

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

Monday, October 15, 2018, 6:00 p.m., Wooster Library

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

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

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

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – September 17, 2018: Ms. Wenger moved to approve the September 17, 2018 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer stated that Mr. Tenney had been very busy in the prior month and that is why he did not have a manager's report. He had been working on switching things over from the Library's internal servers to a site in Columbus. He had also been working out the plans to get the new phone system installed in the upcoming months which will save the Library about \$26,000 annually. Ms. Shatzer also stated that there will have to be an Operations committee meeting to discuss a possible change in policy for handling suspected child abuse cases.

Mr. Cochrell asked if there were any updates on the Shreve property that was recently purchased by the Library. Ms. Shatzer stated that it should be torn down in November. The property had been boarded up but then it was broken into and boarded up again but should be torn down soon.

Administrative Items:

Ms. Shatzer reported that Natasha White moved from the Circulation department to the Technical Services department. Mr. Bailey moved to approve the administrative items, seconded by Mr. Neyhart. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

September 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of September 30, 2018 was \$4,692,076.15. Mr. Cochrell stated to the board that he had discussed with Ms. Long about the Endowment Fund and that Ms. Long notified him about its earnings and the fact that the Library will be able to budget funds out of it for the first time since it was setup.

September 2018 Income Statement:

Ms. Long stated that the Library, at the end of September, had collected about 88.3% of the budgeted revenue for the year. About 66.4% of the budgeted expenses were expended for the year.

Total encumbrances at September 30, 2018 were as follows:

1. General Fund	\$ 738,411.74
2. Building & Repair	\$ 104,770.00
3. Rittman	\$ 3,700.00
4. Technology	\$ 10,114.00
5. Donation	\$ 2,632.28
TOTAL	\$ 859,628.02

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

September 2018 Payroll and Accounts Payable:

Mr. Drushal moved to approve the September 2018 Payroll and Accounts Payable, seconded by Ms. Morris. Motion passed unanimously.

Resolution #26-2018 – September 2018 Regular Donations:

Ms. Long stated that a donation came in from the West Salem Historical Society for programming and the Wooster Friends group donated funds to cover the costs for a Leadership Wooster class for Ms. Roberts, a Kindle Fire for a fair prize, supplies for Barb Landers's retirement party, and various other program supplies. Mr. Drushal moved to approve Resolution #26-2018, seconded by Mr. Abramo. Motion passed via roll call.

Facilities Committee:

Ms. Shatzer stated that she will be in contact with IAP Government Services to setup a meeting with the City of Rittman and K2M Architecture to discuss more details.

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE:

Ms. Shatzer stated that the library had received a thank you card from Edgewood Elementary for bringing materials to the school, signing kids up for Three for Me cards, and book talks.

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 6:23 p.m., Mr. Bailey moved to enter executive session for the purpose of discussing the purchase of property, seconded by Mr. Drushal. Motion passed via roll call.

At 6:44 p.m., Mr. Drushal moved to exit executive session, seconded by Mr. Abramo. Motion passed via roll call. No action was taken as a result of the executive session.

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 6:45 p.m.

Ross Cochrell, President

Francey Morris, Secretary