

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

Monday, June 15, 2020 at 6:00 p.m., Wooster Library: Zoom Meeting

CALL TO ORDER: Mr. Bill Bailey called the meeting to order at 6:03 p.m.

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – May 18, 2020: Mr. Neyhart moved to approve the May 18, 2020 regular board meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Operations Committee Meeting – June 9, 2020: Mr. Cochrell moved to approve the June 9<sup>th</sup> Operation Committee minutes as presented, Ms. Wenger seconded, and the motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: The Library is currently in Phase 1 Part 2 and is actively working towards Phase 2. On July 6<sup>th</sup>, we will be opening the library with limited hours and services. We are coordinating our opening with the Orrville Public Library. Mr. Neyhart asked how we were limiting access. Ms. Shatzer noted we will have limited library hours plus continued curbside service. Each branch has patron capacity posted for its building and staff will monitor. Some areas will be totally restricted from patron access such as Genealogy and study rooms. Meeting rooms will not be available. Ms. Shatzer included the Ohio Library Council report by Howard Fleeter, on the expected forecast of the Public Library Funds. The findings were not as bleak as we expected.

In Susan Robert's report, the new website was launched, and Ms. Shatzer reported it was sleek and easy to use. Several branch and circulation part-time staff returned from furlough to start curbside service and Ms. Shatzer hopes to bring more employees back soon.

Circulation stats are down by more than 50%, but eMedia statistics are skyrocketing.

On the Rittman project, K2M Architects have received payment by IAP, and Ms. Shatzer wants to schedule a meeting to discuss the Liberty St. roof and Rittman projects. Imhoff Construction have the materials for the masonry project and are in the process of gathering a team together.

Jason Anderson contacted us, and the statue of General Wooster is ready to be placed in front of the library. Ms. Shatzer will coordinate the placement of the statue.

Administrative Items: 2 resignations: Kari Miller, Dalton Branch Assistant as she found full-time work, and Tanaya Silcox, Technical Services Manager is moving. Even though we are in a hiring freeze, the Technical Service Manager is a critical position that needs to be replaced. Eleven part-time staff have been recalled. Ms. Morris moved to accept the administrative items. Mr. Neyhart seconded, and the motion passed unanimously.

## COMMITTEE REPORTS:

### Finance Committee:

May 2020 Payroll and Accounts Payable: Mr. Chris Bailey reviewed the financial reports. He noted CD rates are plummeting. The Library is currently investing in Star Ohio with a variable interest rate of .6% as of today since other CD's are offering .1% or less. January through April, our PLF has been on budget. May PLF was 35% lower and June PLF is 14% less than the original budget estimate as expected due to the pandemic. July PLF has been revised to be 12% lower. With the result of Dr. Fleeter's report and the continuing improvement to the PLF, Mr. Bailey feels comfortable with the 20% budget reduction (\$430,000.00) made in April. The continued furlough of employees and non-payroll cuts will give us more cushioning for expected reduced interest and property tax income. He will continue to monitor it and make necessary changes as needed.

Through May, revenues are at 47.54%, higher than the budgeted 41.6% due to higher than expected first half property taxes. Expenses are at 36.6% mainly due to reduction in budget.

Mr. Neyhart asked about the possibility of refinancing the Dalton Project. Mr. Bailey stated when we seek financing for the Rittman project, we will probably refinance Dalton at that time to take advantage of the lower interest rates. Mr. Drushal moved to accept the May 2020 financial reports, and Mr. Abramo seconded. The motion passed unanimously.

Resolution #18-2020 May 2020 Regular Donations: Ms. Morris moved to accept the May 2020 Regular Donations, and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: There was none.

Human Resources: There was none.

Operations Committee: Mr. Cochrell reviewed the proposed Public Service Pandemic Policy discussed at the committee meeting. Updated services, hours, etc. were approved by committee. The hot item of discussion was requiring the public to wear face masks. The Library will strongly encourage the public to wear them. Face masks will be required for patrons using a public computer. If a patron is not wearing a face mask, the staff will assist behind the plexiglass barrier. The Library is in a "grab and go" status. Curbside service will continue for those who are uncomfortable entering into the building. The Public Service Pandemic Policy was approved by committee, and the motion passed unanimously.

Rittman Ad-Hoc Committee: Ms. Shatzer noted the estimates for the Rittman project were expected soon. We are looking forward to the next phase. Rittman's fiscal officer and city manager are interested in moving forward with the project.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

CORRESPONDENCE: A thank you to Ms. Shatzer for participating in the All American Kid award process sponsored by Main Street Wooster, and from a patron thanking the library for providing library materials to her father in assisted living.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned by consensus at 6:37 p.m.

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K. William Bailey, President

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Francey Morris, Secretary