

**Meeting of the Board of Trustees**  
**Wayne County Public Library**  
Monday, July 21, 2025, 6:00 p.m., Creston Branch Library

ROLL CALL: Angela Anderson, Bill Bailey, Susan Buchwalter, Doug Drushal, Francey Morris, Tricia Pycraft, Sandy Wenger

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Hayley Tracy Bursley, Assistant Director; Katey Johnson, Human Resource Coordinator; Morgan Smith, Deputy Fiscal Officer; Amy Anderson, Creston Branch Manager; Dave Tenney, Operations Coordinator

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:02 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, June 16, 2025: Mr. Drushal moved to approve the Regular Board meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Amy Anderson, Creston branch manager, highlighted popular programs taking place at the Creston Branch. Ms. Amy Anderson also mentioned that library patrons, staff and neighbors are satisfied with the flattened ground behind the library. Plans for this space continue to evolve.

Narrative report as distributed. Ms. Shatzer reported that in addition to her written report, she learned just earlier that afternoon that the Ohio House was able to secure enough votes (by one) to override just one of the Governor's vetoes related to tax levies (including the elimination of replacement levies). At this time a vote in the Ohio Senate to override this veto has not been scheduled. Ms. Shatzer also shared that Community Action of Wayne and Medina Counties now owns the building that houses our West Salem Branch. She will be meeting with a work group later in the week to discuss the future plans for the building.

Administrative Items: There were two resignations, one termination and four new hires. Mr. Drushal moved to approve the personnel agenda as presented, and Ms. Buchwalter seconded. Motion carried.

FISCAL OFFICER'S REPORT:

June 2025 Financial Report: The balance sheet has an ending balance of \$ 6.69 million. Star Ohio is currently at 4.57% and most CDs earn between 4 and 5 percent. On the statement of cash position, we have encumbrances of \$1.33 million in the general fund, and \$1.524 million overall. June PLF, the final month where PLF is 1.7% of the General Fund, came in at 11.45% below estimates with Y-T-D PLF at 3.9% above estimates. Mr. Chris Bailey mentioned that because of the change in the State's budget, Libraries are now a line item under expenses, we should be receiving about the same amount each month going forward, starting with July's PLF. If the PLF continues to trend down from estimates, it will be concerning, but will not affect our budget much this year, but next year's budget will be more challenging. Mr. Chris Bailey noted that we are on track with revenues (55%) and expenses (50%). Mr. Chris Bailey mentioned that revenues are slightly higher because we received the real estate taxes from the first half of the year. We received updated quarterly reports as of June 30, 2025, for our funds with the Wayne County Community Foundation

with balances in the Liberty Street Permanent Endowment Fund at \$1.96 million, the Library System Permanent Fund at \$72,000 and the Rittman Brance Permanent Endowment Fund at \$42,000. Mr. Bill Bailey moved to accept the June 2025 Financial Report subject to audit, and Ms. Anderson seconded. Motion carried.

Resolution 23-2025 June 2025 Donations: Ms. Buchwalter moved to accept the June donations and Mr. Morris seconded. The motion passed by roll call.

Resolution 24-2025 June 2025 Memorial Donations: Mr. Drushal moved to accept the June memorial donations and Ms. Anderson seconded. The motion passed by roll call.

### COMMITTEE REPORTS:

Finance and Audit Committee: Accept 2024 Audit Report and Waive Audit Exit Conference which was approved during Financial and Audit Committee Meeting. Motion carried.

Facilities Committee: No report.

Human Resources Committee: No report.

### Operations Committee:

1. Approval of new Administrative Policy (Virtual Meetings Policy)

This policy would allow for virtual meetings in the event of a pandemic or natural disaster. It should be noted that this policy does not allow the Board to vote on any major non-routine expenditures or significant hiring decisions during a virtual meeting. This policy was approved during the committee meeting. Motion carried.

2. Approval of new Operations Policy (WiFi Hotspot Lending Policy)

This policy outlines details for checking out and returning hotspots and allows the library to charge patrons a late fee for hotspots at a rate of \$1.00 per day. This policy was approved during the committee meeting. Motion carried.

3. Approval of various updates to Operations Policies as presented.

The recommended updates to the Operations Policies include:

- a. Damaged Items
  - i. Addresses the issue with damaged books that are growing mold or are potential health hazards or items that have been paid for but are not picked up in a timely manner.
  - ii. Clarifies why we do not accept replacement copies in lieu of payment.
- b. Discards and Book Sales
  - i. Revised for clarity.
  - ii. Addresses concerns/questions that have come up regarding book sales-not interfering with library operations, minimizing staff involvement, storage and space concerns.

- c. Photography, Filming and Other Recording Devices
  - i. Complete revision to allow photography and/or video recording as long as it does not become a nuisance/violate privacy/become a patron behavior issue—in practice we have not been following the current policy to the letter, e.g. First Amendment Auditors; this revision reflects what we have recently been doing in practice.
- d. Self-Published Materials
  - i. This would become part of our Materials Selection Policy, replacing the section on Works by Local Authors.
  - ii. Help us address the increasing number of self-published submissions - making it more streamlined and consistent.
  - iii. Within this is the definition of what we consider “local authors”.
  - iv. Addresses self-published ebooks.
  - v. We are in the process of creating a Local Author Submission Form which will help staff with the process of accepting and evaluating these works.
  - vi. Includes a statement that we will not pay for or return unsolicited materials.
- e. Library Card Types
 

Simple clarification--Just a referral to the Borrower Registration Policy for the full list of acceptable forms of ID.
- f. Social Media
 

Removal of specific types of social media, since they change frequently.
- g. Loan Periods, Renewals, Holds, Fines and Fees
  - i. Removes specific mention of items that are now all included in the Library of Things collection or items we no longer circulate.
  - ii. Adds a daily fine for Hotspots at \$1/day
  - iii. Adds Activity Passes (part of Library of Things but with different loan period).
  - iv. Asterisk information has changed to reflect changes and references the Wifi Hotspot Lending Policy for further information.
  - v. Removes the statement that all materials owned by WCPL are fine free because of the Hotspot fine.
- h. Patron Behavior
  - i. Clarification about unattended children - ties it to the full policy for consistency.

These policies were approved during the committee meeting. Motion carried.

#### 4. Presentation of revised Board Bylaws and updated meeting rules.

The revisions to both the Bylaws and Meeting Rules were presented with one edit (monthly financial statements are "accepted, subject to audit" not "approved.") We expect to approve both the revised Bylaws and Meeting Rules at the next Board meeting.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

OATH OF OFFICE: Mr. Bill Bailey gave the oath of office to Ms. Morgan Smith, Deputy Fiscal Officer.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Having reached the end of the agenda, Ms. Pycraft declared the meeting adjourned, and the meeting ended at 6:45 p.m.

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Tricia Pycraft, President

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Bill Bailey, Secretary