

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

Monday, March 15, 2021 at 6:00 p.m., Zoom Meeting

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

ROLL CALL: Present: Bill Bailey, Francey Morris, Doug Drushal, Sandy Wenger, Tricia Pycraft, Pat Neyhart

Absent: Peter Abramo

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resources Coordinator; Donna Teece, Deputy Fiscal Officer; 1 guest.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, February 15, 2021 – Ms. Morris moved to accept the February Board Meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES

Finance and Audit Committee, March 12, 2021 – Ms. Morris moved to accept the Finance Committee minutes, and Mr. Neyhart seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

We have received COVID testing kits from the State of Ohio which we will be distributing to the public. We have contact-less pickup at Main and all branches. It has been a year since the start of the pandemic, and we have found innovative ways to serve the public during this time. We are starting to see the light at the end of the tunnel.

Administrative Items. Ms. Shatzer reported one new hire this period, MacKenzie Dramon. Mr. Neyhart moved to approve the administrative items and Ms. Wenger seconded. The motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

February 2021 Financial Report:

Mr. Chris Bailey reviewed the February 2021 financials. The PLF continues to trend above estimates with February's PLF at 7.83% above estimates. Ms. Wenger moved to approve the February 2021 financial report and Ms. Pycraft seconded. Motion passed unanimously.

Resolution # 5-2021 - February 2021 Regular Donations: Wooster Emblem Club donated to the baby board book program and the Wooster Friends of the Library donated funds for a Genealogy reader in the Genealogy Department. Mr. Neyhart moved to accept the Regular Donations, and Ms. Morris seconded. The motion passed by roll call.

Resolution #6-2021 - February 2021 Memorial Donations: Ms. Morris moved to accept the Memorial Donation, and Mr. Bailey seconded. The motion passed by roll call.

Capital Asset Policy: This is a best practice policy since we are a cash basis entity. It defines a capital asset, tightens controls, and clarifies the disposal process. The policy was approved by Finance Committee and seconded by Mr. Bailey. The motion passed unanimously.

Facilities Committee: No report.

Human Resource: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Update Temporary Pandemic Policy: Ms. Shatzer recommended updating the temporary pandemic policy to increase some services.

-We want to open programming for the summer with opportunities to conduct programming outside with proper pandemic protocols.

-Resume ongoing book sales at the branches and begin book sales at Main Library.

-Circulate toy and game collections. We can effectively disinfect these items.

-Change age of mask wearing from age 3 to age 10 matching the Governor's mandate.

Mr. Bailey moved to approve the pandemic policy updates, and Ms. Pycraft seconded. The motion passed unanimously.

Donation of Food Pantry: The Norwayne Future Farmers of America constructed a food pantry and would like to place it outside of the Creston Branch on the empty lot facing Route 3. FFA chapter will maintain and stock it and will eventually be self-sustaining. Ms. Morris moved to approve locating the pantry at the Creston Branch and Mr. Neyhart seconded. The motion passed unanimously.

Charles Follis Black Cyclone Trail Marker at Operations Center: Mr. Stoner, the chairperson of the committee, would like to place a marker at the Operation Center. Mr. Neyhart asked where it would be placed. Ms. Shatzer would like to remove the gray slate Operations Center signage and place marker there. Mr. Neyhart moved to approve accepting and placing the marker on Library property and Mr. Bailey seconded. The motion passed unanimously.

EXECUTIVE SESSION: Mr. Bailey moved to go into executive session at 6:28 p.m. to discuss the acquisition of real estate and Ms. Wenger seconded. The motion carried by roll call.

Mr. Bailey made a motion to exit executive session at 6:41 p.m., and Mr. Neyhart seconded. The motion passed by roll call. No action taken.

CORRESPONDENCE: Creston Branch received flowers when they reopened. They also received correspondence thanking them for all their hard work. Ms. Shatzer received an email from Director of Wayne County Child Support Enforcement Agency thanking the Library for the

Read, Play, Grow kits and they are distributing them to their clients and encouraging children literacy. We are seeing connections in the community with our early literacy program.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:44 p.m.

Doug Drushal, President

Francey Morris, Secretary