

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

Monday, February 17, 2020, 6:00 P.M., Wooster Library

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

ROLL CALL: Present: Peter Abramo, Bill Bailey, Ross Cochrell, Doug Drushal, Francey Morris, Pat Neyhart,

Excused: Sandy Wenger

Also Present: Jennifer Shatzer, Director; Chris Bailey, Fiscal Officer; Donna Teece, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – January 20, 2020: Mr. Neyhart moved to approve the January 20th meeting minutes as presented, and Mr. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee Meeting – January 20, 2020 and Joint Facilities/Rittman Ad Hoc Committee Meeting – February 7, 2020: Mr. Abramo moved to approve both minutes as presented, and Mr. Cochrell seconded. Motion passed unanimously.

DIRECTOR’S REPORT:

Narrative Report as distributed:

Administrative Items: Ms. Shatzer reported the personnel agenda includes one retirement, and one new hire. A Circulation Assistant was hired to fill a position that has remained open for 1 ½ years, but assessing the needs of the department, this position was filled. Ms. Morris motioned to approve the personnel agenda as presented, seconded by Mr. Neyhart. Motion passed unanimously.

Rittman Project: The Library and City of Rittman met and agreed that an accessible ramp without stairs is desired in front of the building. A draft of the Cooperative Agreement between the City and the Library has been received. Ms. Shatzer will send it to the county prosecutor’s office. Mr. Drushal requested it also be sent to the Board.

Ms. Shatzer is researching construction management companies since IAP lost the state contract. Coleman Spawn won the state bid for construction management. K2M will still be our architects. Mr. Neyhart asked if we could keep our options open for a construction management company. He feels a local company will have more of a vested interest in the project and community. We went with the state contract instead of bidding it out, so may not be able to go with a local vendor. Ms. Shatzer is looking into the whole process and our options.

CLEVNET is upgrading Sirsi this spring. One of the upgrades will show “how much you saved” (on the cost of library materials) on the bottom of receipts.

### COMMITTEE REPORTS:

#### A. Finance and Audit Committee:

Mr. Chris Bailey reviewed the financial reports. Transfers were made into the four capital funds. The revenue for the budget has been decreased by \$150,000.00 due to County Auditor certification for that amount. The Rover pipeline income is in litigation, and the county reduced the anticipated rover income. Mr. Bailey is not concerned with the decrease since historically, we have collected 95% and spent 89% of our past budgets. We will watch it closely and will adjust expenses if needed.

The Library has a positive balance in our bond fund; therefore, the county treasurer will be reducing the amount going into bonds in the 2021 budget.

1. January 2020 Financial Report: Mr. Bailey reviewed the financial report. Mr. Drushal motioned to approve the January 2020 financial report and Ms. Morris seconded. Motion passed unanimously.

2. Resolutions:

- a. 7 - 2020 January 2020 Regular Donations: Motion by Mr. Abramo and seconded by Ms. Morris. Resolution passed by roll call.
- b. 8 – 2020 January 2020 Memorial Donations: Motion by Mr. Drushal and seconded by Mr. Morris. Resolution passed by roll call.

B. Facilities Committee: Children’s Department Manager, Ms. Tracy-Bursley is recommending a refresh of the Children’s area; however, redesigning and moving furniture affects larger items such as carpeting. Ms. Shatzer would also be interested in changing the lobby and newspaper area with the possibility to redesign this area. Since we already have an architect working with us, would we want to use them to look at updating areas of the library, and to expand the project? Mr. Neyhart made a motion to expand the architect’s role to analyze a refresh of the library. Ms. Morris seconded, and the motion passed unanimously.

The second-floor plan as presented to the Facilities Committee for expanding the area by Genealogy Department and other second floor improvements was approved by committee. Motion passed unanimously.

C. Human Resources Committee: No report.

D. Operations Committee: No report.

E. Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: None

CORRESPONDENCE: A thank you note from Main St. Wooster for our participation. Thank you note from Dan Ackerman's family for flowers and for employees who attended the memorial service. A thank you note from Tel Moore for a card and candy sent to him for his birthday. A comment card from a patron at Doylestown, thanking the staff.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: By consensus, the meeting was adjourned at 6:40 p.m.

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K. William Bailey, President

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Francey Morris, Secretary