

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

Monday, January 15, 2024, 6:00 p.m., Wooster Community Center

ROLL CALL: Angela Anderson, Bill Bailey, Doug Drushal, Francey Morris, Pat Neyhart, Sandy Wenger, Tricia Pycraft

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:00p.m.

OATH OF OFFICE: Ms. Pycraft gave the oath of office to the new trustee, Angela Anderson.

2024 SLATE OF OFFICERS: Ms. Wenger proposed the following for slate of officers:

- President: Tricia Pycraft
- Vice-President: Francey Morris
- Secretary: Bill Bailey

Mr. Drushal seconded, and the motion passed unanimously.

2024 COMMITTEE ASSIGNMENTS: Ms. Shatzer stated in the past, the new board member filled the committee vacancies of the new president. Ms. Anderson will be on the human resources and operations committees.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, December 18, 2023: Ms. Wenger moved to approve the Regular Board meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Ms. Shatzer reported one hiccup in the director's report. Dalton's and Doylestown's reports are from last year and she will add the correct ones to next month's board packet. WiFi stats are a little off. Ms. Shatzer noticed Rittman Branch's WiFi statistics were not reporting. Excluding Rittman, WiFi statistics are the same as last year, even with us turning off the WiFi overnight. For the year, statistics are strong in all areas.

Ms. Shatzer thanked the board for attending the Rittman Branch ribbon cutting. In Rittman fundraising, total donations are now \$91,125.49 including an outstanding pledge of \$5000 paid and a new donation of \$500. So far, we have 7 bronze, 1 silver, 5 gold, and 4 platinum on the donor plaque. Mr. Drushal was impressed by the donations. Ms. Shatzer feels we will still see more donations once the plaque is installed.

We had a fire alarm go off today at Main, most likely due to construction. Mr. Tenney will have Protech Security out to check on it. Staff sickness is causing a disruption in services resulting in a closed branch and a couple of cancelled bookmobile stops.

In correspondence, we received recognition from the State House Senate for the opening of the Rittman branch.

Mr. Drushal asked what is “tenant migration” in the director’s report? Ms. Shatzer explained it is a licensing issue. We all used to be under one umbrella with CLEVNET, but because of Microsoft’s change in licensing, we all had to be switched to our own “tenant” with our own license. Our library was the largest user of storage for CLEVNET and we are cleaning up our files to decrease our storage.

Administrative Items: Ms. Shatzer reported 2 hires, and a part-time employee resignation who will be staying on as a substitute. Mr. Bailey moved to approve the personnel agenda as presented, and Mr. Drushal seconded. Motion carried.

#### FISCAL OFFICER’S REPORT:

December 2023 Financial Report: Mr. Bailey reported a year-end balance of \$7.4 million. Carry forward encumbrance were \$147,969 in the general fund and \$1 million overall. PLF for December came in at 3% above estimates, ending the year with the PLF at 3.37% above estimates. Total revenue is at 98.6% budgeted and expenses are at 92% of budget mainly due to contingency not used and lower use of supply budget.

For the main renovation project, we have spent \$861,00 in 2023 and \$6.3 million on the Rittman project. Mr. Drushal asked if we are finished paying for the Rittman project? Mr. Bailey replied we are done with the GMP building payments but have more furniture and equipment to be purchased out of that fund. For the year, revenue breakdown is 50% PLF, 40% property taxes, and interest 7%, which is a significant increase. Mr. Drushal moved to accept the December 2023 financial report subject to audit, and Mr. Neyhart seconded. Motion carried.

Resolution 1-2024 December 2023 Donations: Ms. Morris moved to accept the December donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 2-2024 December 2023 Memorial Donations: Mr. Bailey moved to accept the December memorial donations and Mr. Neyhart seconded. The motion passed by roll call.

#### COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report. Ms. Pycraft inquired about the café situation. Ms. Shatzer said we are still working on it. The architect completed the list and will be submitting it to the health department.

UNFINISHED BUSINESS: There was none.

#### NEW BUSINESS:

Appointment of Fiscal Officer and Deputy Fiscal Officer: Mr. Bailey moved to approve appointment and surety bonds, both set at \$100,000, and Ms. Morris seconded. Motion passed unanimously.

Resolution 3-2004 – Authorizing Fiscal Officer’s and Deputy Fiscal Officer’s 2024 salaries: Ms. Wenger moved to approve the salaries, and Mr. Neyhart seconded. Motion carried.

OATH OF OFFICE: Ms. Pycraft gave the oath of office to Chris Bailey, Fiscal Officer; and Donna Teece, Deputy Fiscal Officer.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart moved to adjourn, and Ms. Wenger seconded. The meeting ended at 6:20 p.m.

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Tricia Pycraft, President

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Bill Bailey, Secretary