

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

Monday, July 15, 2019, 6:00 P.M., Creston Branch Library

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

ROLL CALL: Present: Bill Bailey, Francey Morris, Doug Drushal, Ross Cochrell, Sandy Wenger

Excused: Peter Abramo, Pat Neyhart

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Chris Bailey, Incoming Fiscal Officer; Amy Anderson, Branch Manager; Susan Buchwalter, HR; Leslie Davenport, Circulation Manager; Linda Hall, The Daily Record

COMMENTS FROM THE PUBLIC: Amy Anderson, Creston Branch Manager, introduced two new staff at the branch. Ms. Anderson spoke about the summer reading program and shared one of the activities that children are experiencing. There are activities for children almost every day this summer. Several community groups use the conference room throughout the year.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – June 17, 2019: Mr. Drushal moved to approve the June 17, 2019 meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES: None

DIRECTOR'S REPORT:

Narrative Report: Ms. Shatzer highlighted a few items from her written report. She also shared the most recent proposed site plan from K2M for the Rittman project and noted that the plan is significantly different than what was used for preliminary fundraising planning. She expects updated drawings in the near future as discussions continue with the City of Rittman. Ms. Shatzer distributed a list of primary businesses and individuals for fundraising purposes. Board members should review the list and determine which contacts they would like to approach for donations. Ms. Shatzer reported that the Rotary Club of Wooster has funded three bike repair stations and the City of Wooster is looking for a downtown location for one of the stations. She noted that in front of the Main library near the bike rack would be a great location. Motion by Mr. Drushal and seconded by Mr. Cochrell to approve placement of a bike repair station at Main. Motion passed unanimously. Several staff met recently with BSHM to have preliminary discussions about the possible expansion at Main.

Administrative Items: There are five resignations and two new hires on the personnel agenda. Motion by Ms. Wenger, seconded by Mr. Drushal to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. May and June 2019 Balance Sheet – by Total Library:

Ms. Long commented that total cash and investments at June 30, 2019 were \$4,329,693.85, as compared to \$4,432, 421.75 at May 31, 2019.

2. June 2019 Income Statement:

Ms. Long mentioned that June year-to-date revenue is at 51% of budget and expenses are 43% of budget.

a. Total encumbrances at June 30, 2019 were as follows:

1. General Fund	\$ 1,044,535.54
2. Building & Repair	\$ 68,738.29
3. Technology	\$ 1,695.00
4. Donation	\$ 5,968.66
5. Brian Beery	\$ 35.20
TOTAL:	\$ 1,120,972.69

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

3. Resolutions:

- a. 17-2019 June 2019 Regular Donations: Ms. Long noted that she will make one correction to this resolution (removal of donation from Directions Credit Union as it was made in May). Motion by Mr. Drushal and seconded by Ms. Wenger to approve the resolution as revised. Resolution passed by roll call.
- b. 18-2019 June Memorial Donations: Motion by Mr. Drushal and seconded by Ms. Morris to approve the resolution. Resolution passed by roll call.
- c. 19-2019 Additional Appropriations for Liberty Street Building and Repair Fund: Ms. Long commented that the additional funds are needed for the lighting project. Motion by Ms. Wenger and seconded by Ms. Morris to approve the resolution. Resolution passed by roll call.
- d. 20-2019 2020 Tax Budget: Ms. Long noted that this resolution pertains to the preliminary budget that needs to be submitted to the Wayne County Budget Commission by July 20. She commented that this budget includes \$48,000 related to staff longevity pay increases. Mr. Cochrell asked about the contingency amount and Ms. Long said that she needs to correct that amount to be \$50,000. Motion by Mr. Cochrell and seconded by Mr. Drushal to approve the resolution. Resolution passed by roll call.

B. Facilities Committee: None

C. Human Resources Committee: None

D. Operations Committee: Mr. Cochrell reported that the Operations Committee met today prior to the Board meeting to review an updated policy on exhibits and displays. The committee is recommending the policy be approved as presented. Motion passed unanimously.

E. Rittman Ad Hoc Committee: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Resolution 21-2019 Acceptance of artwork donation from Jim Daniels. Motion by Mr. Cochrell and seconded by Ms. Wenger to approve the resolution. Resolution passed by roll call.
2. Main Street Wooster Request: Ms. Shatzer reported that she would like to close the Main Library at 4:30 p.m. on November 13 so that Main Street Wooster may use the facility for their Annual Meeting and serve alcohol. Motion by Mr. Drushal and seconded by Ms. Wenger to approve Ms. Shatzer's recommendation. Motion passed unanimously.

CORRESPONDENCE: Ms. Shatzer shared a note received in the tween suggestion box asking for more LGBTQ+ awareness. A thank you from Ms. Morris was received for the Library's participation in safety village in Rittman. Wooster Community Hospital sent a thank you for knitted hats for cancer patients. Children from the summer day camp in Creston sent a thank you for their visit to the library. A thank you was received from the Tri-County Educational Service Center for using one of our display cases. Trinity United Church of Christ sent a thank you for their use of a display case.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 6:57 p.m.

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K. William Bailey, President

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Francey Morris, Secretary