

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

Monday, May 15, 2017, 7:00 p.m., West Salem 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
Excused: Doug Drushal

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer;
Samantha Chada, Assistant Director; Matthew Durbin, Deputy Fiscal Officer;
Debbie Starcher, West Salem Branch Manager; 2 guests

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board meeting – April 17, 2017: Ms. Wenger moved to approve the April 17, 2017 Regular Board meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

HR Committee – May 10, 2017:

Ms. Wenger moved to approve the May 10, 2017 HR Committee meeting minutes, Dr. Brown seconded. Motion passed unanimously.

Facilities Committee – May 11, 2017:

Mr. Bailey moved to approve the May 11, 2017 Facilities Committee meeting minutes, Dr. Brown seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Starcher's Presentation:

Ms. Starcher explained that even though the number of volunteers may be down, the West Salem branch has been doing well. She also discussed some of the programs that had been held at the library including a presentation by a grandchild of a Titanic survivor and some movie events. Also, former mayor, Duane Read, gave money to the library which was used to purchase a new sign showing patrons where the library is located inside the building.

Mary Ann Chupp's Statue Dedication:

Ms. Shatzer stated that the dedication for Mary Ann Chupp's statue has been scheduled for Friday June 23, 2017. Although there is no set time, Ms. Shatzer told board members that it would begin around 4 PM in one of the meeting rooms.

Public Relations Update:

Ms. Shatzer passed around two brochures for the board members to observe. The first was from Main Street Wooster, an annual brochure that included a section about the library and a map showing a dot marking the library's location. The other was from *Good Times in Ohio* which the library has not participated in before. This brochure will include an ad letting people know about the library's 120th anniversary and encouraging them to check out the library's website. This ad has the potential of reaching 500,000 people through the internet. The brochure is normally found in *The Daily Record* and at rest stops.

Ms. Chada-Assistant Director:

Ms. Shatzer notified the board that the current meeting would be Ms. Chada's last attended meeting as she will be moving out of the state. Mr. Cochrell, on behalf of the board, wished Ms. Chada the best of luck and thanked her for all that she has done for the library.

COMMITTEE REPORTS:

Finance Committee:

March 2017 Balance Sheet:

Ms. Long stated that total cash and investments as of March 31, 2017 were \$4,247,111. The Committee recommended approval of the March 2017 Balance Sheet. Motion passed unanimously.

April 2017 Balance Sheet:

Ms. Long stated that total cash and investments as of April 30, 2017 were \$4,163,721. Mr. Cochrell asked if her new investments were in CD's. Ms. Long confirmed this, but also stated that she has gone with smaller investments as interest rates have been more favorable with the smaller size. The Committee recommended approval of the April 2017 Balance Sheet. Motion passed unanimously.

March 2017 Income Statement:

Ms. Long explained that state tax collection is slightly less than expected due to the state income being less than was expected. The income from the first half of the county taxes for the levy were slightly higher than budgeted as we received 52.14% of the budgeted amount. Total expenditures through March were \$1,394,023 which is 24% of the budgeted expenditures for the year.

Total encumbrances at March 31, 2017 were as follows:

1. General Fund	\$ 1,448,440.43
2. Building & Repair	\$ 24,970.00
3. Rittman	\$ 10,505.44
4. Technology	\$ 9,420.00
5. Donation	\$ 26,090.17
6. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 1,539,792.29

The committee recommended approval of the March 2017 Income Statement. Motion passed unanimously.

April 2017 Income Statement:

Ms. Long stated that we have collected 30.16% of our budgeted revenues for county tax revenues and that we received our first half payment for the rollbacks on county property taxes. For total budgeted revenues, we have received 37.97%. Our budgeted expenses also came in a bit low at 31.27%.

Total encumbrances at April 30, 2017 were as follows:

1. General Fund	\$ 1,325,622.54
2. Lecturers	\$ 19,500.00
3. Rittman	\$ 10,505.44
4. Technology	\$ 9,420.00
5. Donation	\$ 15,759.31
6. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 1,381,873.54

The committee recommended approval of the April 2017 Income Statement. Motion passed unanimously.

March 2017 Payroll and Accounts Payable:

The Committee recommended approval of the March 2017 Payroll and Accounts Payable. Motion passed unanimously.

April 2017 Payroll and Accounts Payable:

The committee recommended approval of the April 2017 Payroll and Accounts Payable. Motion passed unanimously.

Resolution #13-2017 – April 2017 Regular Donations:

The Committee recommended approval of Resolution #13-2017. Motion passed via roll call.

Resolution #14-2017 – April 2017 Special Donations:

The Committee recommended approval of Resolution #14-2017. Motion passed via roll call.

Resolution #16-2017 – Additional Appropriations:

Ms. Long requested that \$9,400 be transferred from the contingency account, allocating \$5,200 to the Rittman Building and Site Repair account and the remaining \$4,200 to the Larwill Building and Site Repair account. These funds would be used to cover the electrical work needed to have security cameras installed around the buildings.

The Committee recommended approval of Resolution #16-2017. Motion passed via roll call.

Facilities Committee:

CRI Leak Investigation:

Mr. Bailey discussed what he had taken away from the meeting which was that the problem that CRI had found would be a common issue all along the roof. He notified the board that no action had been taken but remedies were discussed including financial cost and who might be ultimately responsible for that cost. The committee agreed to discuss the matter more after further investigation. No further action needed.

Human Resources:

Personnel Manual:

Ms. Wenger stated that the committee went over the second section of the employee manual as well as the first section with the suggested updates from the Committee. Ms. Buchwalter hopes to have the whole manual done by the end of July to be able to present it to the attorneys. This will allow the manual to be ready for the board meeting on September 18. Ms. Shatzer explained that they would like to have it done before Staff Development Day so they can present it to the staff as well. No action needed.

Vacant Positions:

Ms. Wenger notified the board that Ms. Shatzer is going over the organizational chart to see what the duties of the new assistant director will entail. Ms. Shatzer stated that the position opening has been posted internally. No action needed.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Resolution #15-2017 – Declaring it Necessary to renew all of an Existing 1.0-Mill Levy and Increase that Levy by 0.1 Mill:

Ms. Long discussed her meeting with Mike Sharb who is a bond attorney at Squire, Patton, & Boggs. Mr. Sharb recommended going with a renewal of the 1.0-Mill levy with the increase of 0.1-Mill because we would still receive the current rollbacks. If we went with a new levy, we'd lose all of the rollbacks. It would generate more revenue than a replacement and ultimately cost the taxpayer less than a replacement as well.

Ms. Long also stated that she believes that the renewal plus is a good option because we will most likely receive less money from the state again next year. Mr. Bailey moved to approve Resolution #15-2017, seconded by Ms. Morris. Motion passed via roll call.

CORRESPONDENCE:

Ms. Shatzer presented a thank you letter received from a patron thanking the library for holding the Family & Children First Council meetings. Also, many thank you letters were received from volunteers as they earned gift cards for helping out with National Library Week. Ms. Shatzer also stated that students from the Montessori school came in to help out the library by cleaning the plastic covers on the library books. They had their Summer Reading Club presentation today where they received money from the Wooster Book Company to purchase materials for their classrooms. A thank you letter was also received from Green Local Schools for the library's participation in their Early Literacy Showcase. Lastly, Ms. Shatzer notified the board that there was 100% participation from the Northwestern School's Kindergarten class as every student either signed up for a regular library card or a Three for Me card.

COMMENTS FROM THE PUBLIC:

Ms. Starcher announced that the West Salem branch's Perennial Exchange event is scheduled for the upcoming weekend and that a master gardener is scheduled to speak.

ADJOURNMENT:

Mr. Bailey motioned to adjourn, Ms. Morris seconded.

Meeting adjourned at 7:52 p.m.

Ross Cochrell, President

Francey Morris, Secretary