

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

Monday, June 17, 2019, 6:00 P.M., Rittman Branch Library

CALL TO ORDER: Mr. Neyhart called the meeting to order at 6:08 p.m.

ROLL CALL: Present: Francey Morris, Pat Neyhart, Doug Drushal, Ross Cochrell

Excused: Bill Bailey, Peter Abramo, Sandy Wenger

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Chris Bailey; Pam Schemrich, Rittman Branch Manager; Dave Tenney, Facilities Manager

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – May 20, 2019: Mr. Cochrell moved to approve the May 20, 2019 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Rittman Ad Hoc Committee, June 4, 2019 2019: Motion by Mr. Drushal, seconded by Mr. Cochrell to accept the minutes as presented. Motion passed unanimously.

Facilities Committee, June 10, 2019: Motion by Mr. Drushal, seconded by Ms. Morris to accept the minutes as presented. Motion passed unanimously.

DIRECTOR'S REPORT:

Rittman Branch Manager: Ms. Schemrich shared that 300 “3 for Me” cards have been issued in the last month. These cards can be issued to children under 14 years of age without their parent’s signature and allows three printed materials to be checked out. Programming has also increased this year. She showed the story time quilt that was donated by a local community group who provided the materials and labor to make it. The branch participated in Reading Under the Lights.

Narrative Report: Ms. Shatzer reviewed a few highlights from her written report.

Administrative Items: Ms. Shatzer noted the personnel agenda includes one recommended new hire. Motion by Mr. Cochrell and seconded by Mr. Drushal to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. Ms. Long commented that May financials will be covered at next month's Board meeting.
2. Resolutions:
 - a. 14-2019 May 2019 Regular Donations: Motion by Ms. Morris and seconded by Mr. Drushal to approve the resolution. Resolution passed by roll call.
 - b. 15-2019 May Memorial Donations: Motion by Mr. Drushal and seconded by Ms. Morris to approve the resolution. Resolution passed by roll call.
 - c. 16-2019 Additional Appropriations: Ms. Long noted that the Building and Repair Fund additional appropriations are due to the pending repair projects at Main. The Donation Fund additional appropriation is related to a 3D printer. Motion by Mr. Cochrell and seconded by Mr. Drushal to approve the resolution. Resolution passed by roll call.

B. Facilities Committee: Ms. Shatzer and Mr. Tenney commented on three repair projects that the committee recently reviewed. HEI Engineering Group examined the ventilation system at Main and provided a recommendation for repairs to solve the moisture issue. The estimate for these repairs is \$10,000 and the committee recommends that the Board approves. By consensus, the recommendation was approved. The second project is to repair the water infiltration problem at Main in the northeast corner of the two-story section (tower). Imhoff Construction Services provided an estimate of \$65,574. The committee is also recommending approval for this project. The Board voted unanimously to approve the committee's recommendation. The third project is related to the water infiltration issue on the ground floor of Main. Imhoff provided an estimate of \$6,189 for these repairs. The committee is recommending approval of this project. The Board voted unanimously to approve the committee's recommendation. Ms. Shatzer reported that Ted Bogner was consulted about the various projects and he is recommending that the projects be consolidated into one large project and should also include \$27,000 for re-caulking. However, handling the repairs as one large project, rather than several smaller ones, would result in being over the \$75,000 threshold for prevailing wage and bid. After discussion, the Board decided to maintain as three projects. Ms. Shatzer also reported that the committee discussed a request received from the City of Wooster and Main Street related to moving the artwork pillars that are currently displayed on the square to the library's property. The committee recommended declining the offer.

Ms. Shatzer reviewed the technical proposal from BSHM for Main expansion feasibility study and shared the key discussion points from the committee meeting. Total cost for phase 1 including IAP's fees is \$29,138.29 and would include programming and planning, and conceptual design. Mr. Cochrell asked if the expansion project can be afforded. Ms. Long commented that she has no concerns about it because we have \$1.2 million in funds at the Wayne County Community Foundation designated for the Liberty Street building. Motion by Mr. Drushal, seconded by Ms. Morris to approve the study as outlined in the proposal. Motion passed unanimously.

C. Human Resources Committee: None

D. Operations Committee: None

- E. Rittman Ad Hoc Committee: Ms. Shatzer provided an overview of the recent committee meeting that was focused on fundraising. She anticipates having another meeting in the near future with Mayor Robertson, Ms. Morris and Ms. Schemrich to talk about fundraising strategy. She shared a rough draft of the floor plan and naming rights, using a similar approach to what was done for Dalton, and key talking points about the project. She would like to add benches in the outdoor areas as another source of donations (\$3,500 each). Mr. Drushal noted that materials should prominently call out the cost savings that will be realized due to sharing the building with the City. Mr. Drushal suggested we change the amount of naming technology so that it is higher than the adult area. Ms. Shatzer has been drafting the various fundraising materials and will share with the Board for input at a later date. Mr. Drushal commented that our materials should note that meeting rooms will be free of charge to community groups. The display case is another potential naming opportunity and the Board determined \$10,000 would be appropriate. Ms. Long reported that an agreement letter, similar to what was done for the Dalton building, will need to be completed with the Wayne County Community Foundation, and the Board will need to pass a resolution which covers how funds may be withdrawn. The Board decided to name the fund the Rittman Building Fund. Mr. Drushal asked about the status of construction drawings from the architect. Ms. Shatzer explained that phase started recently.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE: Ms. Shatzer shared that United Way submitted Reading Under the Lights into an event contest and it won. Two thank you notes for the Shreve Reading Under the Lights were received. A thank you was also received from Aspire for help from the staff in Adult department. A comment card was received about the landscaping in front of the Rittman branch.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 7:04 p.m.

K. William Bailey, President

Francey Morris, Secretary