

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

Monday, September 20, 2021, 6:00 p.m., Meeting Room, Dalton Library

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

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

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:13 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, August 16, 2021: Ms. Wenger moved to approve the Regular Board meeting, and Mr. Neyhart seconded. The motion passed unanimously.

ACCEPTANCE OF COMMITTEE MINUTES:

Operations Committee Meeting, August 16, 2021: Ms. Pycraft moved to approve the Operation Committee minutes, and Ms. Wenger seconded. Motion carried.

DIRECTOR'S REPORT:

Narrative report as distributed. The strategic plan survey has been developed and will be distributed soon via paper copies, website and QR code. The survey will be available for 6 weeks to accommodate the bookmobile schedule. We will be advertising with bookmarks, WCPL email, and ads in the newspaper.

The outside book lockers are arriving on Friday. The lockers will then be installed, and the staff trained.

Distribution of COVID test kits is nonstop. Circulation department sent a van today to pick up more test kits. COVID test kit distribution is adding pressure on staff with nonstop phone calls. We are investigating ways to deal with these phone calls to free up staff time. We are using the distribution of these kits to market our Library's online services.

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

COMMITTEE REPORTS:

Finance and Audit Committee:

August 2021 Financial Report: Current balance is 6.9 million dollars partially due to receiving the second half of real estate taxes. Second half real estate actual is \$912,000.00; however, year-to-date we received \$360,000.00 less than budget mainly due to reduced pipelines tax revenue and some delinquencies. We budgeted conservatively in anticipation of the pipelines' litigation. Currently we are at 77.5% of total revenues and 50% in expenses.

Mr. Bailey received a letter from the Wayne County Community Foundation. Balance of the Liberty St. Permanent Endowment Fund is currently at 1.59 million dollars and WCCF has indicated we can utilize \$511,000 of this fund in fiscal year 2021-2022. We anticipate these funds will be used for the Liberty St. renovation. The current balance of the Wayne County Library System Permanent Endowment Fund is \$60,113.34 and we may use \$4700.00 this fiscal year if needed. Mr. Neyhart moved to approve the August financial report, and Ms. Wenger seconded. Motion carried.

Resolution 20-2021 August Regular Donations: Ms. Pycraft moved to accept the August regular donations and Ms. Wenger seconded. The motion passed by roll call.

Resolution 21-2021 August Memorial Donations: Ms. Wenger moved to accept the August memorial donations and Ms. Pycraft seconded. The motion passed by roll call.

Resolution 22-2021 Resolution Accepting the Amounts and Rates: This resolution is to accept rates and amounts determined by the budget commission, as well as certifying our tax levies to the county auditor. The pipeline revenue is included in these rates, so we may not receive the entire pipeline revenue until the lawsuit is settled. Mr. Neyhart moved to accept the amounts and rates, and Ms. Wenger seconded. The motion passed by roll call.

Facilities Committee: No report.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: A liquor permit from a business in Doylestown. The Board took no action.

CORRESPONDENCE: A thank you from a patron, Ruth Johnson to the Library staff especially Laurel Baer for keeping the Library moving along as normally as possible over the last year and a half.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Meeting adjourned at 6:35 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary