

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

Monday, April 17, 2023, 6:00 p.m., Conference Room, Shreve Library

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Buchwalter, Human Resource Coordinator, Donna Teece, Deputy Fiscal Officer, 3 guests

CALL TO ORDER: Mr. Abramo called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

NEW BUSINESS:

Resolution 9-2023: Change Order #2-Rittman Construction: Mr. Bogner provided details of Change Order #2. The meeting room steel beam was removed since we will not be adding a partition at this time. On the overhead doors, a C-channel was added to cover the gap between door and brick. At request of owner, raise the grade between the garage and workroom to make it a consistent level to avoid tripping hazards. Missing detail of beams above the windows for support was added. Total cost of change order is \$12,801.00. Ms. Wenger moved to approve change order #2, and Mr. Bailey seconded. Motion passed by roll call.

Resolution 10-2023: Additional Soft Costs for Rittman Construction: Mr. Bogner explained there are other costs that are not included in the GMP. These are noted as “soft or ancillary costs” which are the owner’s responsibility. The owner is responsible for the outside lines going into the building such as electrical, gas, etc., and the contractor takes care of the cost inside the building. Mr. Chris Bailey reported the cost to bring electric to the building is approximately \$20,000. The estimated cost for Spectrum is approximately \$20,000, and gas and other items are estimated to be approximately \$10,000. Mr. Bailey is requesting soft cost approval not to exceed \$50,000. Mr. Drushal asked if utilities will be located underground? Mr. Bogner affirmed and stated they will come in from the southeast corner. Ms. Morris moved to approve these soft costs, and Mr. Drushal seconded. Motion passed by roll call.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, March 20, 2023: Ms. Wenger moved to approve the Regular Board meeting minutes, and Ms. Morris seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Operations Committee meeting, April 10, 2023: Mr. Drushal moved to approve the Operations meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed: Good news! Ms. Shatzer reported the tree we thought we would lose at the Rittman site has been saved. We are still working on the landscape project by looking at plants and trees and maintenance issues. We are looking at plantings that will

make sense economically and long-lasting with lower maintenance issues. Completion of the building is slated for August 11th, and we are targeting an opening of September 5th.

We continue to work on a system-wide newsletter targeted before summer reading program starts.

Administrative Items: We had 1 resignation, 3 new hires, and 3 new open positions. Mr. Bailey moved to approve the administrative items and Ms. Morris seconded. Motion carried.

In the packet, 3 correspondences were included. Ms. Shatzer highlighted one correspondence from the OHuddle Group and wants to note the Wooster Friend's effort in pulling these books for the group.

Ms. Bersee, Shreve Branch Manager, gave an overview of the branch and noted that we are in the middle of the most popular program, chick hatching! We have the chicks through a partnership with Bring the Farm to You who provides the incubator and eggs and gives an informational presentation for all ages. It has been interesting to see the number of patrons coming in to watch the chicks hatch.

COMMITTEE REPORTS:

Finance and Audit Committee:

March 2023 Financial Report: Mr. Bailey highlighted March's financial activity. The Balance sheet reveals a balance of \$15.1 million. This is slightly lower than last month as we are starting to pay for Rittman construction costs. Encumbrances in the general fund are \$1.75 million, with \$9 million overall.

The March PLF came in 4% over revised estimates from the Ohio Department of Taxation. We also received our first half real estate tax settlement of \$1.4 million that represents 54% of property taxes to be received for the year. The first half property taxes are always higher than the second half. Revenues are currently at 36%, with expenses at 20% mainly due to open positions.

Wayne County Community Foundation funds have increased this quarter from \$1.4 million to \$1.5 million, and \$52,900 to \$55,000 respectively.

Mr. Drushal moved to accept the March 2023 financial report subject to audit, and Mr. Bailey seconded. Motion carried.

Resolution 11-2023 March 2023 Donations: Ms. Wenger moved to accept the March donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 12-2023 March 2023 Memorial Donations: Ms. Morris moved to accept the March memorial donations and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: Ms. Shatzer reported the committee met to conduct our one-year review of the Operations Policies Manual. We do have some updates, some due to language changes plus updating the lost and found policy, the collection policy, and library card type policy. Changes were made on the lost, missing or stolen card policy, putting the responsibility of contacting other libraries on us instead of the patron. Patron behavior policy

has been revised due to changes in the State legislature that knives are no longer considered a weapon, but we still do not allow a patron to brandish a knife. One new policy was added: petitioning and solicitation. We have set locations where petitioners can ask for signatures. We will have a picture of the property that will mark these areas. Mr. Bailey inquired where this area is at Liberty St. library. Ms. Shatzer noted anywhere on the outside sidewalks and possibly the flagpole area. The parking lot area will be prohibited due to safety. The operations policy manual updates and revision were approved in committee, and motion passed unanimously.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

COMMENTS FROM THE PUBLIC: Mr. Foote, a member of the Shreve Friend's group, complimented Ms. Bersee on the job she has done. She has worked hard to bring foot traffic back to the library. With a limited budget, she has made it stretch in providing quality programming. She also works well with the friend's group.

ADJOURNMENT: Ms. Morris moved to adjourn, and Mr. Bailey seconded. The motion passed unanimously. Meeting adjourned at 6:30 p.m.

Peter Abramo, President

Francey Morris, Secretary