

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

Monday, June 19, 2017, 7:00 p.m., Rittman Branch

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:02 p.m.

ROLL CALL: Present: Ross Cochrell; Bill Bailey; Francey Morris; Sandy Wenger; Dr. Charles Brown; Peter Abramo; Doug Drushal

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Martha Scaggs, Rittman Branch Manager

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board meeting – May 15, 2017: Ms. Morris moved to approve the May 15, 2017 Regular Board meeting minutes as presented, Mr. Abramo seconded. Motion passed unanimously.

Special Board Meeting – June 8, 2017: Mr. Bailey moved to approve the June 8, 2017 Special Board meeting minutes as presented, Dr. Brown seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance Committee – May 15, 2017:

Mr. Drushal moved to approve the May 15, 2017 Finance Committee meeting minutes, Mr. Abramo seconded. Motion passed unanimously.

HR Committee – June 14, 2017:

Ms. Wenger moved to approve the June 14, 2017 HR Committee meeting minutes, Dr. Brown seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Scaggs's Presentation:

Ms. Scagg presented items that she had found in the basement of the Rittman branch. This included records from 1947 that showed what books were borrowed and by whom. It also included records showing every person who had a library card. Along with those records was also a fine calculator that helped the librarians calculate the total fine owed by a patron depending on how late their materials were and a folder containing building development records.

General Updates:

Ms. Shatzer notified the board that the current board meeting was the first for Susan Roberts who was just newly hired as the assistant director. She also stated that the birthday party for the 10 year anniversary of the main library held

during the prior weekend was a huge success. The memorial garden has also been completed and the statue is being placed in the current week before the dedication on Friday. Mr. Cochrell asked why Ms. Shatzer thought the Hoopla amount has gone up considerably when compared to last year. Ms. Shatzer explained that she believes it can be attributed to the fact that the materials through Hoopla are readily available by streaming for patrons. She believes that the cost is beneficial as it gets more traffic on the library's website.

Strategic Updates:

Ms. Shatzer highlighted some of the points in her strategic planning. She brought up the idea of possibly buying shopping carts to reduce the barrier to people with mobility issues. She stated that the Shreve LED conversion was complete and work has been done at Dalton including painting the shed and landscaping. She also stated that she would like to get a group together to discuss the collection development policy and that the Library has numerous programs coming up. Drop-in technology training has gotten a great response so Ms. Shatzer informed the board that the program is getting more support to have more one-on-one experience. The Reading under the Lights event was a huge success created by the new group called High Five. Ms. Shatzer explained that High Five consists of the Library, Wooster City Schools, United Way of Wayne and Holmes County, and the Wooster Police Department and that this group plans on having more events including block parties.

Administrative Items:

Ms. Shatzer explained that changes in employment including promotions, new hires, and resignations throughout the library will be approved every month now. Ms. Shatzer already approves these changes individually but will add more formality to the process. Ms. Morris moved to approve all of the pending administrative items, seconded by Ms. Wenger. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

May 2017 Balance Sheet:

Ms. Long stated that our total assets, at May 31, 2017 had a balance of \$4,049,100. The Committee recommended approval of the May 2017 Balance Sheet. Motion passed unanimously

May 2017 Income Statement:

Ms. Long stated that we have collected more revenues over the first five months than we have spent. Mr. Drushal asked if we had money in a community foundation for the Rittman project. Ms. Long stated that we do not but we have some in our own Rittman Building fund.

Total encumbrances at May 31, 2017 were as follows:

1. General Fund	\$ 1,213,823.62
2. Lecturers	\$ 24,875.00

3. Rittman	\$ 17,340.00
4. Bldg & Repair	\$ 18,400.00
5. Donation	\$ 12,168.28
6. Hartzler Home Delivery	\$ <u>1,066.25</u>
TOTAL	\$ 1,287,673.15

The Committee recommended approval of the May 2017 Income Statement. Motion passed unanimously.

May 2017 Payroll and Accounts Payable:

Ms. Long explained that total expenditures for the month were \$388,437. The Committee recommended approval of the May 2017 Payroll and Accounts Payable. Motion passed unanimously.

Resolution #17-2017 - May 2017 Regular Donations:

The Committee recommended approval of Resolution #17-2017. Motion passed via roll call.

Resolution #18-2017 - May 2017 Special Donations:

The Committee recommended approval of Resolution #18-2017. Motion passed via roll call.

Resolution #19-2017 - Additional Appropriations:

Ms. Long requested that \$6,500 be moved from the Contingency fund and be distributed as follows:

- Property Insurance - \$2,800
- Liability Insurance - \$3,100
- Vehicle Insurance - \$600

She also asked that \$6,300 of available funds in the technology fund be moved to the Software account to purchase IPrism software and that \$14,000 of additional revenue appropriation be placed in the Other Revenue and Reimbursement account to account for the unexpected reimbursement from the Friends of the Library for one of the anniversary event speakers.

The Committee recommended approval of Resolution #19-2017. Motion passed via roll call.

Facilities Committee:

Rittman Update:

Mr. Drushal stated that the consensus during the meeting was that the Library will be moving forward with the current plans and figuring out some of the smaller details. Mr. Drushal asked Ms. Shatzer if she had received any information regarding cost and Ms. Shatzer stated that she was awaiting a response from Jamie Shook. The board agreed that we are going in the right direction and need to look into a contract.

Human Resources:

Personnel Manual:

Ms. Wenger stated that the committee went over the third section of the employee manual. She believes that the committee is on track to have the draft complete and ready for the attorneys in August.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Resolution #20-2017 – To proceed with a request to the Board of County Commissioners of Wayne County to submit to the electors of the Wayne County Public Library the question of the renewal of all of an existing 1.0-mill tax levy for the purpose of current expenses of the library and increase that levy by 0.1 mill, Pursuant to sections 5705.03, 5705.23 and 5705.25 of The Revised Code:

Ms. Long stated that once the resolution is passed, it will be sent to Mike Sharb who is our counsel at Squire, Patton and Boggs, and then a third resolution will be created. This resolution will go to the county commissioners. The Library will then be placed on their agenda. After this step the Auditor's Office will be able to get us a more complete picture which will be needed for the third resolution.

Mr. Bailey moved to approve Resolution #20-2017, seconded by Mr. Drushal. Motion passed via roll call.

Fine Coupons:

Ms. Shatzer explained the Library is handing out coupons to relieve fines by patrons as a prize during Summer Reading Club and that she needs approval from the board for the patrons to use them. Mr. Bailey moved to allow Ms. Shatzer to use the fine coupons as a Summer Reading Club prize, seconded by Ms. Morris. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer presented cards from Montessorri school kids thanking us for the gift cards to Wooster Book Company, from Francey Morris thanking the Library for helping sign kids up for Three for Me cards, and numerous smaller handmade thank-you cards from other patrons.

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

Mr. Drushal moved that the board go into executive session to discuss the topic of possible litigation, seconded by Mr. Bailey. Motion passed via roll call. Meeting went into executive session at 7:42 p.m.

Mr. Bailey moved to exit executive session, seconded by Ms. Wenger. Motion passed unanimously. Executive session ended at 7:50 p.m.

Mr. Drushal moved to retain Tom Vickers, attorney, for the purpose of looking into an issue at the main library, seconded by Mr. Bailey. Motion passed via roll call.

ADJOURNMENT:

Mr. Bailey motioned to adjourn.

Meeting adjourned at 7:53 p.m.

Ross Cochrell, President

Francey Morris, Secretary