

Meeting of the Board of Trustees
Wayne County Public Library
Monday, May 19, 2025, 6:00 p.m., Doylestown Branch Library

ROLL CALL: Susan Buchwalter, Doug Drushal, Francey Morris, Tricia Pycraft, Sandy Wenger
Excused: Angela Anderson, Bill Bailey

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Beth Brawley, Doylestown Branch Manager

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:02 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, April 21, 2025: Ms. Wenger moved to approve the Regular Board meeting minutes, and Ms. Buchwalter seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resources Committee meeting, April 18, 2025: Ms. Morris moved to approve the Human Resources committee meeting minutes, and Ms. Wenger seconded. Motion carried.

Operations Committee meeting, April 18, 2025: Ms. Buchwalter moved to approve the Operations committee meeting minutes, and Ms. Morris seconded. Motion carried.

DIRECTOR'S REPORT:

Beth Brawley, Doylestown branch manager provided highlights from this past year of programs at the library. A recent Pokémon scavenger hunt was very popular which increased the circulation of Pokémon books. They have a new program, teaching dungeons and dragons. The creation station programs are very popular. Doylestown participated in Doylestown's Spring fest, bringing in approximately 400 participants resulting in some new library cards being issued. Ms. Brawley discussed summer reading club logs and prizes. She encourages all kids to read no matter what it is: books, graphic novels, cereal boxes, billboards, reading to younger siblings, etc. All reading counts.

Narrative report as distributed. Ms. Shatzer reported that statistics are still down for books and program attendance, and she will take a closer look at it. Emedia circulation continues to increase. She met with AMRE from the College of Wooster today who have two computer science students who will be working with us this summer. They will be working on our genealogy and local history wiki. Several weeks ago, the library hosted a system-wide friends gathering that went very well. She had good conversations with the Friends, and she found that there are things we can do to help the friend's group, such as teaching them how to use paypal and canva, as examples. We also need to make things clear about friends' vs staff responsibilities. The Rittman Friend's group has not met for a long time but may be revitalizing it in the fall with some new members. Ms. Shatzer would like to continue the annual Friends' group training with smaller training opportunities throughout the year. The Rittman Branch had its new décor, a forest theme, installed. It is a busy time at the library. The staff is getting ready for summer reading club. The technology department is in the process of installing new computers and dealing with CLEVENT and Microsoft changes. We have no correspondence. Ms. Shatzer wrote to our state senator regarding the state budget but has not received a response yet. Also, the library nominated Barry Romich for "OLC's Library Champion" award.

Meredith Craig, our state representative, and Melanie Garcia from WCCF also gave letters of recommendation for Barry Romich. Mr. Romich has done a lot for libraries.

Administrative Items: We have one promotion and one retirement. Ms. Wenger moved to approve the personnel agenda as presented, and Ms. Buchwalter seconded. Motion carried.

FISCAL OFFICER'S REPORT:

April 2025 Financial Report: The balance sheet has an ending balance of \$7.3 million. Star Ohio is currently at 4.9% and most CDs are earning between 4 and 5 percent. On the statement of cash position, we have encumbrances of \$1.8 million in the general fund, and \$2 million overall. April PLF came in at 6.55% above estimates with Y-T-D PLF at 7.8% above estimates. We received the Medina County portion of the property taxes. He notes we are on track with revenues (45%) and expenses (34%). Mr. Bailey has moved the Rittman building fund to a Rittman permanent endowment fund at WCCF. Mr. Drushal moved to accept the April 2025 financial report subject to audit, and Ms. Buchwalter seconded. Motion carried.

Resolution 15-2025 April 2025 Donations: Ms. Morris moved to accept the April donations and Ms. Buchwalter seconded. The motion passed by roll call.

Resolution 16-2025 April 2025 Memorial Donations: Ms. Wenger moved to accept the April memorial donations and Ms. Morris 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:

Credit Card policy update: Mr. Bailey wants to add the maintenance worker to the list for a credit card with a limit of \$500. He also made some changes in title/position names. One other change is to add "fiscal officer or designee" if the fiscal officer is on vacation. The policy update was passed by the committee, and motion passed unanimously.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

EXECUTIVE SESSION: At 6:29 p.m., Mr. Drushal moved to go into executive session for the discussion to purchase property for public purposes, and Ms. Buchwalter seconded the motion. Motion carried.

The executive session ended at 6:55 p.m.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Having reached the end of the agenda, Ms. Pycraft declared the meeting adjourned, and the meeting ended at 6:55 p.m.