

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

Monday, August 21, 2023, 6:00 p.m., Meeting Room, Doylestown Library

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

Excused: Pat Neyhart

Also Present: Jennifer Shatzer, Director; Hayley Tracy Bursley, Assistant Director; Christopher Bailey, Fiscal Officer; Katey Johnson, Human Resource Coordinator; Donna Teece, Deputy Fiscal Officer

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

COMMENTS FROM THE PUBLIC: There were none.

APPROVAL OF BOARD MINUTES:

Regular Board Meeting, July 17, 2023: Ms. Morris moved to approve the Regular Board meeting minutes, and Ms. Wenger seconded. The motion passed unanimously.

Special Board Meeting, July 26, 2023: Mr. Bailey moved to approve the Special Board meeting minutes, and Mr. Drushal seconded. The motion passed unanimously.

DIRECTOR'S REPORT: Ms. Shatzer read the presentation from Beth Brawley since she was unable to attend. Ms. Brawley gave a rundown of the numerous programs offered at the Doylestown Library as well as the library's participation in community events such as safety village for kindergarten children, Reading Under the Lights, and the Rogues' Hollows Festival. Summer reading club attendance increased from last year. Paws To Read volunteer, Ralphie retired in August and the library held a fun retirement party for him.

Narrative report as distributed: Ms. Shatzer reported the Rittman project is moving along with punch list walkthrough and temporary access happening soon. The Facilities Department will then start moving items into the facility. Statewide delivery will be moved to Rittman in November. Ms. Shatzer noted there is a hiccup in the circulation desk build. It is more of a counter with a painted surface and without drawers and shelves. She will be looking at remedies for the desk and possibly Mr. Tenney will be able to help remedy it.

Ms. Shatzer and team met with Mr. Ron Messner, project manager for the Main Renovation, about the movement of library items, staging, and sequencing during the construction phase. The east conference room may be used for collections for patrons and possibly the computer lab, depending on the area under construction. Staff work areas may also be moved to the conference/meeting rooms.

Monthly Board meetings will need to be moved during construction. Mr. Drushal offered the CCJ meeting room or recommended reaching out to the Chamber of Commerce for their meeting room.

For the Rittman building campaign, the library is working on a mockup of the donor recognition wall with Lettergraphics. There are some hiccups with the software update at WCCF, so the capital campaign hasn't gone to the public yet. However, we have already raised \$75,200.00.

Leslie Davenport, circulation manager has announced her retirement on October 31st. Interviews will be set up soon for this very important position.

Participation numbers were very good for summer reading club. We had approximately 500 patrons attend the Bluey children's program. The new fall newsletter is out and Ms. Tracy-Bursley distributed it to the Board members. Currently the newsletter is distributed at the branches, online and we take copies wherever we go. We may seek some advertising revenue which will help us in mailing the newsletter.

The bookmobile will be at the fair this year.

Correspondence thank you notes were all for West Salem's under the lights program.

Administrative Items: This month, there were 3 resignations, 1 hire and 2 open positions. Mr. Drushal moved to approve the administrative items and Ms. Pycraft seconded. Motion carried.

FISCAL OFFICER'S REPORT:

July 2023 Financial Report: Mr. Bailey reported we have an ending balance of \$11.671 million in the Bank and Investment report. CD rates continue to increase with the most recent CD bought at 5.35%. The Statement of Cash Position shows the general fund encumbrance at \$1.167 million with \$5.867 million overall. The July PLF was 5.84% above 2022 estimates. Year-to-date, we are 2.86% above estimates. General fund expenses are at 58.67% and expenses at 56.26% year-to-date.

We made a large payment for Rittman Branch construction this month, almost \$1 million. The new delivery van was purchased in July. The cost of the vehicle is \$53,545; however only \$45,000 was budgeted leaving only \$8,000 in the vehicle replacement capital fund for the year. We will be asking for additional appropriations for the approved wrap for the Hybrid bookmobile. The new Rittman fund with the Wayne County Community Foundation was at \$53,077 at the end of June. The current balance is \$75,200.

Mr. Drushal inquired if we will be using funds from WCCF. Ms. Shatzer noted these funds will be used for equipment and fixtures for the café. She is also considering artwork in the children's area and upstairs by the new programming /study rooms. The carpet may also need to be replaced depending on its condition after renovation.

Ms. Wenger moved to accept the July 2023 financial report subject to audit, and Ms. Morris seconded. Motion carried.

Resolution 30-2023 July 2023 Donations: Mr. Bailey moved to accept the July donations and Mr. Drushal seconded. The motion passed by roll call.

Resolution 31-2023 July 2023 Memorial Donations: Ms. Morris moved to accept the July memorial donations and Ms. Pycraft seconded. The motion passed by roll call.

Resolution 32-2023 Additional Appropriations: Mr. Bailey reported in vehicle replacement fund, the new delivery van was \$8,000 over the budgeted amount due to high inflation for new vehicles. The Hybrid bookmobile wrap was approved to be replaced this year, but we will need an additional \$7000 in the capital fund to cover it. Ms. Pycraft moved to approve the additional appropriations, and Mr. Drushal seconded. Motion passed by roll call.

COMMITTEE REPORTS:

Finance and Audit Committee: No report.

Facilities Committee: Mr. Bogner from Bogner Management will have a preliminary layout for the Creston Library and will meet within the next several weeks to discuss options.

Human Resources Committee: No report.

Operations Committee: No report.

Rittman Ad Hoc Committee: No report.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS: With the main renovation project soon underway and the disruptions for the Main Library staff, Ms. Shatzer would like to have morale boosters during the project such as t-shirts. She requested \$1000. The renovation project will start in earnest on September 11th, and she is looking for quiet areas for the main library staff to be able to work. Mr. Drushal moved to approve morale boosters but authorized \$2,000 instead. Ms. Wenger seconded the motion, and motion carried.

COMMENTS FROM THE PUBLIC: There were none.

ADJOURNMENT: Ms. Morris moved to adjourn the meeting at 6:31 p.m. The motion passed unanimously.

Peter Abramo, President

Francey Morris, Secretary