

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

Monday, March 19, 2018, 6:00 p.m., Wooster Library

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

ROLL CALL: Present: Ross Cochrell; Bill Bailey; Francey Morris; Sandy Wenger
Excused: Doug Drushal; Peter Abramo

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer

COMMENTS FROM THE PUBLIC: None

EXECUTIVE SESSION:

At 6:01 p.m., Ms. Wenger moved to enter executive session for the purpose of discussing pending litigation, seconded by Mr. Bailey.

At 6:24 p.m., Mr. Bailey moved to exit executive session, seconded by Ms. Morris. No action was made as a result of the executive session.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – February 19, 2018: Ms. Morris moved to approve the February 19, 2018 Regular Board meeting minutes as presented, Ms. Wenger seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Rittman Ad-Hoc Committee Meeting – February 15, 2018: Mr. Bailey moved to approve the February 15, 2018 Rittman Ad-Hoc Committee meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

Facilities Committee Meeting – March 18, 2018: Ms. Wenger moved to approve the March 18, 2018 Facilities Committee meeting minutes as presented, Mr. Bailey seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer stated that auto renewals have started and that she believes it will be a nice feature for the patrons. Library cards will be getting a new design. Main Street Wooster and the Library are working together on a promotion where the local businesses and the Library contribute items for a gift basket. Entries can be earned at the local businesses or by checking items out at any WCPL location.

Administrative Items:

Ms. Shatzer reported that there were five new hires and three resignations. Ms. Morris moved to approve the administrative items, seconded by Mr. Bailey. Motion passed unanimously.

COMMITTEE REPORTS:

Finance Committee:

February 2018 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of February 28, 2018 was \$3,244,013.34.

February 2018 Income Statement:

Ms. Long stated that the Library, at the end of February, had collected about 10.3% of the budgeted revenue for the year. About 13.5% of the budgeted expenses were expended for the year.

Total encumbrances at February 28, 2018 were as follows:

1. General Fund	\$ 1,473,102.00
2. Building & Repair	\$ 3,000.00
3. Rittman	\$ 8,700.00
4. Technology	\$ 7,812.00
5. Donation	\$ 11,733.45
TOTAL	\$ 1,504,347.45

Ms. Wenger moved to approve the February 2018 Balance Sheet and Income Statement, Ms. Morris seconded. Motion passed unanimously.

January and February 2018 Payroll and Accounts Payable:

Ms. Long pointed out that the error on the January report had been corrected and also presented the February report. Mr. Bailey moved to approve the January 2018 Payroll and Accounts Payable, seconded by Ms. Wenger. Motion passed unanimously. Ms. Morris motioned to approve the February 2018 Payroll and Accounts Payable, seconded by Ms. Wenger. Motion passed unanimously.

Resolution #8-2018 – February 2018 Regular Donations:

Mr. Bailey moved to approve Resolution #8-2018, seconded by Ms. Morris. Motion passed via roll call.

Resolution #9-2018 – Additional Appropriations:

Ms. Long proposed that \$69,000 be moved from the Building and Repair fund balance and be appropriated to the Architects and Engineers budget. Ms. Wenger moved to approve Resolution #9-2018, seconded by Mr. Bailey. Motion passed via roll call.

Facilities Committee:

Bluebird Bookmobile Sale:

Mr. Bailey stated that the committee was recommending the sale of the Bluebird bookmobile as it is 15 years old and is taking room up in storage. The committee had also decided to sell it on eBay as we have used it to sell other bookmobiles in the past as has worked out well. Motion passed unanimously.

Construction Resources Proposal:

Mr. Bailey stated that Bud Griffith from Construction Resources had completed further studies and presented a proposal to the committee that laid out the plans to come up with the best course of action and drawings for leaking issues at the main library. The committee recommended passing the proposal as presented. Motion passed unanimously.

Human Resources: No Report

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS:

Continuing Memorandum of Understanding:

Ms. Shatzer stated that a new memorandum of understanding was created for the Library's agreement to work with the City of Rittman. The new memorandum has no expiration but could be ended by setting up a contract with terms or by a thirty-day notice from either party. Ms. Morris moved to approve the new continuing memorandum of understanding with the City of Rittman, seconded by Ms. Wenger. Motion passed unanimously.

NEW BUSINESS:

Foundation Funds:

Ms. Long stated that the money left over in the foundation which was set up to help fund the Dalton project are still available. She proposed that the funds be moved into the Building and Repair fund so that they could be used on other repairs. Ms. Long also stated that there is money in another fund called the System Permanent Improvement endowment fund which has interest earnings that can be used at the branches. She proposed that the earnings be pulled and moved to the general fund to purchase chairs for the circulation department at the Rittman branch and a new book drop for the Doylestown branch.

Mr. Bailey moved to allow the withdrawal of the current amount from the Dalton Addition and Renovation fund from the foundation and add it to the fund balance of the Building and Repair fund, seconded by Ms. Morris. Motion passed unanimously.

Ms. Wenger moved to allow the withdrawal of the interest earnings from the System Permanent Improvement endowment fund and move it into the general fund for chairs at Rittman and a book drop box at Doylestown, seconded by Ms. Morris. Motion passed unanimously.

Dr. Brown Resignation:

Mr. Cochrell stated that Dr. Brown has resigned from his position on the board and that the judges will be appointing someone to finish out his term. Mr. Bailey moved to thank him for his service and to accept his resignation, seconded by Ms. Morris.

CORRESPONDENCE:

Ms. Shatzer presented one thank you letter for Barb Landers. It was sent by Wayne College where she spoke to literacy classes which she has done for some years.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 6:50 p.m.

Ross Cochrell, President

Francey Morris, Secretary