

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

Monday, August 16, 2021, 6:00 p.m., Conference Room, Wooster Library

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

Also Present: Jennifer Shatzer, Director; Christopher Bailey, Fiscal Officer; Susan Roberts, Assistant Director; Susan Buchwalter, Human Resources Coordinator; Donna Teece, Deputy Fiscal Officer.

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, June 21, 2021 and Special Board Meeting, July 13, 2021: Mr. Neyhart moved to approve both Regular Board and Special Board meetings, and Ms. Wenger seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Human Resource Committee Meeting, June 21, 2021: Ms. Pycraft moved to approve the Human Resource Committee minutes, and Mr. Abramo seconded. Motion carried.

DIRECTOR'S REPORT:

Narrative report as distributed. Ms. Shatzer noted this report covers two months of information. Our circulation is moving in the right direction. In July, the State Library changed vendors for the state-wide delivery system that transports library materials between libraries. Unfortunately, we are not receiving materials in a timely manner. Our circulation manager, Leslie Davenport has taken control of coordinating with other library systems to pick up and deliver patron requested materials with some of the closer CLEVNET libraries. Ms. Roberts sent the State Library a video promoting our summer reading club program. The State Library was impressed with the video and is sharing it with other libraries as an example of how to promote a summer reading program. WCPL is gearing up for expanding hours and expanding staff in September.

Ms. Shatzer made a special note of Katherine Long's passing. Ms. Long, our Fiscal Officer who retired two years ago was an important member of the Library for approximately 20 years and a mentor to Ms. Shatzer. She will be greatly missed.

Ms. Shatzer reported WCPL is on the list for the State's next strategic planning session. The State Library provides this service at no charge. This will be especially important as the consultant will survey the community and receive feedback which will provide helpful information for our upcoming levy next year.

In the Facilities Department report, Mr. Neyhart noticed we are placing furniture into storage. Ms. Shatzer explained the furniture placed in storage is worn and made from fabric that is hard to maintain and needs replacing. It will be decided if it can go for auction or repurposed.

Mr. Drushal was pleased with the large crowd at the dedication for the General Wooster statue.

Administrative Items: Mr. Neyhart moved to approve the Administrative items and Mr. Abramo seconded. Motion carried.

Mr. Neyhart asked if we are evaluating our starting salary, especially with the large increase in base salaries in Wayne County. Ms. Shatzer affirmed that with the economy and the increase in local wages, it will be evaluated. We just received the NEO-RLS salary survey encompassing many libraries in Ohio which will help with our evaluation.

COMMITTEE REPORTS:

Finance and Audit Committee:

At the end of June, we had a total of \$6.1 million in total cash and investments. The PLF for June was 37% above initial Department of Taxation estimates due to delayed income tax filings. We have reached the middle of the year with 52% of budgeted revenue received and 35% of budgeted expenditures paid. This is due to being conservative in our budgeting. We have added additional staff to get ready for our expanded hours, and this will increase the percentage of expenses in the second half of the year. Currently, salaries are 61% of expenses.

At the end of July, we have \$5.9 million in total cash and investments. This decrease is due to three payrolls in July. PLF for July was 21% over expectations. Year-to-date our PLF is 13% above initial estimates. We have received the 2022 PLF estimates, and it is slated to be 7% above 2021 estimates.

General Wooster Fund 780 has been established for maintenance of the statue.

Mr. Bailey reported he received an update from Jarra Underwood, the Wayne County Auditor, on the status of real estate taxes collected from the pipelines. Rover and Nexus pipelines are appealing the tax assessment, and this year, the county collected \$275,000 to \$300,000 less in real estate tax than was originally estimated. The decrease in collections will be noticed in the 2nd half real estate tax settlement. The next court date related to the appeal is not scheduled until next year, and it may take 5-7 years before a conclusion is reached.

Mr. Bailey noted the new donation button is now available on the WCPL website and awaiting donations.

June and July 2021 Financial Reports: Ms. Wenger moved to approve the June and July financial reports, and Mr. Abramo seconded. Motion carried.

Resolution 16-2021 June Regular Donations: Ms. Morris moved to accept the June regular donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 17-2021 July Regular Donations: Jason Anderson had raised money for the General Wooster statue. The remaining funds were at the Wayne County Community Foundation and were donated to the library for future maintenance of the statue and landscaping. Mr. Abramo moved to accept the July regular donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 18-2021 Additional Appropriations: The cost for the signage previously approved by the Operations Committee increased significantly. Mr. Abramo moved to approve the additional appropriations using the Building and Repair Fund for the signage on both Larwill St. and N. Market St. sides of the building, and Ms. Wenger seconded. The motion passed by roll call.

Resolution 19-2021 In Memory of Katherine Long: Mr. Neyhart noted she was a good person and very knowledgeable treasurer.

Ms. Shatzer noted donations received in her memory will become part of the Library Endowment Fund. Ms. Long was instrumental in establishing this fund which preserves our library collection. Her name will be added to the stained-glass donation window and Donor Recognition Book. Mr. Neyhart moved to accept the resolution, and Ms. Morris seconded. The motion passed by roll call.

Facilities Committee: Ms. Shatzer reported a new leak at a window located in the tween area which is being repaired. Also, the Shreve Library roof was leaking, but Mr. Tenney thinks their repairs may have solved it.

Ms. Shatzer and Mr. Bailey are working with attorneys from Bricker and Ecker on the AIA document agreement for architects for the combined Rittman and Main Library projects. We will be seeking architect qualifications, and Ms. Shatzer states a committee is needed to select the top architect candidates. She wants 5 members on the committee with 2 members being Board members. Ms. Shatzer asked Mr. Drushal, as president of the Board and Mr. Neyhart, as head of Facilities committee to be part of the architect selection committee. Other members will be Dave Tenney, Jennifer Shatzer, and Chris Bailey. An advertisement for the RFQ seeking a construction manager at risk will soon be placed in the paper for the combined Rittman Library construction and Main Library expansion and renovation. The Main Library proposal includes a second floor refiguration of the current genealogy and adult areas to create additional collaborative spaces and constructing an area for emerging technology and/or maker space. On the first floor, the project is a proposed reconfiguring of the circulation department, delivery and patron drive-up areas and book display/lobby area with a refresh of the children's area and interactive learning spaces. The project also includes new construction at a new location for a branch library in Rittman Ohio, replacing our current 4200 square foot building with a new 7000 square feet building to include programming space, drive up services, as well as possibly incorporating additional space for relocating delivery services.

Human Resources Committee: The committee reviewed and approved Personnel and Pest Control Policy which states staff will follow same policy as patrons in regard to returned library materials. If infestation is in work area, the employee may be placed on administrative leave to deal with the issue.

Ms. Wenger noted approximately 90% of employees are vaccinated. The additional incentive of personal time did help with the vaccination rate.

Operations Committee: Updates to the Internet Access and Safety Policy were approved in committee with some clarifications such as changing wording for confidentiality and expanding definition of inappropriate behavior. Recommended by committee, the motion passed unanimously.

Rittman Ad Hoc Committee: Waiting on the draft contract for swapping real estate.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: There was none.

CORRESPONDENCE: A thank you from a Creston patron, the winner of a Kindle Fire. Melody Snure, a member of the Dalton Friends Group, sent a thank for helping her relative in Genealogy. Thank you note from Alice Finley that came with her gift in memory of Katherine.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Abramo moved to adjourn meeting, and Mr. Neyhart seconded at 6:35 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary