

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

Monday, May 21, 2018, 6:00 p.m., West Salem Branch

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

ROLL CALL: Present: Bill Bailey; Doug Drushal; Francey Morris; Sandy Wenger; Peter Abramo; Pat Neyhart
Excused: Ross Cochrell

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Debbie Starcher, West Salem Branch Manager

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 6:02 p.m., Mr. Drushal moved to enter executive session for the purpose of discussing pending litigation, seconded by Mr. Neyhart.

At 6:29 p.m., Mr. Drushal moved to exit executive session, seconded by Ms. Morris. No action was made as a result of the executive session.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – April 16, 2018: Mr. Drushal moved to approve the April 16, 2018 Regular Board meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Starcher's Presentation:

Ms. Starcher stated that they've had some very successful programs over the past year including a recent one that covered Japanese culture. The presenter is in the United States for brief period of time, funded by Kent State University, and presents at any place in Ohio that would like to learn about his culture. The previous time he presented, he taught attendees how to draw some Japanese letters and words. The branch's cookbook and book discussion have also been consistently attended.

General Updates:

Ms. Shatzer informed the Board of the news that former Library director, Greg Lubelski, had passed away. She also reminded the Board that Kids' Day would be held at the Main Library on June 2nd. To conclude her updates, Ms. Shatzer stated that Ms. Roberts is looking into the possibility of having a Story Walk put in at a local park.

Administrative Items:

Ms. Shatzer reported that there were two new hires and four resignations. Mr. Abramo moved to approve the administrative items, seconded by Ms. Morris. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

April 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of April 30, 2018 was \$4,176,889.28.

April 2018 Income Statement:

Ms. Long stated that the Library, at the end of April, had collected about 40.3% of the budgeted revenue for the year. About 29.7% of the budgeted expenses were expended for the year.

Total encumbrances at April 30, 2018 were as follows:

1. General Fund	\$ 1,469,336.13
2. Building & Repair	\$ 85,125.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 7,812.00
5. Donation	\$ 1,657.55
TOTAL	\$ 1,567,630.68

Mr. Drushal moved to approve the April 2018 Balance Sheet and Income Statement, Ms. Wenger seconded. Motion passed unanimously.

April 2018 Payroll and Accounts Payable:

Ms. Wenger moved to approve the April 2018 Payroll and Accounts Payable, seconded by Mr. Neyhart. Motion passed unanimously.

Resolution #14-2018 – April 2018 Regular Donations:

Mr. Drushal moved to approve Resolution #14-2018, seconded by Ms. Morris. Motion passed via roll call.

Resolution #15-2018 – April 2018 Special Donations:

Ms. Long reported that the Library received a donation of \$500 from the Wooster Friends of the Library in memory of Lois McCall. Mr. Neyhart moved to approve Resolution #15-2018, seconded by Ms. Morris. Motion passed via roll call.

Facilities Committee: No Report

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Approval of CLEVNET Agreement:

Ms. Shatzer discussed the updates to the CLEVNET agreement. She stated that she was a part of the group that finalized the changes to the operating agreement and by-laws and that the Library will benefit from the changes. The Library's contribution will end up being a lot fairer when comparing size to other libraries in the CLEVNET system. Mr. Neyhart moved to approve the updated CLEVNET agreement, seconded by Ms. Morris. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer stated that a thank you letter was received at the Dalton branch from a Boy Scout group. Two cards were received in the Children's department at the main branch. One was from the YMCA because the Library was a part of their Healthy Kids Day event and the other card was from the State Support Team. Ms. Long presented the certificate that we received from AEP as the Library took part in an LED renovation project at the Shreve branch which is where it will be hung.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Bailey motioned to adjourn.

Meeting adjourned at 6:57 p.m.

Ross Cochrell, President

Francey Morris, Secretary