

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

Monday, November 18, 2019, 6:00 P.M., Main Library

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

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

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Leslie Davenport, Circulation Manager

COMMENTS FROM THE PUBLIC: Leslie Davenport, Circulation Manager at the Wooster Branch provided an overview of her department's staff, volunteers and structure. She also spoke about the home delivery program for the home-bound and the talking book program which is for visually impaired patrons. Ms. Davenport commented on the outreach program for 7<sup>th</sup> graders at Edgewood Middle School. She still has concerns about the state delivery service, Priority Dispatch, but it is running more smoothly than it had been.

### APPROVAL OF BOARD MINUTES:

Regular Board Meeting – October 21, 2019: Mr. Drushal moved to approve the October 21<sup>st</sup> meeting minutes as presented, and Mr. Neyhart seconded. Motion passed unanimously.

### ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee Meeting – November 13, 2019: Motion by Ms. Morris and seconded by Ms. Wenger to approve the minutes as presented. Motion passed unanimously.

### DIRECTOR'S REPORT:

Narrative Report: Ms. Shatzer reviewed her written report and commented on the artwork donation by Melissa Csepel, a long-time patron who currently has her artwork displayed in the gallery at Main. Motion by Mr. Drushal and seconded by Mr. Cochrell to accept the generous donation of artwork. Motion passed unanimously. Ms. Shatzer followed up today with the architect for the Rittman project to obtain an estimated date of arrival for the new renderings, based on the Board's input and concerns, but she has not heard back yet. Costs we pay to CLEVNET are decreasing next year by 1.4% due to two new libraries joining the network. She also shared the program from the endowment window dedication ceremony held last month. Ms. Shatzer spoke about the 2020 schedule of closings. Motion by Mr. Drushal, seconded by Mr. Cochrell to approve the 2020 schedule of closings as presented. Motion passed unanimously. The next meeting of the Facilities Committee is scheduled for Thursday, December 5 at 3:00

p.m. at the Wooster branch. She will provide more details to the Board in the near future. Additionally, she will be scheduling an Operations Committee meeting to discuss the fines policy in anticipation of having it finalized for January 1, 2020 implementation. The Board agreed to maintain the same meeting frequency and time as 2019. Ms. Shatzer will prepare the list of scheduled meetings for 2020 and provide to the Board next month.

Administrative Items: Ms. Shatzer noted the personnel agenda includes one resignation, two retirements, and one new hire; and she noted a correction to the last day for Ms. Wickham whose last day will be January 10, 2020. Motion by Ms. Wenger and seconded by Mr. Abramo to approve the personnel agenda as presented. Motion passed unanimously.

## COMMITTEE REPORTS:

### A. Finance and Audit Committee:

1. October Financial Report: Mr. Bailey reviewed the financial schedules and commented that the cash balance in checking account has decreased considerably as \$250,000 was invested in Star Ohio. The current total of cash and investments is \$4.8 million. As of October 31, revenues are on track to budget and expenses continue to trend slightly behind budget. Mr. Neyhart asked about the potential uses for the System Permanent Endowment Fund, currently valued at \$47,596, at the Wayne County Community Foundation. Ms. Shatzer explained that it can be used for anything throughout our system. Motion by Ms. Morris and seconded by Mr. Neyhart to approve the financial report. Motion passed unanimously.
2. Resolutions:
  - a. 29-2019 October Regular Donations: Motion by Mr. Cochrell and seconded by Mr. Drushal. Resolution passed by roll call.
  - b. 30-2019 October Memorial Donations: Motion by Mr. Abramo and seconded by Mr. Drushal. Resolution passed by roll call.

### B. Facilities Committee: No report

C. Human Resources Committee: Ms. Wenger reported that the committee met last week to discuss several items. The committee is recommending approval of the Director's job description, the evaluation forms for the Director and Fiscal Officer, and the evaluation process for the Director and Fiscal Officer. Motion by Ms. Wenger to approve the committee's recommendations. Motion passed unanimously. Ms. Wenger also noted that the committee discussed fiscal office staffing, proposed health care increases, health insurance cost split between the Library and employees, and declaring December 24, 2019 and 2020 as a paid personal day for full-time staff. Motion by Ms. Morris to approve the committee's recommendation to make December 24 (this year and next) a paid personal day for full-time employees. Motion passed unanimously.

D. Operations Committee: No report

E. Rittman Ad Hoc Committee: No additional report beyond what was included in the Director's report.

UNFINISHED BUSINESS: None

NEW BUSINESS: Ms. Shatzer mentioned there is a meeting tomorrow in Doylestown to talk about the sign in front of the library which was erected six months ago. There may be an issue with the sign's placement, but Ms. Shatzer will attend the meeting to learn more.

CORRESPONDENCE: Ms. Shatzer shared a thank you to the Dalton branch from a home school co-op group, a card from Barbara Burns' family for flowers we sent to her funeral, a positive comment card, and a note to the Children's Department from a family visiting from Turkey who enjoyed many of the programs.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 6:50 p.m.

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K. William Bailey, President

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Francey Morris, Secretary