

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

Monday, March 16, 2020, 6:00 P.M., Wooster Library

CALL TO ORDER: President Bailey called the meeting to order at 6:00 p.m.

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

Excused: Peter Abramo, Doug Drushal, Pat Neyhart

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – February 17th, 2020: Ms. Wenger moved to approve the February 17th meeting minutes as presented, and Mr. Cochrell seconded. Motion passed unanimously.

DIRECTOR’S REPORT:

Administrative Items: We had 1 termination due to scheduling conflicts and 1 resignation this period. Ms. Morris moved to accept Administrative Items and Mr. Cochrell seconded. The motion passed unanimously.

Narrative Report as distributed: Due to coronavirus, we have cancelled some great programs. All in person library programs were cancelled through August 30th.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

Year-end financial statements are complete, and a legal notice was placed in the Daily Record. Interest rates on CDs were discussed. Mr. Cochrell recommended purchasing CDs now before interest rates plummet. Mr. Chris Bailey reported the budget is currently at 10% of revenue and 19% in expenses year-to-date. Revenue will increase once we receive our property tax revenue in March/April.

February 2020 Financial Report: Mr. Bailey reviewed the financial report. Ms. Morris motioned to approve the February 2020 financial report and Mr. Cochrell seconded. Motion passed unanimously.

Resolutions:

1. 9 - 2020 February 2020 Regular Donations: Ms. Wenger made a motion to approve February 2020 donations and it was seconded by Mr. Cochrell. Resolution passed by roll call.
2. 10 – 2020 February 2020 Memorial Donations: Motion by Ms. Morris and seconded by Mr. Cochrell. Resolution passed by roll call.
3. 11 – 2020 Establish Fund 901 – FSA Agency Fund: This is a custodial fund where the Library holds Flexible Spending funds for our employees. At the end of the flexible spending period, any remaining funds are forfeited by the employee and become part of the General Fund. Ms. Wenger moved to establish Fund 901, and Mr. Cochrell seconded. Motion passed by roll call.
4. 12 – 2020 NPPGov Cooperative Purchasing Membership: To join a national cooperative purchasing group. We currently participate in the state purchasing group, but this national group has benefits and savings for our circulating hot spots. Mr. Cochrell moved to join NPPGov Cooperative group, and Ms. Wenger seconded. Motion passed by roll call.

B. Facilities Committee: No report.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There is none.

NEW BUSINESS:

Approval of Contract with Industrial Appraisal Company: It has been several years since we have had a full appraisal, and Mr. Chris Bailey recommends an updated appraisal of all library buildings, site improvements, fixed equipment and movable equipment. Ms. Wenger moved to approve the appraisal, and Ms. Morris seconded. The motion passed unanimously.

Library Closing: Ms. Shatzer reported that currently 152 libraries in Ohio have closed due to coronavirus. Ms. Shatzer indicated that the State of Ohio has ordered no more than 10 people can congregate in an area due to the pandemic. Changes due to this pandemic are happening very quickly. She recommends all WCPL locations be closed until further notice. She also wants to give Susan Roberts and Chris Bailey authorization to make further decisions regarding opening and closing in case the director would become ill. She recommends that libraries be closed beginning tonight. This is best for the well-being of our patrons and staff to close since the public is supposed to stay home. We will allow the school to provide free meals to students, probably in the parking lot, while we are closed. There will be key personnel in the operation center, and branch managers will check on their branches. Book drops will be locked. The Library will monitor emails to answer reference and library card questions plus help patrons register for e-cards. Wi-Fi is enabled outside of building for patron use. The Children's department is looking at increasing online programming and the Library wants to expand Hoopla and Kanopy

subscriptions. Ms. Vaeth, Adult Services Manager will be adding more eBooks to Overdrive. Ms. Wenger commented that these are unprecedented times and we have to do what we can do. Mr. Bailey had visited the managers' meeting today and noted managers had put a lot of thought in what we could do to help patrons stay engaged. He cannot see how we can do anything else with the limits on the number of people in an area. Mr. Drushal was not able to be here tonight, but recommended the Library remain opened, but understood the need for possible closure. Morris moved to close the Library tonight until further notice, and Ms. Wenger seconded. The motion passed unanimously.

Resolution 13-2020 One-time exemption to Personnel Policy section 6.13: Ms. Shatzer recommended a one-time exception to the Personnel policy section 6.13 allowing employees to rescind their leave time requests during the library closing. Ms. Shatzer stated we have limited leave time and does not want employees to use up their leave time during the closing. Ms. Morris and Ms. Wenger agreed. Mr. Bailey felt it is best to continue paying employees during this time. In the event of layoffs, the Library will pay the unemployment for our staff since we are a reimbursing employer, and if we lose employees to other employers, we will have costs for training once we reopen. The cost savings for layoffs would not be great. Mr. Cochrell was concerned with some of the staff working through this time when others do not. Ms. Roberts will inform our staff they may need to come in for certain tasks, and help getting the library ready to reopen. Mr. Cochrell recommended some training from home, but Ms. Shatzer noted not all employees have computers; however, she will look at how it can be accomplished. Mr. Cochrell moved to accept Resolution 13-2020, a one-time exemption to Personnel policy section 6.13, and Ms. Morris seconded. Motion passed by roll call.

CORRESPONDENCE: Ms. Shatzer will bring correspondence to the next board meeting.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: By consensus, the meeting was adjourned at 7:07 p.m.

K. William Bailey, President

Francey Morris, Secretary