

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

Monday, October 18, 2021, 6:00 p.m., Conference Room, Wooster Library

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

Excused: Sandy Wenger

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

CALL TO ORDER: Mr. Drushal called the meeting to order at 6:01 p.m.

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, September 20, 2021: Mr. Neyhart moved to approve the Regular Board meeting minutes, and Mr. Abramo seconded. The motion passed unanimously.

DIRECTOR'S REPORT:

Narrative report as distributed.

The Board went outside to view the new FDC system. There was some conversation on changes in landscaping and possible area for outdoor programming.

The staff has been busy! The library system had a significant increase of 13% from 2019 in reference transactions. Also, COVID testing kits are flying off the shelf and we are not able to keep them in stock. To date, we have distributed over 12,000 kits. Ms. Shatzer is attending a meeting on Thursday regarding possible changes in the distribution of State provided COVID testing kits. Ms. Shatzer spoke to the Wooster Police Department to restart security services at the main library. The Library is considering hiring retired officers on a part-time basis as an option.

Ms. Shatzer was subpoenaed in a case of a person who caused damage at the Liberty St. Library.

Administrative Items: Mr. Bailey moved to approve the Administrative items and Ms. Morris seconded. Motion carried.

COMMITTEE REPORTS:

Finance and Audit Committee:

September 2021 Financial Report: On the balance sheet and bank investment report, we have a balance of \$6.8 million. Encumbrances total \$954,000. In Fund 201-the coronavirus relief fund, the book lockers have arrived and will be expensed next month. This will use most of the remaining money in this fund.

The September PLF is 10.2% above estimate. YTD is PLF is 12.7% above original estimates. We are on track with revenues with 82% of revenues being collected. Total expenses is currently at 55%, but we will be making our transfers soon which will bump our

expenses to 63%. Mr. Abramo moved to approve the August financial report, and Mr. Neyhart seconded. Motion carried.

Resolution 23-2021 September Regular Donations: We received a library endowment donation honoring Mr. K. William Bailey from the Bailey Family. Ms. Morris moved to accept the September regular donations and Mr. Neyhart seconded. The motion passed by roll call.

Resolution 24-2021 September Memorial Donations: Ms. Pycraft moved to accept the September memorial donations and Mr. Abramo seconded. The motion passed by roll call.

Resolution 25-2021 Additional Appropriations: For legal fees for Main renovation and Rittman construction. Mr. Bailey moved to accept the additional appropriations, and Mr. Abramo seconded. The motion passed by roll call.

Facilities Committee: The new signage will soon be installed on the Operations Center. Imhoff Construction is still waiting on the materials to repair Liberty St. Library.

Human Resources Committee: Ms. Shatzer reported there is a slight increase in health insurance costs, and she will be scheduling a Human Resource committee meeting.

Operations Committee: No Report.

Rittman Ad Hoc Committee: No Report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

Resolution 26-2021 – Approving Evaluation Committee and Authorizing CMR Procurement Process: Mr. Bailey moved to approve the process and selection committee for construction manager at risk, and Mr. Abramo seconded. The motion passed by roll call.

Executive Session: At 6:24 p.m. Mr. Neyhart moved to go into executive session to discuss the purchase or sale of real estate for public purposes, and Ms. Morris seconded. Motion passed unanimously by roll call.

The Board returned to Regular Session at 6:38PM.

CORRESPONDENCE: A thank you card from Head Start for all our help, and a thank you from a summer reading club winner. She loved seeing how much she could read!

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Mr. Neyhart moved to adjourn the meeting at 7:40 p.m. The motion passed unanimously.

Doug Drushal, President

Francey Morris, Secretary