

Meeting of the Board of Trustees Wayne County Public Library

Monday, October 21, 2019, 6:00 P.M., Main Library

CALL TO ORDER: President Bailey called the meeting to order at 6:01 p.m.

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

Excused: Peter Abramo

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Hayley Tracy-Bursley, Children's Manager.

COMMENTS FROM THE PUBLIC: Hayley Tracy-Bursley, Children's Department Manager, spoke about her educational background and experience prior to joining our Library in March of this year. She also commented on the department's staff, which has great relationships with the local schools and community social service agencies. Ms. Tracy-Bursley reported on the play town program which is held every other Friday for two hours.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – September 16, 2019: Mr. Neyhart moved to approve the September 16th meeting minutes as presented, and Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee Meeting – September 16, 2019; Finance and Audit Committee Meeting – October 2, 2019; Human Resources Committee Meeting – October 16, 2019. Motion by Mr. Drushal, seconded by Mr. Cochrell to accept the minutes of the three committee meetings as presented. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative Report: Ms. Shatzer reviewed the key highlights from her written report. She anticipates scheduling a Facilities Committee meeting in the near future to discuss the Liberty project, which at this point does not include an expansion.

Administrative Items: Ms. Shatzer noted the personnel agenda includes one termination, one resignation and one new hire. Motion by Ms. Morris and seconded by Mr. Neyhart to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. September Financial Information

Mr. Neyhart reported that the committee met recently and has decided to meet three or four times each year. Mr. Bailey commented on the revised format of financial information, which includes the following: bank and investment report; statement of cash position; condensed income statement; and financial summary. He noted that an additional investment option in Star Ohio is being recommended by the committee as Star Ohio is currently paying a higher interest rate than traditional certificates of deposit. Mr. Drushal inquired about the atypical cash balance. Mr. Bailey said that as certificates of deposit have matured, funds have been transferred to the checking account in anticipation of investing in Star Ohio. Ms. Wenger asked about the liquidity of funds in Star Ohio. Mr. Bailey clarified that the account is a liquid investment and he will add funds to the account as certificate of deposits mature. Mr. Bailey also noted that the Finance Committee requested periodic information on the endowment funds in the Wayne County Community Foundation and he will continue to share balances with the Board quarterly. Motion by Mr. Cochrell, seconded by Ms. Wenger to approve the financial report as presented. Motion passed unanimously. The committee recommends opening an investment account with Star Ohio. Motion passed unanimously. Mr. Cochrell asked if Mr. Bailey intends to add additional certificates of deposit funds, as they mature, to Star Ohio. Mr. Bailey commented that he plans to keep an appropriate balance of investments.

2. Resolutions:

- a. 26-2019 September Regular Donations: Upon recommendation of the fiscal officer, the Resolution passed by roll call.
- b. 27-2019 September Memorial Donations: Upon recommendation of the fiscal officer, the Resolution passed by roll call.
- c. 28-2019 Additional Appropriations in the General Fund for Leased Copiers: Mr. Bailey reviewed the recent decision to replace the copy machine at the Operations Center and it was a lease buyout contract. Upon recommendation of the fiscal officer, the 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 topics, including the updated director's job description, revised performance evaluation forms for the director and fiscal officer, and updates to the evaluation process for the director and fiscal officer. The committee tabled action on these items so that the entire Board has time to review and provide input to Ms. Buchwalter. Ms. Wenger encouraged the Board to send their thoughts to Ms. Buchwalter by the end of the week. The committee also reviewed salary scale revisions and recommends the salary scale be adjusted for 2020 to comply with Fair Labor Standards Act revisions and minimum wage increase. Motion

passed unanimously. Ms. Wenger also noted that Ms. Buchwalter prepared a staff demographic report which the committee reviewed. Next year there will be 27 pay periods based on how the Fridays fall, rather than the normal 26 pays. Ms. Wenger noted the committee also discussed in executive session the dismissal of a public employee. The committee also recommends approval of Susan Buchwalter's request to take an unpaid leave of absence. Motion passed unanimously. The committee recommends providing holiday gift cards to full-time staff (\$100) and to part-time staff (\$50) and is included in the 2019 budget. Motion passed unanimously.

D. Operations Committee: No report

E. Rittman Ad Hoc Committee: No report

UNFINISHED BUSINESS: Ms. Shatzer distributed information for the Rittman building project, which included a project timeline and architect's drawings. Work on the condo agreement continues, but one more level of detailed drawings is needed in order to finalize it. Discussions with architects are moving forward Ms. Shatzer spoke about the proposed parking spaces, square footage, and other details of the design. Mr. Drushal commented on the drawing of the street view of the building and suggested we revisit the appearance with the architects. Mr. Neyhart mentioned that we do not want any revolving doors due to initial expense and maintenance costs. Ms. Shatzer will provide the Board's feedback to the architects.

NEW BUSINESS: None

CORRESPONDENCE: Ms. Shatzer shared a complimentary comment card about the use of our conference room for the Civil War Roundtable program.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 7:12 p.m.

K. William Bailey, President

Francey Morris, Secretary