

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

Monday, March 18, 2019, 6:00 p.m., Wooster Library

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:02 p.m.

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

Excused: Doug Drushal

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – February 18, 2019: Ms. Wenger moved to approve the February 18, 2019 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Joint Facilities & Rittman Ad Hoc Committee Meeting – March 11, 2019: Mr. Cochrell moved to approve the March 11, 2019 minutes, and Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Administrative Items: Per detail provided in her monthly report, Ms. Shatzer asked for Board approval on new hires, promotions and transfers. Motion by Ms. Wenger and seconded by Ms. Morris to approve as presented. Motion passed unanimously. Ms. Shatzer commented on the exception she granted for an employee's hair highlights that are not of a natural color, which was also approved by Mr. Bailey. Per Board policy, the Director may grant exceptions to the personnel policies with approval by the President, as long as the exception is reported to the Board.

COMMITTEE REPORTS:

Finance and Audit Committee:

1. February 2019 Balance Sheet – by Total Library:

Ms. Long commented that revenue is typically limited during February as the only sources are PLF, fines, fees and forfeitures. She reported that cash and investments at February 28 was \$3,352,762.71. Ms. Long mentioned that our cash balance

increased substantially today because first half tax revenue was received. We usually receive the payment in April. Mr. Neyhart asked about the interest rate we are receiving on our investments. Ms. Long commented that we are earning between 2% and 2.5%. She will work on investing excess cash. Mr. Cochrell asked if the Board could have an updated fund balance report like was provided last year. Ms. Long will share with the Board next month.

2. February 2019 Income Statement:

Ms. Long commented that total revenue through two months was \$569,803.69 and total expenses were \$938,499.32. Many expenses are paid at the beginning of the year. Mr. Cochrell asked about the wages expense and if we anticipate being over budget for the total year as that line item is at 18% of budget through two months. Ms. Long commented that the amount will be close to budget for the year as we've had several openings and some retirement payouts.

a. Total encumbrances at February 28, 2019 were as follows:

1. General Fund	\$ 1,616,051.82
2. Building & Repair	\$ 12,000.00
3. Rittman	\$ 35,426.00
4. Technology	\$ 2,614.00
5. Donation	\$ 1,617.17
6. Brian Beery	\$ 35.20
TOTAL:	\$ 1,667,744.19

Mr. Cochrell motioned to approve the Balance Sheet and Income Statement. Mr. Abramo seconded, and the motion passed unanimously.

3. February 2019 Payroll and Accounts Payable

Total checks in February were \$346,513.06. Bond and interest on Dalton were \$8,400.83. Payroll expense for the month was \$163,035.33.

Motion by Mr. Neyhart and Ms. Morris seconded to approve February 2019 Payroll and Accounts Payable. Motion passed unanimously.

4. Resolutions:

- a. 5-2019 February 2019 Regular Donations: Motion by Mr. Neyhart and seconded by Mr. Cochrell to approve the resolution. Resolution passed by roll call.
- b. 6-2019 February 2019 Memorial Donations: Motion by Ms. Wenger and seconded by Mr. Abramo to approve the resolution. Resolution passed by roll call.

Facilities Committee and Rittman Ad Hoc Committee: Ms. Shatzer spoke on the highlights of the recent joint meeting of Facilities and Rittman Ad Hoc Committee (details are available in the Committee minutes). Ms. Shatzer shared the landscaping plan for

the General Wooster statue at Main. She also provided a picture of the work in process on the statue. The first level of fundraising, \$10,000, has been reached by Jason Anderson. Motion by Mr. Neyhart and seconded by Ms. Morris to approve the landscaping design and to formally thank the Friends of the Library for committing to raising the necessary funds for the landscaping plan. Motion passed unanimously. Ms. Shatzer reported on the Facilities Committee's decision to proceed with the process to request qualifications for architectural services for the Liberty Street expansion. She also provided an update on the ventilation and masonry projects currently underway at Liberty. Repairs are underway for damage caused by a recent new leak at Liberty. Ms. Long mentioned that she is working with the insurance company and our deductible is \$1,000. Ms. Shatzer shared the most recent floor plan for the Rittman project. The geo-technical report is available to the Board if anyone would like to read in its entirety. Mr. Neyhart shared the Committee's concerns about how costs will be allocated, specifically furniture, fixtures and equipment, and also concerns about the \$1.349 million for contingency. Ms. Shatzer will ask the architects for more concrete amounts for each phase of the project so that we can proceed with work related to funding.

Human Resources Committee: None

Operations Committee: None

UNFINISHED BUSINESS: None

CORRESPONDENCE: Ms. Shatzer mentioned that a thank you letter from the Apple Creek Historical Society was received for our donation of a book return box. She also shared the letter from Mr. Mauer which she spoke about during last month's Board meeting. Ms. Shatzer also shared comment cards recently received expressing gratitude for the library's staff and programs.

NEW BUSINESS: Motion by Ms. Wenger and seconded by Mr. Abramo to go into executive session to discuss the employment of a public employee. Motion passed unanimously by roll call. Motion by Mr. Cochrell and seconded by Mr. Abramo to leave executive session at 7:32 p.m. Motion passed unanimously by roll call. Motion by Mr. Neyhart, seconded by Mr. Abramo to accept Katherine Long's intent to retire on August 30, 2019, and to delegate the HR Committee to find her replacement. Motion passed unanimously.

ADJOURNMENT: By consensus, the meeting was adjourned at 7:40 p.m.

K. William Bailey, President

Francey Morris, Secretary