

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

Monday, October 16, 2017, 7:00 p.m., Wooster Library

CALL TO ORDER: Mr. Cochrell called the meeting to order at 7:02 p.m.

ROLL CALL: Present: Ross Cochrell; Bill Bailey; Francey Morris; Sandy Wenger; Peter Abramo; Doug Drushal; Dr. Charles Brown

Also Present: Jennifer Shatzer, Director; Katherine Long, Fiscal Officer; Susan Roberts, Assistant Director; Matthew Durbin, Deputy Fiscal Officer; Dave Tenney, Facilities/IT Manager

COMMENTS FROM THE PUBLIC: None

APPROVAL OF BOARD MINUTES:

Regular Board Meeting – September 18, 2017: Mr. Bailey moved to approve the September 18, 2017 Regular Board meeting minutes as presented, Mr. Drushal seconded. Motion passed unanimously.

Special Board Meeting – October 3, 2017: Ms. Wenger moved to approve the October 3, 2017 Special Board meeting minutes as presented, Ms. Morris seconded. Motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES: None

DIRECTOR'S REPORT:

General Updates:

Ms. Shatzer stated that there were many major and successful events that occurred in September and October that included Touch-a-Truck and 4 of the 6 author series events. The staff development day was also a success as Susan Buchwalter went over the updated personnel policies. Ms. Shatzer also discussed the upcoming open house at the operations center to show the public the purpose of the building.

Administrative Items: None

COMMITTEE REPORTS:

Finance Committee:

September 2017 Balance Sheet:

Ms. Long stated that the total cash and investment balance as of September 30, 2017 was \$4,556,824.53. Cash balance is also a bit higher at the moment as material orders are being cut off earlier this year. Mr.

Cochrell asked Ms. Long about her investment choices and he stated that her investment choices made sense to him. Mr. Drushal moved to approve the September 2017 Balance Sheet, Mr. Bailey seconded. Motion passed unanimously.

September 2017 Income Statement:

Ms. Long stated that the library had collected about 80% of the budgeted revenue for the year. The Library has collected 92% of the budgeted revenue from property taxes and Ms. Long believes that some small amounts may come in but doesn't believe it'll reach 100%. About 65% of the budgeted expenses have been expended with major material ordering still to come.

Total encumbrances at September 30, 2017 were as follows:

1. General Fund	\$ 700,367.81
2. Lecturers	\$ 14,987.50
3. Rittman	\$ 8,700.00
5. Building & Repair	\$ 3,000.00
6. Donation	\$ 3,532.75
7. Hartzler Home Delivery	\$ 1,066.25
TOTAL	\$ 731,654.31

Mr. Drushal moved to approve the September 2017 Income Statement, Dr. Brown seconded. Motion passed unanimously.

September 2017 Payroll and Accounts Payable:

Ms. Long stated that expenditures in September totaled \$401,493.89. Ms. Morris moved to approve the September 2017 Payroll and Accounts Payable, seconded by Ms. Wenger. Motion passed unanimously.

Executive Session:

Mr. Drushal moved that the board go into executive session to discuss the topic of possible litigation, seconded by Mr. Bailey. Motion passed via roll call. Meeting went into executive session at 7:13 p.m.

Mr. Bailey moved to exit executive session, seconded by Mr. Drushal. Motion passed unanimously. Executive session ended at 7:52 p.m.

Resolution #33-2017 – September 2017 Regular Donations:

Mr. Drushal moved to approve Resolution #33-2017, seconded by Ms. Morris. Motion passed via roll call.

Resolution #34-2017 – Additional Appropriations:

Ms. Long requested that the following additional appropriations be made:

General Fund	
Non-Print Services	\$3,800
Health Insurance	5,300
Computer Equipment	1,500

Debt Service Fund

Revenue Collection Fees \$1,394

Rittman Construction Fund

Architects & Engineers \$11,700

Mr. Bailey moved to approve Resolution #34-2017, seconded by Ms. Wenger. Motion passed via roll call.

Resolution #35-2017 – Increase West Salem Branch Change Fund:

Ms. Long stated that the West Salem branch has had difficulties with making change at some points and requested that their change fund be increased from \$30 to \$50. Mr. Bailey asked what the other branch change funds totals were and stated that the requisition be amended so West Salem's change fund was equal to the others at \$70 and moved to approve the amended Resolution #35-2017, seconded by Mr. Drushal. Motion passed via roll call.

Facilities Committee: No Report

Human Resources:

General Update:

Ms. Wenger stated that the staff thank-you meal will be held on December 13, 2017 from 11:30am – 1:30pm.

Gift Cards for Staff:

Ms. Wenger requested that the board approve the giving of gift cards to staff which will be distributed at the staff thank-you meal. Mr. Bailey moved that the board allow the giving of gift cards to staff, seconded by Mr. Abramo. Motion passed unanimously.

Operations Committee: No Report

Rittman Ad-Hoc: No Report

UNFINISHED BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE:

Ms. Shatzer received a thank you letter from a Kindle raffle winner where the winner expressed how well she likes the prize and how much she has been using it. Another thank you letter from Debbie Macomber's assistant was passed around. Her assistant expressed how welcomed they felt. Mr. Bailey stated that when she spoke with Macomber's assistant and Jessica Fellowes, they both stated how much they enjoyed visiting Wooster.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

Ms. Wenger motioned to adjourn.

Meeting adjourned at 8:05 p.m.

Ross Cochrell, President

Francey Morris, Secretary