

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

Monday, November 16, 2020 at 6:00 p.m., Zoom Meeting

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

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

Absent: Sandy Wenger

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting October 19, 2020 and Special Board Meeting on November 4, 2020— Mr. Neyhart moved to approve the Regular Board meeting minutes and the Special Board Meeting as presented, and Mr. Abramo seconded. Ms. Pycraft abstained from the October 19<sup>th</sup> Board meeting. Motion passed.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee Meeting, November 10, 2020 – Mr. Neyhart moved to approve the November 10<sup>th</sup> minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

General Updates: Ms. Shatzer reported she and Mr. Bailey are working on the 2021 budget. With so many unknowns due to the pandemic and library funding, our plan is to hold steady with current staffing and services. We will know more by July about public library funds once the State passes its budget and we will adjust as necessary.

Good news, we will be seeing a 5% decrease in our CLEVNET membership fees for 2021. Imhoff Construction has begun replacing the stone coping. They are confident it will solve the water issue and have been working with Hicks Roofing on this project.

We have been contacted by a producer from Fox 8 News and they want to feature our Facebook series, Dinovember on Cleveland's Own Helping Cleveland's Own. The segment will air on November 17<sup>th</sup>. This series features uplifting stories highlighting unity and positivity during these times. Ms. Shatzer thanked the Children's Department staff who are responsible for posting these stories.

Administrative Items: All library positions are now filled. We have had 1 transfer, and 5 hires this period. These are all existing positions and will keep us at our current staffing level. Ms. Morris moved to approve the Administrative Items, and Mr. Drushal seconded. The motion passed unanimously.

## COMMITTEE REPORTS:

### Finance Committee:

October 2020 Financial Report: Our encumbrance is currently at \$636,000.00 in the general fund. The October PLF came in at .05% above the pandemic estimate. Year-to-Date we are just 1.8% below prepandemic estimates. We have not seen the reductions in funding we were expecting in year 2020. Currently, revenues are at 90% and due to pandemic reductions, expenditures are at 65%. We have currently spent \$25,000 of the coronavirus relief fund, and the lockers are encumbered for \$114,000. We have more planned purchases in this fund. Mr. Neyhart moved to approve the October Financial Reports, and Mr. Abramo seconded. The motion passed unanimously.

Resolution # 33-2020- Regular Donations: Mr. Abramo moved to accept the Regular Donations, and Ms. Morris seconded. The motion passed by roll call.

Facilities Committee: Mr. Bailey attended the auction on building in West Salem. It sold much higher than we expected.

### Human Resources:

Revised Personnel Policy: Ms. Buchwalter reviewed personnel policy revisions. In proposal 9 she noted the Human Resource Committee recommended extending emergency sick leave into year 2021. She asked the Board if we should reset the number of emergency sick leave hours allowed to take beginning on January 1, 2021. Mr. Neyhart and Mr. Bailey affirmed we should reset the hours until pandemic is over (may be before year-end). Mr. Bailey motioned for proposed personnel policies as recommended by the Committee and amended to reset hours for 2021. Motion passed unanimously.

Staff "Thank You" and Bonuses for 2020: We are unable to have our traditional thank-you meal due to the pandemic. We usually give Buehler's gift cards as a gift from the Library Board to the staff at this meal. One concern with the gift card is that it needs to be treated as taxable income. For this year only, Ms. Shatzer recommends Cheryl's individually wrapped cookies for the staff and because this has been a difficult year, she recommends a staff bonus in lieu of a gift card. \$500 for full-time employees and \$250 for part-time employees, prorated for the employees who were hired during the year. Mr. Chris Bailey notes we have the funds in our personnel budget. This was passed by committee. Motion passed unanimously by the Board.

Operations Committee: No report. Mr. Abramo will replace Mr. Cochrell as the Committee Chair.

Rittman Ad-Hoc: There was none.

UNFINISHED BUSINESS: There was none.

### NEW BUSINESS:

1. Mr. Chris Bailey stated letters were prepared by Bricker and Eckler to terminate services with IAP on the Liberty St. Library and Rittman Branch building projects. Mr. Neyhart moved to approve sending the termination letters to IAP, and Mr. Abramo seconded. Motion passed with Ms. Pycraft abstaining.

2. New Health Insurance Plan for 2021: Ms. Buchwalter received positive references on the proposed health insurance company. She stated we will net a savings of \$20,000.00 over this year by changing to new plan. Motion passed unanimously.
3. Liquor Permits: 2 permits: Local Roots and The Leaf. Mr. Drushal moved to take no action and Ms. Morris seconded. The motion passed unanimously.
4. Director and Fiscal Officer Evaluations: Evaluations have been tabled since Ms. Wenger was unavailable.

CORRESPONDENCE: Ms. Shatzer shared a thank you note from Tina Morretti for her retirement gift and several thank you cards from students at one of the Wooster City Schools' Alternative Learning Centers, to the Children's Department, for sending books to their center.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:54 p.m.

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K. William Bailey, President

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Francey Morris, Secretary