

**Wayne Public Library  
Board of Trustees Meeting  
March 11, 2020 4:15 p.m.  
MINUTES**

**Present:** Lois VanStipdonk, Ginny Cesarz, Renee' Davis, Nancy Chiasson

**Also Present:** Jody Wolak, Judith Bauer, Phil Wagner, John Rhaesa, Kathryn Sample, Brian Camiller

**Excused Absent:** Larry McConnell

- I. Call to Order:** Lois VanStipdonk called the meeting to order at 4:27 pm
- II. Announcements:** next meeting will be the selection of officers for the next year
- III. Introduction of Guests:** Mayor John Rhaesa, Finance Director Kathryn Sample, Brian Camiller from Plante Moran
- IV. Public Comments:** none
- V. Approval of Agenda:** Nancy made a motion to approve the agenda. Renee seconded. Motion carried.
- VI. Approval of Minutes**
  - A. February 12, 2020 Regular Meeting (open portion) Renee made a motion to approve. Nancy seconded. Motion carried.
  - B. February 12, 2020 Regular Meeting (closed portion) (contents kept confidential) Renee made a motion to approve. Nancy seconded. Motion carried.
- VII. Correspondence:** comment cards, letter from ASRT thanking us for participating in their library partnership program
- VIII. Finance discussion with Katie Sample (City of Wayne Finance Director):** Discussion of approximately \$31,000 in retiree benefits that the city is requesting the library pay annually. Discussion of \$50,000 administrative fee that the city charges the library annually.
- IX. Reports**
  - A. President's Report: none
  - B. Revenue and Expenditures: have not received from the city yet
  - C. Director's Report: Library usage continues to be up compared to last year. Spring newsletters are completed.
  - D. Department Reports: no major news
  - E. Friends: co-sponsoring WASP event, buying chairs for periodicals room

**X. Unfinished Business**

- A. 2019-20 Budget revision: will review again at next meeting
- B. 2020-21 Draft Budget revision: Renee motioned to approve with the approximately \$31,000 in employer retirement added and the capital outlay line reduced by the amount needed to have the budget be balanced. Nancy seconded. Motion carried.
- C. Campaigning/petitioning policy clarification: Going forward, we will only enforce the prohibition on campaigning/petitioning in the library building, not outside on library grounds.

**XI. New Business**

- A. Website preview: will look at next time
- B. Refunds for lost items later found: will stop offering refunds on items that are lost and paid for if they are found later
- C. Criteria for sending accounts to collections: will adjust criteria for sending accounts to collections to allow people more time to pay for lost items first
- D. Coronavirus planning: increased cleaning protocols, removing toys, distributing information to patrons, gloves available for staff

**XII. Adjournment:** Meeting adjourned at 6:40 pm.

Minutes taken by Judy Bauer  
and Jody Wolak

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Secretary