

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

Monday, August 17, 2020 at 6:00 p.m., Wooster Library: Zoom Meeting

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

ROLL CALL: Present: Bill Bailey, Francey Morris, Peter Abramo, Ross Cochrell, Doug Drushal, Sandy Wenger

Absent: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Donna Teece, Deputy Fiscal Officer; 2 guests

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – July 20, 2020: Ms. Morris moved to approve the July 20, 2020 Regular Board meeting minutes as presented, and Mr. Cochrell seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Facilities Committee Meeting – July 20, 2020: Ms. Wenger moved to approve the July 20th Facilities Committee minutes as presented, and Mr. Abramo seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: Statistics on physical library materials checkouts are greatly reduced just like the rest of the libraries in the State. Patrons are using curbside and drive thru services. Patron traffic is starting to pick up as more people realize we are open. Ms. Roberts will be ordering open flags for outside of the buildings so patrons will know when we are open. This week we increased the hours of the drive-up window and after the fair, we will look at increasing hours with more afternoon and early evening hours. Without programs and meeting room use, the late evening hours are not needed.

The story walk is up at Kinney field and is a success. Ms. Roberts wants to add more story walks in the community.

The General Wooster statue is complete, and we have a resolution to accept the gift of the statue. Mr. Jason Alexander has joined our zoom meeting. Currently, the front of the library is dug up for water infiltration repair and once this is complete, the statue will be placed, and the landscaping will be completed at the front of the building tying the two landscape projects together. Unfortunately, due to the pandemic, we will not be able have a dedication at this time but want residents to enjoy it and learn about General Wooster.

The library has received a \$3000.00 mini-grant for Covid-19 supplies and now the library is investigating another grant that provides \$25,000 per building. We will be able to reimburse ourselves for any coronavirus supplies we have already purchased this year such as plexi-glass and PPE. Ms. Shatzer is hoping to use this grant to provide more access opportunities such as after-hour lockers at the branches.

She noted in the Director's report, we have three new manager names in the report, Dianna Drake, Adult Services Manager; Mary Ruth Kamp, Bookmobile Manager; and Becky Vaeth, Technical Services Manager.

Mr. Drushal thought the story walk is a genius idea. Ms. Shatzer felt the timing is perfect. Mr. Drushal asked if people are walking by. Family services is located next to the story walk and is utilizing it by having families visit the walk. Ms. Roberts has also noted activity and has been receiving positive feedback. The library is also investigating other parks in the county to possibly add story walks. Ms. Roberts noted the walk must be paved.

Administrative Items: Katie Parssons is resigning at the end of September. Her position is pivotal to get the word out especially during these times and will need to be replaced. Jim Yergin has taken on additional responsibilities as Person-in-Charge. Mr. Drushal moved to approve Administrative items, and Ms. Wenger seconded. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee: Mr. Chris Bailey reviewed the financial reports. Mr. Drushal asked if the library endowment fund is a separate fund. Mr. Bailey affirmed, but noted it is rolled into the general fund for financial reporting purposes. The July PLF is down 2.6% from estimates. Total for year is 9.6% down from initial estimates. However, for August we are expecting a 36.8% above estimates partly due to income taxes. This increase will bring our total PLF to only 3.3% less than original estimates. Property taxes for the year came in \$100,000.00 more than expected, so revenue is in good shape. Presently, revenue is at 57% and due to cuts in budget, expenses are currently 48%.

Community foundation funds have recouped most of the losses from the first part of year. Mr. Chris Bailey stated tomorrow they will be finding out about the terms for the \$25,000.00 CARES Act grant per branch. If we do receive it, we will need a special fund. Mr. Cochrell moved to accept the financial reports, and Mr. Drushal seconded. The motion passed unanimously.

Resolution #22-2020 Regular Donations- Mr. Drushal moved to accept the regular donations and Ms. Morris seconded. The motion was passed by roll call.

Resolution #23-2020 Memorial Donations- Mr. Abramo moved to accept the memorial donations, and Ms. Wenger seconded. The motion was passed by roll call.

Resolution #24-2020 Donation of Statue- Jason Anderson wishes to donate the statue of General David Wooster to the Wayne County Public Library and to have it installed at the Main Library branch in Wooster. In coordination with the Wooster Friends of the Library, an endowment fund was established at the Wayne County Community Foundation (WCCF), to be used for the creation and maintenance of a bronze statue of General David Wooster. If there should be a time when the statue is to be removed from Library property, the City of Wooster shall be given the first right of refusal.

Mr. Cochrell congratulated Mr. Anderson on the project. Mr. Anderson noted the project started in October 2018 and by November 2019, \$71,000 was raised with 21 lectures given. He coordinated with Wooster City Schools introducing General Wooster to its history classes virtually. This spring, he has given some virtual field trips with 4th and 5th graders. Education is an important part of the statue. He thanked the board for listening to his idea and the statue will be a crown jewel for the Wooster library. Drushal congratulated Mr. Anderson on the completion of the project. Ms. Morris moved to accept the statue, and Mr. Cochrell seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer gave an update on the water infiltration work at main library. When Imhoff opened the area, they found they were able to use some of the existing foundation thus saving some money.

Human Resources: There was none.

Operations Committee: There was none.

Rittman Ad-Hoc: Ms. Shatzer received an estimate from IAP for square footage cost, but no detail was included. She asked for more detail, received it today, but it still needs some work. Ms. Shatzer again requested a more detailed estimate.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: We currently have two construction projects with IAP because they had the State contract. However, they no longer have the State contract, and we may want to change management companies. Mr. Chris Bailey suggested outside legal counsel that specializes in construction to advise us on the projects. The County Prosecutor does not have the time nor the expertise in this area. Ms. Shatzer states we need to have our ducks in a row. Mr. Drushal feels Bricker and Eckler is a good firm. Mr. Drushal moved, with the County Prosecutor's approval, to obtain outside legal counsel (Bricker and Eckler) for the two ongoing construction projects, and Ms. Morris seconded. The motion passed unanimously.

CORRESPONDENCE: Bookmobile received a note thanking them for materials for the students. Alex Davis sent a thank you note. Also, in Google reviews: patron appreciated the library and sanitation, children's department help in selecting books.

COMMENTS FROM THE PUBLIC: There were none. Mr. Anderson thanked the Board for accepting the statue. Mr. Bailey has been getting many complements from teachers regarding the helpfulness of the staff in the children's department. He wanted also to thank them.

ADJOURNMENT: Meeting adjourned at 6:55 p.m.

K. William Bailey, President

Francey Morris, Secretary