

Meeting of the Board of Trustees
Wayne County Public Library
Monday, June 16, 2025, 6:00 p.m., Rittman Branch Library

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Pam Schemrich, Rittman Branch Manager; Dave Tenney, Operations Coordinator

CALL TO ORDER: Ms. Pycraft called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board meeting, May 19, 2025: Ms. Morris moved to approve the Regular Board meeting minutes, and Ms. Buchwalter seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Operations Committee meeting, June 3 and Facilities Committee meeting, June 10, 2025: Mr. Bailey moved to approve the committee meeting minutes, and Ms. Morris seconded. Motion carried.

DIRECTOR'S REPORT:

Ms. Schemrich reported that patrons are happy with the new décor in the children's area and the summer reading club is going well.

Narrative report as distributed. Ms. Shatzer noted she had a meeting with Ohio Library Council today, and they will continue to update the libraries on the state budget. Ms. Shatzer thanked the Board for reaching out to state leadership regarding the state budget. The library will see a further reduction in funding if the current Senate bill passes. Buchwalter inquired about the status of the Rover pipeline revenue. Mr. Bailey states he is not optimistic that we will receive full funding from the pipeline.

Administrative Items: We had 2 resignations/4 hires/1 transfer/and 1 promotion. Ms. Buchwalter moved to approve the personnel agenda as presented, and Mr. Bailey seconded. Motion carried.

FISCAL OFFICER'S REPORT:

May 2025 Financial Report: Mr. Bailey reported the balance sheet reveals an ending balance of \$6.82 million. Star Ohio interest remains strong at 4.57%. End of month encumbrances are \$1.5 million with \$1.75 million overall. May's PLF is 2.38% above estimates. Year-to-date, the PLF is 6.6% above estimates. Revenues, year-to-date is at 50% and expenses at 39.2% without transfers. Mr. Bailey moved to accept the May 2025 financial report subject to audit, and Ms. Buchwalter seconded. Motion carried.

Resolution 17-2025 May 2025 Donations: Ms. Buchwalter moved to accept the May donations and Ms. Morris seconded. The motion passed by roll call.

Resolution 18-2025 May 2025 Memorial Donations: Mr. Bailey moved to accept the May memorial donations and Ms. Morris seconded. The motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee:

Wooster-Wayne Community Transit stop at the Main Library Proposal: Mr. Bailey reported the transit service in Wooster wants to add a bus stop to the south side of the Main Library. The committee approved the bus stop, and the motion passed unanimously.

Human Resources Committee: No report.

Operations Committee: Ms. Shatzer suggested tabling the items approved in the Operations Committee meeting until more committee members are present. Mr. Bailey moved to table the items until there was greater attendance, and Ms. Morris seconded. Motion carried.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 19-2025 – 2026 Tax Budget: Mr. Bailey presented the county budget to the Board. This budget reflects a 2% increase in salaries. Projected revenues are \$7.1 million, with projected expenses at \$7.2 million. The ending balance is a negative \$120,000. This will leave us with an ending cash balance in fund 101 of \$2.39 million, which is close to the required 120-day reserve. Within this budget, Mr. Bailey included any remaining operations center roof repair funds as well as a new bookmobile in the capital budget. Fund 450, the Rittman fund will be closed. Mr. Bill Bailey moved to approve the county budget, and Ms. Morris seconded. Motion passed by roll call.

Resolution 20-2025 – Authorizing Bid Package for the Operations Center Roof Replacement Project, Publishing Legal Notice of Bids for the Work, and Opening the Bids Following the Time Fixed in the Legal Notice: Mr. Bailey noted we will receive the bid packet from Tekton on July 18th, and will start the bid process at that time. Ms. Morris moved to authorize the bid package and procedure, and Mr. Bailey seconded the motion. Motion passed by roll call.

Resolution 21-2025 – Appointing a new Deputy Fiscal Officer, approval of surety bond (\$100,000), and authorizing the DFO pay: Ms. Morris moved to accept the appointment of Morgan Smith, the bond and rate, and Ms. Buchwalter seconded. Motion passed by roll call.

Resolution 22-2025 – Honoring Donna Teece: Ms. Buchwalter moved to accept resolution, and Ms. Morris seconded the motion. Motion passed by roll call.

Oath of Office: Mr. Bailey tabled the oath of office due to illness.

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 6:22 p.m.