

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

Monday, July 16, 2018, 6:00 p.m., Creston Branch

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:00 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Amy Anderson, Creston Branch Manager

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – June 18, 2018: Mr. Bailey pointed out that the minutes stated that he was excused from the meeting but also called the meeting to order when it should have been Mr. Cochrell. Mr. Drushal moved to amend and approve the June 18, 2018 Regular Board meeting minutes as amended, Mr. Bailey seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Rittman Ad-Hoc Committee Meeting – June 26, 2018: Mr. Drushal moved to approve the June 26, 2018 Rittman Ad-Hoc Committee meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Anderson's Presentation:

Ms. Anderson stated that most of her programs have been very successful even with one being held every week through June. One of the branch's most successful programs is the Sharpie Tie-Dye program which brought in 66 kids at the last occurrence. Ms. Anderson then presented the board members with a little trial of what the kids do at the program.

General Updates:

Ms. Shatzer stated that there are new databases that are available through the Library because of new partnerships formed at the State level. One big partnership was between the State and LinkedIn which will bring Lynda.com in as a free resource. Ms. Shatzer stated that she was very excited to see it added as a free training website as the Library has always wanted to get access to it but it was previously unaffordable.

Administrative Items:

Ms. Shatzer reported that Barb Landers, Children's Department Manager, would be retiring at the end of the month after being with the library for 25 years. The library also planned a retirement party for her. With her retirement, Ms. Shatzer stated that it was decided that another employee would be added to the Person-in-Charge schedule at the Main Library and Nic Starr accepted the role. Ms. Wenger moved to approve the administrative items, seconded by Mr. Bailey. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

June 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of June 30, 2018 was \$3,804,602.15.

June 2018 Income Statement:

Ms. Long stated that the Library, at the end of June, had collected about 51.1% of the budgeted revenue for the year. About 44.7% of the budgeted expenses were expended for the year.

Total encumbrances at June 30, 2018 were as follows:

1. General Fund	\$ 1,120,252.95
2. Building & Repair	\$ 79,375.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 7,812.00
5. Donation	\$ 733.07
TOTAL	\$ 1,211,873.02

Mr. Bailey moved to approve the June 2018 Balance Sheet and Income Statement, Mr. Neyhart seconded. Motion passed unanimously.

June 2018 Payroll and Accounts Payable:

Mr. Drushal moved to approve the June 2018 Payroll and Accounts Payable, seconded by Mr. Bailey. Motion passed unanimously.

Resolution #18-2018 – June 2018 Regular Donations:

Mr. Drushal moved to approve Resolution #18-2018, seconded by Ms. Wenger. Motion passed via roll call.

Resolution #19-2018 – 2019 Budget:

Ms. Long presented the board members with a budget draft that if approved would be turned into the County's Budget Commission office. She stated that it was a pretty normal budget compared to this year's budget with the addition of a transfer to the Technology fund and the Vehicle Replacement fund from the General fund to replenish their balances. Mr. Neyhart moved to approve Resolution #19-2018, seconded by Mr. Drushal. Motion passed via roll call.

Facilities Committee: No Report

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Liquor Permit Request:

Ms. Shatzer stated that she received a liquor permit request from Buehler's in downtown Wooster. Mr. Drushal moved to not take any action on the request, seconded by Mr. Neyhart. Motion passed unanimously.

Property Purchase Agreement:

Mr. Cochrell reviewed what was discussed in executive session and stated that the property at 120 S. Main St. in Shreve, OH is up for sale and that the board agreed to offer \$54,000 for the property while splitting the closing costs with the seller. They agreed to go with the presented contract with the addition of the closing condition of the current tenants being moved out prior to closing. Ms. Morris moved to approve the presented contract with the added closing condition, seconded by Mr. Bailey. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer stated that the library had received a letter from Francey Morris, current board member, for the Library's participation in the safety town program in Rittman. Wooster Community Hospital – Nursery also sent in a thank you card to the library for the knit caps the library's knitting group made and donated to the hospital.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 7:10 p.m.

Ross Cochrell, President

Francey Morris, Secretary