

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

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

CALL TO ORDER: Mr. Cochrell called the meeting to order at 6:04 p.m.

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

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

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – October 15, 2018: Mr. Bailey moved to approve the October 15, 2018 Regular Board meeting minutes as presented, Mr. Neyhart seconded. Motion passed unanimously.

APPROVAL OF COMMITTEE MINUTES:

Joint Facilities and Rittman Ad Hoc Meeting – November 1, 2018: Ms. Wenger moved to approve the November 1, 2018 Joint Facilities and Rittman Ad Hoc meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

DIRECTOR'S REPORT:

General Updates:

Ms. Roberts distributed the new Bookmobile route schedule for 2019. Ms. Shatzer explained that there may be some story times at the Apple Creek Historical Society. Also, there will be new stops added at the Apple Creek Historical Society and on the North end of Wooster which will be at Panera Bread. These stops will be day long stops (as opposed to the normal 1-2 hour stops we currently do around the county.) Mr. Cochrell liked the idea as some patrons who go to the stops will not have to navigate the back roads during the winter months.

Administrative Items:

Ms. Shatzer reported that Carole Berry would be retiring as the Creston Branch Assistant, Barbara Stanford was promoted to a full-time Circulation Assistant, and Hannah Bersee was hired as a part-time Circulation Assistant. There were also two resignations and one termination. Mr. Bailey moved to approve the administrative items, seconded by Ms. Morris. Motion passed unanimously.

## COMMITTEE REPORTS:

### Finance Committee:

#### October 2018 Payroll and Accounts Payable:

Mr. Neyhart moved to approve the October 2018 Payroll and Accounts Payable, seconded by Ms. Morris. Motion passed unanimously.

#### Resolution #27-2018 – October 2018 Regular Donations:

Ms. Long stated that a donation came in from Ms. Carla Joseph who donates to the Doylestown branch every year and the Wooster Friends of the Library who reimbursed the Library for the lunch costs during the new employees' branch tours and program supplies. Mr. Neyhart moved to approve Resolution #27-2018, seconded by Ms. Morris. Motion passed via roll call.

#### Resolution #28-2018 – October 2018 Special Donations:

Ms. Long stated that a donation was made in memory of Sally Marrek by Ms. Carol L. Prell in the amount of \$25.00. A donation was made to the Shreve branch from the Commercial and Savings Bank in the amount of \$250.00. Lastly, a donation was made to the Library Endowment Fund by Ms. Jeanette Ziegler in the amount of \$500. Ms. Morris moved to approve Resolution #28-2018, seconded by Mr. Bailey. Motion passed via roll call.

#### Resolution #29-2019 – Additional Appropriations:

Ms. Long requested additional appropriations the Building and Repair Fund, Rittman Construction Fund, and Donation Fund in the amounts of \$60,000, \$18,000, and \$3,675, respectively. Ms. Long also stated that the money going to the Building and Repair Fund would pay for some of the work being done in the roof repair on the main library. The money going to the Rittman Construction Fund would be to pay for some of the services from K2M in the Rittman branch project which half of the amount will be paid back to the Library by the City of Rittman. Lastly, the appropriations going to the Donation Fund will pay for a modification to the Endowment fund stained glass artwork which features donor names. Mr. Neyhart moved to approve Resolution #29-2019, seconded by Mr. Bailey. Motion passed via roll call.

#### Resolution #30-2019 – Transfer:

Ms. Long requested to move \$60,028 in funds from the Dalton Addition/Renovation Fund to the Rittman Construction Fund. This transfer will move the rest of the balance out of the Dalton Fund and will close it out as the work on the Dalton branch is complete. Mr. Bailey moved to approve Resolution #30-2019, seconded by Ms. Morris. Motion passed via roll call.

### Facilities Committee:

Ms. Shatzer stated that the house in Shreve on the recently purchased land will be demolished in the coming week. She is still waiting to receive a proposal from Imhoff regarding the masonry work that will need to be done on the main library but has received a proposal from Hinkle Engineering for the design of the roof ventilation so the engineering work can begin. Mr. Neyhart stated that Ms. Shatzer and Ms. Long should really look into doing the addition on the East side of the building as the roof has to be taken off and replaced anyways. Ms. Shatzer stated that a Facilities Committee meeting would be a good idea to discuss it further.

### Human Resources:

Ms. Long stated that she has sat down with Ms. Buchwalter and Ms. Shatzer looking at quotes for different benefits. She suggested that we stay with our current health insurance provider, United Healthcare, as although they quoted a 7.95% increase to their rate, it was still lower than the other quotes received by other providers. Mr. Cochrell recommended that the first dollar amounts that are provided to the employees be increased in 2019 as only five employees used up their whole amount allotted to them. Ms. Long said it is possible and that she would bring her recommendation to the December board meeting which can be approved then. Mr. Bailey moved to accept the quote from United Healthcare, seconded by Ms. Morris. Motion passed unanimously.

Currently, the Library uses Principal as our provider for life insurance but Ms. Long received a quote from Nippon as their rate was about half of Principal's quote. Ms. Long also suggested adding part time employees to the policy as it doesn't add much to the rate. Mr. Bailey moved to accept the quote from Nippon and to add part time employees to the life insurance policy, seconded by Mr. Neyhart. Motion passed unanimously.

The Library is using Principal at the moment for dental insurance. Ms. Long received a quote from Humana who has four available tiers compared to only having two currently with Principal which can save some of the employees a noticeable amount of premium costs. Mr. Neyhart moved to accept the quote from Humana, seconded by Mr. Bailey. Motion passed unanimously.

For vision insurance, the Library is using VSP right now. Ms. Long recommended that the Library switches to United Healthcare as their quoted rate was 25% than VSP. Ms. Wenger moved to accept the quote from United Healthcare, seconded by Ms. Morris. Motion passed unanimously.

Lastly, Ms. Long stated that she would like to provide all of the Library's employees with Buehler's gift cards again. The funds have already been budgeted for the gift cards but still needs to be approved by the Board. The full time staff would receive a \$100 gift card while the part time employees receive a \$50 gift card. The total amount would be \$7,750 before the discount provided by Buehler's. Mr. Neyhart moved to approve the gift of Buehler's gift cards to all full time and part time staff, seconded by Ms. Wenger. Motion passed unanimously.

Operations Committee:

Mr. Bailey stated that the committee was asked to consider a proposed child abuse and neglect policy provided by Ms. Shatzer. The committee recommended the passage of the policy with the changes discussed in the committee meeting. Motion passed unanimously.

Rittman Ad-Hoc:

Ms. Shatzer, to clarify a question from the last committee meeting, stated that there is no written agreement between the Library and IAP Government Services as the Library goes through the Ohio Department of Administrative Services. She distributed a list of the services that IAP will provide.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Personal Day – December 24, 2018:

Ms. Shatzer stated that the Library is closed on December 24<sup>th</sup> but the Board can approve a personal day for full time staff so that they are compensated for the day. Ms. Wenger moved to approve the paid time off for full time staff on December 24<sup>th</sup>, seconded by Ms. Morris. Motion passed unanimously.

Donation of Shelving to Apple Creek Historical Society:

Ms. Shatzer stated that there has been shelving put aside for a donation to Apple Creek Historical Society but couldn't do it in the initial donation of items to them as they didn't have enough space. Ms. Morris moved to approve the donation of shelving to Apple Creek Historical Society, seconded by Mr. Neyhart. Motion passed unanimously.

2019 Scheduled Closings and Board Meeting Schedule:

Ms. Wenger moved to approve the 2019 Scheduled Closings and Board Meeting Schedule as presented, seconded by Ms. Morris. Motion passed unanimously.

Memorandum of Understanding:

Ms. Shatzer stated that the updated memorandum of understanding will cover the relationship between the Library and the City of Rittman until a condominium agreement is created and approved. Mr. Neyhart moved to approve the updated memorandum of understanding between the Library and the City of Rittman as presented, seconded by Ms. Morris. Motion passed unanimously.

CORRESPONDENCE:

Ms. Shatzer stated that the library had received a thank you card from a patron for getting help with learning their numbers at the Dalton branch. Pat Pond sent a thank you letter for her retirement gift. A comment card was also received that pointed out the friendly employees of the Library that have helped the patron come a long way in their life. Ms. Shatzer also distributed a copy of her article which was in the Main Street Wooster newsletter.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Mr. Neyhart motioned to adjourn.

Meeting adjourned at 7:12 p.m.

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Ross Cochrell, President

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Francey Morris, Secretary