

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

Monday, November 20, 2017, 7:00 p.m., Wooster Library

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

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Dave Tenney, Facilities/IT Manager; Jaime Sommer, OPOC Insurance Agent; Barb Landers, Children's Department Manager; Leslie Davenport, Circulation Manager

COMMENTS FROM THE PUBLIC: None

PRESENTATION FROM JAIME SOMMER, OPOC.US:

Ms. Sommer gave a presentation on the offer coming from OPOC and distributed materials to the board members. Ms. Long stated that Ms. Buchwalter has experience with OPOC with her previous employer and that she wanted the board members to know that her experience was pleasing and saved them money. She also stated that we are currently with The Health Plan whose premiums were about to rise 24%. The materials Ms. Sommer prepared included figures from our current health insurance provider and the provider who she suggested the Library should go with, United Healthcare.

Mr. Drushal motioned to approve the change, in health insurance providers, to United Healthcare from The Health Plan in compliance with the proposal from OPOC, seconded by Mr. Bailey.

EXECUTIVE SESSION:

At 7:35 p.m., Mr. Drushal motioned to move into executive session to discuss pending litigation, seconded by Mr. Abramo. Roll call passed unanimously.

At 8:42 p.m., Mr. Drushal moved to exit executive session, seconded by Mr. Bailey. No action was taken as a result of the executive session.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – October 16, 2017: Mr. Drushal moved to approve the October 16, 2017 Regular Board meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES: None

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer stated that the levy passed with 61% of the votes in favor of the levy which is higher than the percentage from the last two levy votes. She also stated that the author series had wrapped up and that the patrons enjoyed the events. Smithville schools have also asked if the Library could provide them with some services similar to what the Library provides to Triway schools. Ms. Shatzer sent them pricing and is awaiting a response.

Administrative Items:

Ms. Shatzer informed the board of the two resignations that occurred in the previous month. Mr. Drushal moved to approve the administrative items, seconded by Mr. Abramo. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

October 2017 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of October 31, 2017 was \$4,424,663.86. Ms. Morris moved to approve the October 2017 Balance Sheet, Mr. Drushal seconded. Motion passed unanimously.

October 2017 Income Statement:

Ms. Long stated that the library had collected about 84% of the budgeted revenue for the year. About 72% of the budgeted expenses have been expended with major material ordering still to come but Ms. Long stated that she believes that we are still on track with the budget.

Total encumbrances at October 31, 2017 were as follows:

1. General Fund	\$ 662,407.98
2. Lecturers	\$ 6,073.59
3. Rittman	\$ 8,700.00
5. Building & Repair	\$ 12,721.80
6. Donation	\$ 3,000.00
7. Hartzler Home Delivery	<u>\$ 2,209.25</u>
TOTAL	\$ 695,112.62

Dr. Brown moved to approve the October 2017 Income Statement, Mr. Drushal seconded. Motion passed unanimously.

October 2017 Payroll and Accounts Payable:

Ms. Long stated that expenditures in October totaled \$409,358.07. Mr. Drushal moved to approve the October 2017 Payroll and Accounts Payable, seconded by Mr. Abramo. Motion passed unanimously.

Resolution #36-2017 – October 2017 Regular Donations:

Dr. Brown moved to approve Resolution #36-2017, seconded by Mr. Drushal. Motion passed via roll call.

Resolution #37-2017 – October 2017 Special Donations:

Mr. Abramo moved to approve Resolution #37-2017, seconded by Mr. Drushal. Motion passed via roll call.

Resolution #38-2017 – Additional Appropriations:

Ms. Long requested that the following additional appropriations be made:

General Fund	
Legal Fees	\$26,000
From: Contingency	(800)
General Fund Balance	(25,200)
Other Refunds	1,063

Mr. Bailey moved to approve Resolution #38-2017, seconded by Dr. Brown. Motion passed via roll call.

Facilities Committee: No Report

Human Resources:

General Update:

Ms. Shatzer stated that the committee will be meeting in December to discuss the increase in minimum wage.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Records Retention Policy:

Ms. Long stated that new rules require the Library to have not only a schedule but also a policy stating that the Library will abide by the schedule. Mr. Drushal moved approval of the records retention policy, seconded by Mr. Bailey.

Board Meeting Schedule for 2018:

Ms. Shatzer stated that the board members should discuss amongst themselves to see if there was a time of the month, week, and day that may work better than the current schedule as the schedule will be put in place at the next meeting.

Thank You Letters:

Mr. Cochrell stated the he believes that the board should send a correspondence to Dave and Margo Broehl and Greg Long to thank them for the help they provided in the levy campaign. Mr. Drushal moved to adopt an informal resolution

to have Ms. Shatzer send thank you letters to the Broehls and Greg Long, seconded by Mr. Bailey. Motion passed unanimously.

CORRESPONDENCE: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal motioned to adjourn.

Meeting adjourned at 9:02 p.m.

Ross Cochrell, President

Francey Morris, Secretary