

Board of Trustees
Special Meeting Minutes
June 1, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on June 1, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the special meeting to order at 6:00 p.m.

Board of Trustees Present: Mrs. Linda Deitz (Entered at 7:10 p.m.)
 Mr. Joseph Fulford
 Mr. Joshua Lounsbury (Entered at 6:05 p.m.)
 Mrs. Delia McMullen
 Mrs. Lu Ann Stanley (Exited at 8:10 p.m.)
 Mrs. Melissa Wolcott

Board of Trustees Excused: Ms. Kathleen Webb

A quorum was declared with four members present.

Others in Attendance:

 Mrs. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer
 Library Foundation Trustees (Ann Marquis, Penni Morris, Julie Teeters, Debbie Gorman, Amy Deal, Susan Elliott, Healy Jackson, and Gregory Toussaint)

Public Comment

None.

Staff Comment / Report

None.

Work Session

A. Wright Memorial Public Library Foundation Board of Trustees – Private Funding and Feasibility Study
 Mrs. Hale and the Library Board presented information to members of the Library Foundation Board proposing that the Foundation hire The Hodge Group to conduct a Feasibility Study. A Feasibility Study is the first step in considering a private capital campaign.

Recessed The Board of Trustees Recessed at 6:40 p.m. (The Foundation Board continued with their meeting.)

Reconvened The Board of Trustees Reconvened at 7:10 p.m. at the Library Director’s Office.

Work Session (Continued)

B. Community Survey
 The Board discussed Burges & Burges Strategists, Inc.’s proposal and suggested changes to more clearly identify the project goals for long-range strategic planning that will build a strong organizational foundation moving forward.

Upcoming Meeting Dates & Announcements

A. BOT Meeting - Monday, June 20, 2016 @ 6:00 p.m. WMPL Meeting Room

Board of Trustees

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Adjournment

Mrs. Wolcott moved, seconded by Mrs. McMullen to adjourn the meeting at 8:55 p.m.

Roll Call Vote:

Mrs. Deitz - aye

Mrs. McMullen - aye

Mr. Fulford - aye

Mrs. Wolcott - aye

Mr. Lounsbury - aye

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President

Board of Trustees
Special Meeting Minutes
June 6, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on June 6, 2016 at the Wright Memorial Public Library meeting room. Vice-President, Joshua Lounsbury called the special meeting to order at 6:13 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mr. Joshua Lounsbury
 Mrs. Delia McMullen
 Ms. Kathleen Webb

Board of Trustees Excused: Mrs. Lu Ann Stanley
 Mrs. Melissa Wolcott

A quorum was declared with five members present.

Others in Attendance:
 Mrs. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer

Public Comment

None.

Staff Comment / Report

None.

Work Session

A. Community Survey
The Board reviewed Burges & Burges Strategists, Inc.'s revised proposal and agreement to conduct a community survey, develop a communications strategy, and provide communications consulting for long-range strategic planning that will build a strong organizational foundation moving forward.

New Business

A. Community Survey
2016-038 Ms. Webb moved, seconded by Mr. Fulford to approve Burges & Burges Strategists, Inc. Agreement.

Roll Call Vote:
Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Ms. Webb - aye
Mr. Lounsbury - aye

Action Items

A. Add agenda item to June 20, 2016 meeting to finalize Burgess proposal details; identify the interview team; identify the WMPL point of contact for survey development (possibly the Strategic Planning Committee?) - Steve

Upcoming Meeting Dates & Announcements

A. BOT Meeting - Monday, June 20, 2016 @ 6:00 p.m. WMPL Meeting Room

Board of Trustees

Special Meeting Minutes

June 6, 2016

Adjournment

Mrs. McMullen moved, seconded by Ms. Webb to adjourn the meeting at 6:42 p.m.

Roll Call Vote:

Mrs. Deitz - aye

Mr. Fulford - aye

Mr. Lounsbury - aye

Mrs. McMullen - aye

Ms. Webb - aye

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President

Board of Trustees
Regular Meeting Minutes
June 20, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on June 20, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the regular meeting to order at 6:04 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mr. Joshua Lounsbury
 Mrs. Delia McMullen
 Mrs. Lu Ann Stanley
 Mrs. Melissa Wolcott

Board of Trustees Excused: Ms. Kathleen Webb

A quorum was declared with six members present.

Others in Attendance:
 Mrs. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer
 Ms. Jacqui Taylor, Youth Services Coordinator
 Bear Monita, LWC Incorporated

Agenda
2016-039

Mrs. Wolcott moved, seconded by Mrs. McMullen to approve the agenda as presented.

Roll Call Vote:
Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Mrs. Stanley - aye
Mr. Lounsbury - aye Mrs. Wolcott - aye

Minutes
2016-040

Mr. Fulford moved, seconded by Mrs. McMullen to approve the minutes of the May 12, 2016 Special Meeting.

Roll Call Vote:
Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Mrs. Stanley - aye
Mr. Lounsbury - aye Mrs. Wolcott - aye

2016-041

Mrs. Wolcott moved, seconded by Mrs. Deitz to approve the minutes of the May 16, 2016 Regular Meeting.

Roll Call Vote:
Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Mrs. Stanley - aye
Mr. Lounsbury - aye Mrs. Wolcott - aye

Public Comment

None.

Staff Comment / Report

Ms. Jacqui Taylor, Youth Services Coordinator, reported that the 2016 Summer Reading Club is going well and runs through August 13, 2016.

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Facilities Committee – Mr. Fulford

- A. Waiting on Library Designs’ report.

Finance/Audit Committee – Mrs. Deitz

- A. June 6, 2016 Meeting Minutes
- B. Reviewed health insurance premium history and employer / employee share. Recommended health insurance premium correction to employer / employee share effective December 1, 2015.
- C. Reviewed proposed Oakwood City School’s health insurance coverage option.
- D. Recommended a 2% salary/wage increase effective beginning with the first pay in July 2016, for all current employees on active payroll as of June 30, 2016 and paid in accordance with the Compensation System 2016 Pay Scale. (NA - Director & Fiscal Officer).
- E. Reviewed statistics comparing WMPL to other Montgomery County libraries.

Policy Committee – Mrs. McMullen

- A. Recommended proposed changes and additions to the Employee Manual as well as a Solicitations Policy for the Public Policy Manual.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on June 1, 2016. This was a joint meeting with the Library Board of Trustees.
- B. The Foundation Board approved hiring The Hodge Group to conduct a Feasibility Study. The Feasibility Study is the first step in considering a private capital campaign.

Fiscal Officer’s Report

- A. Fiscal Officer’s Report
- B. Financial Report – May 2016
- C. Appropriation Transfers
- D. Amended Annual Appropriations Budget CY2016

2016-042 Mr. Lounsbury moved, seconded by Mr. Fulford to accept the May 2016 Financial Report, Appropriation Transfers, and Amended Annual Appropriations Budget CY2016.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye	Mrs. Wolcott	- aye

- E. Health Insurance Premium Employer / Employee Share Correction Effective December 1, 2015

2016-043 Mrs. Deitz moved, seconded by Mrs. McMullen to approve the Health Insurance Premium Employer / Employee Share Correction Effective December 1, 2015 as recommended by the Finance/Audit Committee.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye	Mrs. Wolcott	- aye

- F. Health Insurance Premium Rate History (10/1/06 – 12/1/15)
- G. Health Insurance Option – Oakwood City Schools

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Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Action Items
 - 1. Community Survey - Burges & Burges Strategists, Inc.
Mrs. Hale thanked the Board for assistance in developing a list of community members representing many viewpoints for the upcoming Burges-led small-group listening sessions and explained the next steps in the data-gathering process. Katie Gottesman, Kristi Hale and Joe Fulford will act as facilitators/note-takers for some of the sessions, along with Uriah Anderson from Burges & Burges. The sessions will be held June 28 and June 29.
 - 2. Personnel Updates
 - New Community Engagement Specialist, Kate Chesar
 - Community Engagement Summer Intern, Alex Rosen
 - Brian Potts, AV Librarian, will be promoted to AS Coordinator, replacing Margaret Peters who will be retiring at the end of July.
 - Researched various options regarding the vacant IT Specialist position, including review of job descriptions and pay ranges from similar institutions, resource-sharing with other entities, and outsourcing. Outsourcing is the most economical and offers a higher level of support and expertise than the existing position; three IT support businesses are being evaluated to provide managed IT services.
- D. Employee Manual Fair Labor Standards Act Classifications
Mrs. Hale explained the new FLSA rules regarding exempt employees, effective December 1, 2016.

2016-044

E. Employee Manual Updates
Mrs. McMullen moved, seconded by Mr. Fulford to approve the Employee Manual as recommended by the Policy Committee.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye	Mrs. Wolcott	- aye

2016-045

F. Solicitations Policy
Mrs. McMullen moved, seconded by Mr. Fulford to approve the Solicitations Policy (new policy) as recommended by the Policy Committee.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye	Mrs. Wolcott	- aye

2016-046

G. Makerbox Policy Changes
Mrs. McMullen moved, seconded by Mr. Lounsbury to approve the Makerbox Policy changes.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye	Mrs. Wolcott	- aye

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New Business

2016-047 A. Salary/Wage Consideration
Mrs. Deitz moved, seconded by Mr. Lounsbury to approve a 2% salary/wage increase effective beginning with the first pay in July 2016, for all current employees on active payroll as of June 30, 2016 and paid in accordance with the Compensation System 2016 Pay Scale (NA - Director & Fiscal Officer) as recommended by the Finance/Audit Committee.

Roll Call Vote:

Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Mrs. Stanley - aye
Mr. Lounsbury - aye Mrs. Wolcott - aye

B. Resolution Requesting The Oakwood City School District, Montgomery County, Ohio To Submit To The Electors Of The School District The Question Of A Renewal Tax Levy For Current Expenses Of The Wright Memorial Public Library. (Tabled)

Action Items

- A. Review LAC Mission Statement-April/May - Kristi & Steve (Carried Forward) (Postponed)
- B. Head shots and bios to Kristi by the next meeting - BOT (Carried Forward) (Pictures at September BOT Meeting)
- C. Review ways to add electrical spots - Kristi (Carried Forward) (Postponed)
- D. Work on project of moving AV upstairs and computers downstairs with the Facilities Committee - Joe (Carried Forward) (Waiting on Library Designs' Report)
- E. Conduct additional research about Friends groups - Ann Marquis, WMPL Foundation President (Carried Forward) (Postponed)
- F. Add agenda item to June 20, 2016 meeting to finalize Burges' proposal details; identify the interview team; identify the WMPL point of contact for survey development (possibly the Strategic Planning Committee?) - Steve

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, July 18, 2016 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Lounsbury moved, seconded by Ms. Wolcott to adjourn the meeting at 7:30 p.m.

Roll Call Vote:

Mrs. Deitz - aye Mrs. McMullen - aye
Mr. Fulford - aye Mrs. Stanley - aye
Mr. Lounsbury - aye Mrs. Wolcott - aye

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President