

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

Monday, January 23, 2023, 6:00 p.m., Conference Room, Wooster Library

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

Also Present: Jennifer Shatzer, Director; Hayley Tracy-Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Donna Teece, Deputy Fiscal Office, 11 guests

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

OATH OF OFFICE: Mr. Drushal gave the oath of office to a reappointed Trustee – Tricia Pycraft.

2022 SLATE OF OFFICERS: Ms. Wenger thanked Mr. Drushal for efficiently running meetings and leading us for the last 2 years.

New Officers:

- Peter Abramo – President
- Tricia Pycraft – Vice President
- Francey Morris - Secretary

Ms. Wenger moved to accept the slate of officers, and Mr. Neyhart seconded. Motion carried. Mr. Drushal gave the floor to Mr. Abramo.

2022 COMMITTEE ASSIGNMENTS:

The nominating committee recommends keeping the committee assignments the same as year 2022 with Mr. Drushal replacing Mr. Abramo's committee assignments. There were no objections.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, December 19, 2022: Ms. Pycraft moved to approve the Regular Board meeting minutes with one name correction, and Ms. Morris seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Finance and Audit Committee meeting, December 19, 2022: Mr. Bailey moved to approve the Finance and Audit meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

Human Resources Committee meeting, January 19, 2023: Ms. Pycraft moved to approve the Human Resource Committee meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Rittman project update: Geo piers are completed with French drains almost complete. Construction will be placed on hold now until Spring. Ms.

Shatzer noted we have a change order to approve. She wants to start having regular facilities meeting for any change orders and building updates. She recommended setting up a change order hierarchy for the Director to approve smaller change orders so work can progress. With most of the unknowns located underground such as the discovery of old foundation, Ms. Shatzer notes the construction manager feels we probably already have had the bulk of changes.

The Main Library Renovation updated budget is 1% less than the initial schematic design budget.

Regarding Request for Reconsideration forms, Ms. Shatzer has now gained access to the books in question and will read, evaluate, and make decisions on these books in the next several weeks.

Administrative Items: Tanaya Silcox is returning in the role of Technical Services Coordinator. In the past month, we had 3 hires, 1 resignation and 1 open position. Ms. Pycraft moved to approve the administrative items and Mr. Drushal seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

December 2022 Financial Report: The Bank and Investment (balance sheet) reports a balance of \$14.196 million. The Statement of Cash Position general fund, we started the year at \$3.8 million, year-to-date revenues at \$6.6 million, year-to-date expenses with transfers was \$6.6 million. Carry-over encumbrances in December were \$186,857 in the general fund with \$326,515 overall encumbrance that will carry over into 2023 budget. The income statement shows the December PLF came in at 8.3% above estimates, with a total PLF revenue for the year at 12.57% above Ohio Department of Taxation estimates. However, the property taxes for the year came in at 12% below estimates mainly due to the pipeline appeals. We spent 88% of the total budgeted expenses since we did not have to use contingency funds that were built into the budget. In capital budget, we have a couple of projects unfinished and will be moved to next year. He reviewed the other funds including construction. Wayne County Community Foundation updated statements reveal the Liberty Street permanent endowment fund is currently slightly less than \$1.4 million and the Library System permanent endowment is at \$53,000. Mr. Bailey moved to accept the December 2022 financial report, and Ms. Pycraft seconded. Motion carried.

Resolution 1-2023 December 2022 Donations: Mr. Drushal moved to accept the December donations and Ms. Morris seconded. The motion passed by roll call.

Facilities Committee: No report.

Human Resources Committee: Ms. Wenger moved to go into executive session to discuss the compensation of the Director and Fiscal Officer, and Mr. Drushal seconded. The motion passed by roll call and executive session started at 6:19 p.m.

Executive session ended at 6:43 with Ms. Wenger recommending bonuses for Director at \$6,000 and Fiscal Officer at \$4,000, Mr. Drushal seconded. Motion carried. Ms. Wenger also recommended a wage increase retroactive to January 1st for director: \$6,000 per year and \$4,000 per year for Fiscal Officer. Mr. Drushal seconded, and motion passed unanimously.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

Appointment of Fiscal Officer and Deputy Fiscal Officer and approval of surety bonds (Both for \$100,000): Mr. Bailey moved to approve the appointments, and Mr. Neyhart seconded. Motion carried.

Resolution 2-2023, Authorizing the Salaries for Fiscal Officer and Deputy Fiscal Officer for Year 2022: Ms. Morris moved to authorized salaries of fiscal officer (\$84,000/yr.) and deputy fiscal officer (\$41,544/yr.), and Ms. Wenger seconded. The motion passed by roll call.

Oath of Office: Mr. Abramo gave the oath of office to Chris Bailey, Fiscal Officer, and Donna Teece, Deputy Fiscal Officer.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: Ms. Shatzer reported the Creston Branch Library was listed as a beneficiary in the will of Donna Cochrell from Burbank. We are one beneficiary out of ten. More information is forthcoming.

COMMENTS FROM THE PUBLIC: Lyn Shoots commented in support of the library.

ADJOURNMENT: Ms. Morris moved to adjourn, and Mr. Drushal seconded. The motion passed unanimously. Meeting adjourned at 6:58 p.m.

Peter Abramo, President

Francey Morris, Secretary