

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

Monday, August 19, 2019, 6:00 P.M., Doylestown Branch Library

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

ROLL CALL: Present: Bill Bailey, Francey Morris, Doug Drushal, Sandy Wenger, Peter Abramo, Pat Neyhart

Excused: Ross Cochrell

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Jill Wickham, Deputy Fiscal Officer; Beth Brawley, Branch Manager

COMMENTS FROM THE PUBLIC: None

OATH OF OFFICE: President Bailey administered the oath of office to Chris Bailey, Fiscal Officer.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – July 15, 2019: Ms. Wenger moved to approve the July 15, 2019 meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Operations Committee Meeting, July 15, 2019: Motion by Mr. Neyhart and seconded by Ms. Morris to approve the July 15, 2019 meeting minutes as presented. Motion passed unanimously.

DIRECTOR'S REPORT:

Doylestown Branch: Ms. Shatzer introduced Beth Brawley, Branch Manager, who has been in her current position since last October. Ms. Brawley reviewed her staff and their key responsibilities. Story time and adult craft programs are both very successful at Doylestown. The backpack lunch program was coordinated through the branch during the summer. Bingo was recently added as a program and has been very well attended. Dry wall work is currently underway to correct cracks in the walls. The work is necessary because expansions were not properly incorporated into the walls when the building was constructed.

Narrative Report: Ms. Shatzer highlighted key points from her written report. Work continues with the architects to finalize floor plans for the Rittman project. She is applying for a \$50,000 grant from the Wayne County Community Foundation for this project. Discussions continue with architects and our staff on the Liberty Street expansion project. Ms. Shatzer will provide more details to the Board in the coming weeks. Ms. Long's retirement reception is scheduled for Friday, August 30th at the Wooster Library. Our external website will change in the near future and it should be easier for staff to make changes. Ms. Shatzer is gathering data related to the

possibility of becoming fine free. We will be collaborating with the Buckeye Book Fair again this year. Mr. Drushal suggested contacting a former Wooster resident who is an author attending the Book Fair. He will coordinate with the author and Ms. Shatzer.

Administrative Items: Ms. Shatzer noted that there were four resignations, six new hires, and one transfer. Motion by Mr. Drushal and seconded by Ms. Wenger to approve the personnel agenda as presented. Motion passed unanimously.

COMMITTEE REPORTS:

A. Finance and Audit Committee:

1. July 2019 Balance Sheet – by Total Library:

Mr. Bailey commented that total cash and investments at July 31, 2019 were \$4,209,597. We received the second half property tax revenue of over \$1 million in August.

2. July 2019 Income Statement: Mr. Bailey noted that year-to-date revenue and expenses are in line with budget.

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

1. General Fund	\$ 965,966.46
2. Building & Repair	\$ 140,501.29
3. Technology	\$ 0.00
4. Donation	\$ 4,783.15
5. Brian Beery	\$ 35.20
TOTAL:	\$1,111,286.10

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

3. July 2019 Payroll and Accounts Payable: Total checks in July were \$268,674.35 and interest on Dalton was \$8,400.83. Payroll expense for the month was \$164,587.24. Motion by Mr. Abramo and seconded by Mr. Neyhart to approve. Motion passed unanimously.

4. 2018 Audited Financial Statements: Mr. Bailey commented that no material weaknesses were found, thus the organization received a clean audit opinion. Motion by Mr. Drushal and seconded by Ms. Wenger to accept the audit report as presented. Motion passed unanimously.

5. Resolutions:

- a. 22-2019 July 2019 Regular Donations: Motion by Ms. Wenger and seconded by Mr. Neyhart to approve the resolution. Resolution passed by roll call.
- b. 23-2019 July Memorial Donations: Motion by Mr. Neyhart and seconded by Mr. Drushal to approve the resolution. Resolution passed by roll call.

B. Facilities Committee: No report.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Approval of Asset Disposal: Mr. Shatzer mentioned that the auction items will be placed on eBay. The items earmarked for donation are either broken or obsolete and will be donated to Goodwill. Motion by Ms. Morris and seconded by Mr. Abramo to approve the recommendation as presented. Motion passed unanimously.
2. Membership for Christopher Bailey in the following organizations: Wooster Rotary, Ohio Government Finance Officers Association, and the Government Finance Officers Association of the U.S. and Canada: Motion by Mr. Neyhart and seconded by Mr. Drushal to approve the three memberships for Mr. Bailey as presented. Motion passed unanimously.

CORRESPONDENCE: Ms. Shatzer shared a thank you note from a staff person for the new hire tour and lunch, which is funded by the Wooster Friends group.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT: By consensus, the meeting was adjourned at 6:43 p.m.

K. William Bailey, President

Francey Morris, Secretary