

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

Monday, April 15, 2019, 6:00 P.M., Shreve Branch Library

CALL TO ORDER: Mr. Bailey called the meeting to order at 6:00 p.m.

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

Excused: Doug Drushal, Pat Neyhart

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Chris Bailey; Nancy Fortune; Linda Hall

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – March 18, 2019: Mr. Cochrell moved to approve the March 18, 2019 Regular Board meeting minutes as presented, Ms. Wenger seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee – March 25, 2019: Ms. Wenger commented that the purpose of this meeting was to draft the Fiscal Officer's job description.

Human Resource Committee – April 3, 2019: Ms. Wenger reported that the purpose of this meeting was to interview Chris Bailey for the Fiscal Officer position.

Operations Committee – April 8, 2019:

Motion by Mr. Cochrell, seconded by Mr. Abramo to approve the minutes of the HR Committee on March 25 and April 3 and the Operations Committee on April 8. Motion passed unanimously.

DIRECTOR'S REPORT:

Narrative Report: Ms. Shatzer called attention to several items from her monthly written report. She also showed the Stanley Cup Award recently presented to the Library by United Way in recognition of the Library's commitment to the community and partnerships with United Way funded organizations.

Administrative Items: Per detail provided in her monthly report, Ms. Shatzer asked for Board approval on resignations, new hires and transfers. Motion by Ms. Morris and seconded by Ms. Wenger to approve as presented. Motion passed unanimously.

## COMMITTEE REPORTS:

### Finance and Audit Committee:

#### 1. March 2019 Balance Sheet – by Total Library:

Ms. Long commented that the reason for the large increase in cash and investments over last month is that we received the first half property tax revenue in March. Total cash and investments at March 31, 2019 were \$4,584,595.52. She has invested in short-term investments so that cash will be available later this year for necessary expenditures.

#### 2. March 2019 Income Statement:

Ms. Long reported that total revenue for the month in the general fund was \$1,475,581.11 and total expenditures in the general fund were \$474,907.22. Expenditures were in line with budget for the first quarter. Mr. Cochrell asked for detail on what is included in the miscellaneous fees and services account, as that line item is 71% to budget through three months. Ms. Long will provide detail via email tomorrow. The upgrade to the financial software, Blackbaud, is in progress and is expected to go live next month. She also commented that two new laptops for the fiscal office and I-pads for any Board members who need are in this year's budget and should be in the near future.

##### a. Total encumbrances at March 31, 2019 were as follows:

1. General Fund	\$ 1,422,892.68
2. Building & Repair	\$ 14,600.00
3. Rittman	\$ 35,426.00
4. Technology	\$ 2,614.00
5. Donation	\$ 2,667.52
6. Brian Beery	\$ 35.20
TOTAL:	\$ 1,478,235.40

Mr. Cochrell motioned to approve the Balance Sheet and Income Statement. Ms. Wenger seconded, and the motion passed unanimously.

#### 3. March 2019 Payroll and Accounts Payable

Total checks in March were \$312,828.66. Bond and interest on Dalton were \$8,400.83. Payroll expense for the month was \$153,677.73.

Motion by Mr. Abramo and Ms. Morris seconded to approve March 2019 Payroll and Accounts Payable. Motion passed unanimously.

#### 4. Resolutions:

- a. 7-2019 Official Intent to Reimburse: Motion by Ms. Morris and seconded by Mr. Abramo to approve the resolution. Resolution passed by roll call.

- b. 8-2019 Additional Appropriations – Donation Fund: Motion by Mr. Cochrell and seconded by Ms. Wenger to approve the resolution. Resolution passed by roll call.
- c. 9-2019 March 2019 Regular Donations: Motion by Ms. Wenger and seconded by Mr. Abramo to approve the resolution. Resolution passed by roll call.
- d. 10-2019 Additional Appropriations-Rittman Construction Fund: Motion by Ms. Morris and seconded by Mr. Cochrell to approve the resolution. Resolution passed by roll call.

Facilities Committee: Ms. Shatzer mentioned that the committee is scheduled to meet on May 2 from 1 – 3 p.m. to hear presentations from architects. The location is to be determined.

Human Resources Committee: Ms. Wenger shared the committee’s recommendation to approve the revised job description for the fiscal officer. Recommendation passed unanimously. Ms. Wenger reported on the interview process of Chris Bailey for the fiscal officer position. The committee recommended to hire Mr. Bailey effective July 1, 2019. Recommendation passed unanimously.

Operations Committee: Mr. Cochrell shared the committee’s recommendation to approve the credit card policy as presented. Recommendation passed unanimously. Ms. Shatzer commented that the meeting room and library grounds policy is being tabled until next month as she is waiting to hear back from the Prosecutor’s Office.

Rittman Ad Hoc Committee: Ms. Shatzer noted that one of the next steps is to get the group together to talk about fundraising as we now have updated drawings.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE: Ms. Shatzer mentioned that we received a thank you via a comment card for one of the children’s programs. She also shared the recent advertisement that we placed in the Chamber of Commerce newsletter. We also received a nice acknowledgement in the Apple Creek Historical Society newsletter.

COMMENTS FROM THE PUBLIC: Ms. Fortune, Shreve Branch Manager, reported on several of the recent new craft programs at the branch including sewing pillowcases and making pins. The programs have been well attended and staff has enjoyed developing the new offerings. Mr. Cochrell asked if there are any plans for the newly acquired lot. Ms. Shatzer said that landscaping can start now that spring has arrived. Mr. Cochrell suggested utilizing the space for a community garden. Ms. Fortune will ask the Shreve Friends if they would like to sponsor a garden. She will also ask some of the local community service clubs.

ADJOURNMENT: By consensus, the meeting was adjourned at 6:47 p.m.

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K. William Bailey, President

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Francey Morris, Secretary