

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

Monday, September 18, 2017, 7:00 p.m., Dalton Branch

CALL TO ORDER: Mr. Bailey called the meeting to order at 7:03 p.m.

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

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Teresa Jager, Dalton Branch Manager; 1 guest

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board meeting – August 21, 2017: Mr. Drushal moved to approve the August 21, 2017 Regular Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance Committee – August 21, 2017:

Mr. Drushal moved to approve the August 21, 2017 Finance Committee meeting minutes, Ms. Wenger seconded. Motion passed unanimously.

Facilities Committee – September 8, 2017:

Mr. Drushal suggested the addition of wording explaining that the board would like to look at other options from David Broehl who would like to raise funds to purchase a piece of artwork for the library in memory of Flo and Stan Gault. Mr. Drushal moved to approve the September 8, 2017 Facilities Committee meeting minutes with the suggested addition, Dr. Brown seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Jager's Presentation:

Ms. Jager stated that many programs throughout the year have come about after their branch's partnership with Lehman's and they have been a great success with kids and adults. Items that were grown in their garden which were donated by Lehman's are given away to patrons at the front desk at no charge and the patrons have shown great appreciation. Ms. Jager also stated that scavenger hunts have been very popular with the kids. The imagination station has been a hit as well and Ms. Jager is currently discussing with the Dalton Friends of the Library about purchasing more items for the station.

General Updates:

Ms. Shatzer stated that the response from the fair was very good but she felt that most people who stopped by the tent were already excited about the library. She mentioned that there will be large signs set up around the county for the levy but individual yard signs will not be made although many patrons are still requesting super reader signs.

New programs are also being setup as the new emerging technology specialist has been making up lesson plans using new technology being purchased with donated funds. Summer Reading Club had also concluded and Ms. Shatzer stated that 3,779 children were enrolled and 69% of them completed their first 5 hours of reading which increased by 4% and 1%, respectively. Ms. Shatzer explained that she has not heard back from the attorney about the new proposed HR policies so a special board meeting may be required as they were going to be the focal point to the staff development day on October 9.

Administrative Items:

Ms. Shatzer stated that there was one new hire and one resignation. Ms. Wenger moved to approve all of the pending administrative items, seconded by Ms. Morris. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

August 2017 Balance Sheet:

Ms. Long stated that August was a normal month and the total cash and investment balance as of August 31, 2017 was \$4,520,061.27.

August 2017 Income Statement:

Ms. Long stated that the library had collected about 72% of the budgeted revenue for the year as property taxes would be collected in August. About 59% of the budgeted expenses have been expended with major material ordering still to come.

Total encumbrances at August 31, 2017 were as follows:

|                           |               |
|---------------------------|---------------|
| 1. General Fund           | \$ 833,423.59 |
| 2. Lecturers              | \$ 31,462.50  |
| 3. Rittman                | \$ 8,700.00   |
| 4. Building & Repair      | \$ 3,000.00   |
| 5. Donation               | \$ 12,320.84  |
| 6. Hartzler Home Delivery | \$ 1,066.25   |
| TOTAL                     | \$ 899,973.18 |

August 2017 Payroll and Accounts Payable:

Ms. Long stated that it was a normal month but it shows as a three pay month as the first pay of September cleared the bank on August 31. Mr. Drushal moved to approve the August 2017 Balance Sheet, Income Statement, and Payroll and Accounts Payable, seconded by Ms. Morris. Motion passed unanimously.

Resolution #27-2017 – August 2017 Regular Donations:

Dr. Brown moved to approve Resolution #27-2017, seconded by Ms. Morris. Motion passed via roll call.

Resolution #28-2017 – August 2017 Special Donations:

One special donation was received from the charitable trust of Charles Loehr which would be used for emerging technology program supplies. Ms. Morris moved to approve Resolution #28-2017, seconded by Ms. Wenger. Motion passed via roll call.

Resolution #29-2017 – Acceptance of Rates:

Ms. Long stated that this resolution would reflect the board members acceptance of the rates for the levy and the bond issue. The rates included are 1 mill for the levy and 0.2 mill for the bond issue which is down from 0.25 mill from a couple years ago due to refunding which, in turn, costs homeowners less every year. Mr. Drushal moved to approve Resolution #29-2017, seconded by Ms. Morris. Motion passed via roll call.

Facilities Committee:

Memorandum of Understanding:

Mr. Drushal stated that the current memorandum of understanding with the city of Rittman had expired so the committee is proposing a 6 month extension to the current memorandum. Mr. Drushal moved to approve the 6 month extension to the current memorandum of understanding, seconded by Dr. Brown. Motion passed unanimously.

Human Resources: No Report

Operations Committee:

By-Laws Finalization:

Mr. Bailey stated that the recommendations had been added to the by-laws and passed by committee. Motion passed unanimously.

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS:

Liquor License:

Ms. Shatzer stated that Family Dollar, which is located across the street from the main library, has applied for a liquor license. Mr. Drushal moved to not request a hearing, seconded by Ms. Morris. Motion passed unanimously.

Donation of Technology to Goodwill:

Ms. Long stated that many pieces of technology are sitting at the operations center which are not being used anymore or are just obsolete and she requested to have them donated to a local Goodwill. Ms. Wenger moved to allow for the

donation of technology items to Goodwill, seconded by Ms. Morris. Motion passed unanimously.

CORRESPONDENCE: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Drushal motioned to adjourn.

Meeting adjourned at 7:40 p.m.

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Ross Cochrell, President

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Francey Morris, Secretary