

Meeting of the Board of Trustees
Wayne County Public Library
Monday, September 16, 2024, 6:00 p.m., Dalton Library

ROLL CALL: Angela Anderson, Susan Buchwalter, Doug Drushal, Francey Morris, Sandy Wenger

Excused: Bill Bailey, Tricia Pycraft

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy Bursley, Assistant Director; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Teresa Jager, Dalton Branch Manager

CALL TO ORDER: Ms. Morris called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, August 19, 2024: Ms. Wenger moved to approve the Regular Board meeting minutes, and Ms. Buchwalter seconded. The motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Facilities Committee meeting, August 19, 2024: Mr. Drushal moved to approve the Facilities committee meeting minutes, and Ms. Anderson seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Teresa Jager noted staffing has been a challenge in Dalton. Several employees and a substitute have recently resigned to go back to school. She is proud of her staff, and they have been trying new things. Dalton Branch has started a new cookbook club and a book discussion group that has been well received. A toddler playtime group will start in December, and Dalton Friends have purchased some items for the playtime group. Dalton statistics are almost back to precovid levels.

Narrative report as distributed: Ms. Shatzer noted it was interesting to see where circulation growth is taking place. Physical books are going up modestly, but circulation has dropped on some audiobook formats such as books on cds and dvds but is made up for with some nontraditional items such as playaways, tonies, and library of things. Wifi statistics are in question, and she thinks CLEVNET might have made some changes as statistics are higher this month. She thinks it has been undercounted throughout the year and hopes it is now accurate.

The Joyful Café dress rehearsal is very close. Our new Makerspace staff member has started, and she has gone up to the Romich's makerspace lab to get ideas and items that Mr. Romich is planning on donating to the library. We will have a ribbon cutting on November 8th. Barry Romich and his family, who have been involved with both the café and makerspace, plan to attend.

A meeting has been scheduled with Seamans Corp. for the east roofing issues and Scott Imhoff plans to attend to discuss the needed masonry repairs in this area. We are waiting for a quote from Library Design for some new design elements for the Rittman Library. The summer reading club was a success this year!

Administrative Items: We had 2 resignations and 4 new hires/promotions/transfers including a full-time Children's librarian coming from Akron Summit Library. Mr. Drushal moved to approve the administrative items, and Ms. Wenger seconded. Motion passed unanimously.

FISCAL OFFICER'S REPORT:

August 2024 Financial Report: Ending cash balance for end of August is \$7.987 million. Star Ohio interest rate is still strong at a rate of 5.43%. We currently have \$4.6 million in Star Ohio. The statement of cash position shows a \$1 million encumbrance in the general fund, and \$1.36 million overall. August PLF came in at 1.54% above estimates. Y-T-D PLF is 3.75% below estimates. Ms. Buchwalter inquired if PLF will continue to trend higher. Mr. Bailey is not certain, but hopeful.

We have received the second half of real estate property taxes. The total amount received for the year is \$3.08 million, which is \$60,000 less than budgeted probably due to the Rover and Nexis pipelines' disputes. Y-T-D expenses are at 59.5%, which is still trending a little under budget. Ms. Buchwalter moved to accept the July 2024 financial report subject to audit, and Ms. Anderson seconded. Motion carried.

Resolution 26-2024 August Donations: Donna Cochrell's estate donated \$4,000 and a Boy Scout, Connor Butler, built a story walk in Rittman at the Nature Reserve as his Eagle project. He also raised and donated \$4,000 towards the walk that paid for most of the project. Mr. Drushal moved to accept the August donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 27-2024 August Memorial Donations: Mr. Drushal moved to accept the August memorial donations and Ms. Anderson seconded. The motion passed by roll call.

Resolution 28-2024 Accepting Rates and Amounts: This is for accepting rates and amounts as determined by the Budget Commission. For the year 2025, the PLF is projected to be \$3.857, an increase of \$22,000. The real estate tax projection for the General Fund for 2025 is \$3.192 million, a \$112,900 increase from 2024. Ms. Buchwalter moved to accept rates and amounts; Ms. Anderson seconded. Motion carried by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Credit Card Policy: Our credit card program gives us reward points for purchases. Also, utilizing credit cards to pay invoices, when possible, will reduce the security risk of mailing checks. For these reasons, we are requesting the Deputy Fiscal Officer's card to be increased to \$10,000 to expand payments by credit card. Mr. Drushal moved to increase the Deputy Fiscal Officer's limit and Ms. Anderson seconded. The motion passed unanimously.

Café Lease: Ms. Shatzer noted this contract is based on the lease Joyful Café uses at their Western Reserve location. The county prosecutor and our insurance company reviewed and

signed off on the contract. The Café Board also approved it. Ms. Buchwalter moved to approve the lease contract, and Ms. Anderson seconded. Motion carried.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Wenger moved to adjourn, and Ms. Anderson seconded. The meeting ended at 6:22 p.m.

Francey Morris, Vice-President