

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

Monday, July 17, 2023, 6:00 p.m., Meeting Room, Creston Library

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

Excused: Peter Abramo

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer; Amy Anderson, Creston Library Branch Manager; Brian Bogner, Bogner Construction

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

COMMENTS FROM THE PUBLIC: There were none.

NEW BUSINESS: Brian Bogner from Bogner Construction reviewed the Main Renovation GMP. Bids were conducted on June 29th, and he interviewed contractors and did his due diligence. He noted the total budget of \$1,750,871.88 is lower than the expected \$1.8 million. After his due diligence, he added three alternatives into the GMP: modified planter boxes at \$3170; possible replacing of existing fire alarm panel which is obsolete, and parts may become unavailable, at \$40,000; and an allowance of \$8,000 was added to cover carpeting in circulation area needed due to trenching work for new sink. The GMP is for construction costs only. It does not include furnishings, shelving, third party inspections and testing, etc.

Resolution 22-2023-Authorizing Main Library renovation not to exceed GMP and A/E amendments: This is to authorize the GMP not to exceed \$1,750,871.88 and Architect's last set of payments for Main Library renovation. Mr. Neyhart moved to accept GMP and A/E amendments, and Ms. Wenger seconded. Motion passed by roll call.

Resolution 23-2023-Main Library Renovation's additional (soft) costs: Mr. Bailey explained this is for any ancillary cost such as third-party testing for the Main Renovation project not to exceed \$25,000. Ms. Morris moved to approve the soft cost, and Mr. Drushal seconded. Motion passed by roll call.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, June 19, 2023: Ms. Wenger moved to approve the Regular Board meeting minutes, and Mr. Neyhart seconded. The motion passed unanimously.

Ms. Shatzer provided copies of the Creston Library property including the green space. She noted there is a gas line running through the property which will limit us since we will be unable to build on top of it. Mr. Drushal explained we will be recipients of a bequest for approximately \$100,000. The money can only be used for the Creston Branch. The Board surveyed the outside area with Mr. Bogner for initial brainstorming. The Board returned to the meeting. The Board will wait for some suggestions from Bogner Management for updating the Creston Branch.

ACCEPTANCE OF COMMITTEE MINUTES:

Library Records Commission meeting, June 19, 2023: Ms. Morris moved to approve the Records Commission meeting minutes, and Mr. Drushal seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Amy Anderson, Creston Branch Manager, provided an update. She noted it has been a very busy programming month and they had fun with the PBS boxes they received and learned about creatures. Parking is always an issue at Creston as well as a need for more storage space. She noted they do enjoy having outside green space for programming and games.

Narrative report as distributed: Ms. Shatzer introduced our new Human Resource Coordinator, Katey Johnson, and the Board welcomed her.

Rittman update: We are waiting for the cost of furnishings for Rittman. There may be a delay in shipment which may push back the opening. A positive outcome of this delay is we can push back landscaping to September, which is a better month for planting. Once the furnishing colors are selected with Library Design for Rittman, Ms. Shatzer will start selecting furnishings for the Main Library, so we have more leeway to deal with supply chain and shipping issues. Library Design provided some suggestions for pulling back some of the furnishings for Rittman to avoid overcrowding.

In statistics, programming jumped 39% from last year. Patron visits increased as well.

Ms. Shatzer reviewed correspondence with a thank you letter from a home delivery patron as well as thank you notes for programming.

Administrative Items: All positions are currently filled with this month's new hire. Mr. Drushal moved to approve the administrative items and Mr. Neyhart seconded. Motion carried.

FISCAL OFFICER'S REPORT:

June 2023 Financial Report: Mr. Bailey reported the Balance Sheet month ending total is \$12.7 million. General fund encumbrance is \$1.25 million, with an overall encumbrance of \$6.6 million. The June PLF came in at 3.8% above estimates with a year-to-date PLF at 2.3% above estimates. Revenue is currently 53% of the total budget with expenses at 50% which includes the transfers.

Mr. Bailey noted in early July, we purchased a new delivery van for \$53,500. It is larger than our current 2012 delivery van which will better meet our needs.

Mr. Drushal inquired about WCCF funds and how we will be utilizing them. Ms. Shatzer noted we plan to use some of these funds for the Main Library café and equipment.

Mr. Bailey moved to accept the June 2023 financial report subject to audit, and Ms. Wenger seconded. Motion carried.

Resolution 24-2023 June 2023 Donations: Mr. Drushal moved to accept the June donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 25-2023 June 2023 Memorial Donations: Ms. Wenger moved to accept the June memorial donations and Mr. Bailey seconded. The motion passed by roll call.

Resolution 26-2023 Tax Budget: Mr. Bailey reviewed the county budget to be submitted to the auditor for county use. He noted we have 2 more years for the Main Library debt with

payoff in year 2025. Mr. Drushal moved to approve the 2024 tax budget, and Mr. Neyhart seconded. 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.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS:

Review/approve updated drafts of brochure, donor card and letter for Rittman Branch fundraising campaign: Ms. Shatzer distributed and discussed the brochure, draft of letter, and donor card. She incorporated the Board member's recommended language. On the donor card, we will not add a deadline date or periodic payments. The donor can reach out to WCCF for guidance if they are interested in periodic payments. She added a donor naming opportunity on the donor card. The packet will include the letter, donor card, brochure and envelope addressed to WCCF. Two naming right areas have already been reserved: community room and window seat. One bench from a Rittman class has also been reserved.

She is updating the mailing list and is working on who we want to send a mailing to and who we want to meet with personally. Currently, there are a lot of campaigns in Wayne County. She asked the board to review and send in any further recommendations. The Foundation has an online donation option available now for donations. Ms. Shatzer will be meeting with Lettergraphics next week for donor signage options.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Pycraft noted we had reached the end of the agenda and adjourned the meeting at 6:52 p.m. The motion passed unanimously.

Tricia Pycraft, Vice-President

Francey Morris, Secretary