of executive session, and Mr. Drushal seconded. The motion passed by roll call, and the Board moved out of executive session at 7:34 p.m.

Resolution 6-2020 Authorizing the Salaries for Fiscal Officer and Deputy Fiscal Officer for 2020: Mr. Drushal moved to adjust the Fiscal Officer's salary to \$75,000 effective January 1, 2020, and the Deputy Fiscal Officer's salary. Mr. Cochrell seconded, and the motion passed by roll call.

Mr. Cochrell made the motion to adjust the Director's salary to \$94,500.00 effective January 1, 2020, and Ms. Morris seconded. The motion passed unanimously.

CORRESPONDENCE: Rittman Branch staff thanking for luncheon and gift cards; Edgewood students thanking Children's and Circulation for bringing books to check out. Thank you card from Rittman staff member for raise. Comment card appreciating large amount of new materials at the library.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: By consensus, the meeting adjourned at 7:38 p.m.

K. William Bailey, President

Francey Morris, Secretary