

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

Monday, May 17, 2021, 6:00 p.m., Zoom Meeting

ROLL CALL: Peter Abramo, Bill Bailey, Doug Drushal, Francey Morris, Pat Neyhart, Tricia Pycraft

Excused: Sandy Wenger

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

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, April 19, 2021: Mr. Neyhart moved to approve the Regular Board meeting, and Ms. Morris seconded. The motion passed unanimously.

Special Board Meeting, May 7, 2021: Mr. Bailey moved to approve the Special Board meeting, and Mr. Neyhart seconded. The motion carried.

DIRECTOR'S REPORT:

Narrative report as distributed. Circulation statistics continue to improve. State budget update: Ms. Shatzer provided contact information to reach out for support of the public library fund.

Staff is excited to increase programming especially outdoors. She noted the Children's Department have created a video advertising our summer reading program. The video can be accessed on Facebook.

With no longer having to quarantine materials, we now have more time available to expand service hours on Wednesdays and Fridays. We will continue drive thru services and are working on restarting home delivery services initially with staff providing the service.

Administrative Items: Mr. Neyhart moved to approve the Administrative items and Ms. Morris seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

April 2021 Financial Report: Mr. Chris Bailey reviewed the April financial report. PLF year-to-date is approximately 9.2% above budget estimates. Currently the budget is at 41% revenue with 23.8% expenses.

The State of Ohio is in the process of developing the biennium budget. Currently the PLF is slated to be reduced to 1.66% from our current 1.7%. The State is also intending to decrease the state income tax by 2%. Although our finances are healthy now, we will be feeling the impact of these reductions for years to come. Mr. Neyhart moved to approve the April 2021 financial report and Mr. Abramo seconded. The motion passed unanimously.

Resolutions 11-2021 April Regular Donations: Ms. Morris moved to accept the April regular donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 12-2021 March Memorial Donations Mr. Abramo moved to approve the April memorial donations, and Mr. Neyhart seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer wants to schedule a meeting to discuss the various construction models and possible combining of construction projects.

Human Resources Committee: Ms. Pycraft, on behalf of the Human Resource Committee, reviewed the proposed vaccine incentive program. The Library will not require the staff to be vaccinated but would like to give an incentive for the vaccine. We do not want the lack of leave time to be a hurdle in obtaining the vaccine. The plan is providing personal time for getting the vaccine plus additional 8 hours for full-time employees (4 hours for part-time employees) if needed, for side effects. This will alleviate the fear of side effects and not having leave time to use to recuperate. The committee proposed an addition to the program for employees with a medical disability or religious objection to not receiving the vaccine. It was proposed at Committee to have some type of education such as a webinar on pandemic safety measures in order to earn the personal time. Ms. Pycraft moved to approve the vaccine incentive plan with the amendment for accommodation for religious objections or medical disability to have additional safety training to receive the incentive. This was recommended by committee. Motion carried.

Ms. Pycraft noted the Committee made changes to the mask mandate by taking out “mandatory” and allowing some leeway in the mask requirement. Mask requirements are posted at all entrances. Taking the mandate out will give us flexibility with changing requirements. Ms. Pycraft moved to approve the proposed policy, committee recommended, and motion passed unanimously.

Operations Committee: No report

Rittman Ad Hoc Committee: Mr. Chris Bailey has contacted the appraiser and once the appraisal is complete, we can move forward.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Free Computer Prints: During the pandemic, we have provided free copies to our patrons and would like to continue free computer prints of up to \$1.50 each day (15 black and white, or 5 colored prints). Mr. Bailey approved the free computer prints. Ms. Morris seconded, and the motion passed unanimously.

Compensate Dianna Drake for Notary Commission renewal – Ms. Drake is currently a notary. She interested in offering this service to the public on an appointment basis. We are insured for liability. Mr. Abramo moved to approve the notary expense and adding this service for the public, and Ms. Morris seconded. Motion passed unanimously.

CORRESPONDENCE: The Library received a thank you card for the Rittman Branch staff. Circulation staff received a thank you for aiding an ill patron. The Wayne County Career Center sent a thank you for partnering with them.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:33 p.m.

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Doug Drushal, President

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Francey Morris, Secretary