

**Meeting of the Board of Trustees
Wayne County Public Library**
Monday, April 19, 2021, 6:00 p.m., Zoom Meeting

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:03 p.m.

ROLL CALL: Peter Abramo, Bill Bailey, Doug Drushal, Francey Morris, Tricia Pycraft, Sandy Wenger

Excused: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resources Coordinator; Donna Teece, Deputy Fiscal Officer.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, March 15, 2021 and Special Board meeting, March 23, 2021: Ms. Wenger moved to approve both the Regular and Special Board meetings, and Mr. Bailey seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Facilities Committee meeting, March 16, 2021: Mr. Bailey moved to accept the Facilities Committed minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Ms. Hannah Bersee, Shreve Branch Manager, provided an update of the Shreve Branch. She has been a manager at Shreve for a year now and she has gotten to know the community. With some of the COVID restrictions lifting, the staff is excited to start programs on the side lawn. She noted a recent program, "Blind Date with a Book" was very popular with the Shreve patrons.

Narrative report as distributed.

Starting today, Ms. Shatzer reported we are no longer quarantining library materials since recent studies from the CDC reports COVID-19 is mainly airborne. We are currently planning some outdoor programming for the summer. Wooster Library will begin on-going book sales starting tomorrow.

Ohio Library Council has released a Return on Investment Report that helps libraries calculate the value the library gives to the community. Libraries save money by allowing patrons to borrow materials and receive services. With a value of \$5.33 (higher than average for the State of \$4.00) for every \$1 spent, it reveals the Library has a good return on investment. The ROI did not include nontraditional services such as cake pans, toys, games, art prints, resume services, etc. which only strengthens the value patrons receive from our library services.

The State Annual Report was submitted last week. Ms. Shatzer reported we have recorded 410 new programs in year 2020 with almost 16,000 views.

Administrative Items: This month we have three hires and three resignations. Ms. Morris moved to accept the administrative items and Ms. Pycraft seconded. The motion passed unanimously. Ms. Shatzer is looking forward to hiring more staff in the next couple of months.

COMMITTEE REPORTS:

Finance and Audit Committee:

March 2021 Financial Report: Mr. Chris Bailey reviewed the March 2021 Financial report. Bank accounts and investments total \$6.218 million with encumbrances at 1.65 million. The March PLF is 9.2% above Ohio Department of Taxation estimates We have received our first half real estate taxes at \$1.458 million. Year-to-date: revenue is at 36% with expenses at 18%.

Mr. Drushal inquired about refinancing the Dalton Library debt. With interest rates remaining low, Mr. Bailey is planning on refinancing when we finance the new Rittman Library. Ms. Pycraft asked when a certificate of deposit comes due, do we reinvest it? Currently, Mr. Bailey is investing the funds in Star Ohio when CDs comes due, as CD rates have fallen. Mr. Bill Bailey moved to approve the March 2021 Financial Report and Mr. Abramo seconded. The motion passed unanimously.

Resolutions 9-2021 March Regular Donations: Mr. Chris Bailey noted we received a large donation from Directions Credit Union for the summer reading program. Ms. Morris moved to accept the March regular donations and Mr. Abramo seconded. The motion passed by roll call.

Resolution 10-2021 March Memorial Donations: Mr. Drushal noted the many donors contributing to the Library Endowment Fund in memory of Arlene Whitmer Ms. Wenger moved to approve the March memorial donations, and Ms. Morris seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer is waiting for Imhoff Construction to schedule work for the South Tower. The Main Library project will be held off until end of April.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: City of Rittman visited the Rittman Library to see if it will meet their needs for a City Hall. They are bringing an architect in this week to see if it can be modified for their own purposes. At this time, it appears that the City of Rittman will not be partnering with us for a combination new city hall/library building.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Review of "Commercial Insurance Comparison" and Approval of Property, Vehicle, and Liability commercial insurance carrier: Mr. Chris Bailey reviewed the comparison insurance worksheet. Our insurance agent is Taylor Insurance and we are at the end of a 3-year rate lock with our insurance carrier Cincinnati Insurance. We decided to go out to the marketplace and obtain quotes. Out of the four companies that quoted, Selective Insurance has the best price point and best coverage. Mr. Abramo moved to approve Selective Insurance as the library insurance underwriter, and Mr. Bill Bailey seconded. The motion passed unanimously.

CORRESPONDENCE: Rittman Branch received a note thanking them for awesome service and take-home crafts. Card and artwork was sent to the Circulation Department thanking them for allowing a young girl to keep a book that had been discarded but ended up on the shelf.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:41 p.m.

Doug Drushal, President

Francey Morris, Secretary