

Board of Trustees
Regular Meeting Minutes
October 17, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on October 17, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the regular meeting to order at 6:00 p.m.

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

Board of Trustees Excused: Mr. Joshua Lounsbury
 Vacant Position

A quorum was declared with five members present.

Others in Attendance:
 Mrs. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer
 Ms. Jacqui Taylor, Youth Services Coordinator
 Mr. Brian Potts, Adult Services Coordinator
 Mrs. Tracy Staley, Community Engagement Specialist
 Mrs. Kate Chesar, Community Engagement Specialist
 Jill Billman-Royer, Burges & Burges Strategists, Inc.
 Uriah Anderson, Burges & Burges Strategists, Inc.
 Bear Monita, LWC Incorporated

Board of Trustee Resignation – Ms. Kathleen Webb Effective September 20, 2016

2016-070 Mrs. Wolcott moved, seconded by Mr. Fulford to accept the resignation of Board of Trustee Kathleen Webb effective September 20, 2016.

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

Kathleen Webb, Board of Trustee Recognition Resolution

2016-071 Mrs. Wolcott moved, seconded by Mr. Fulford to approve following resolution recognizing Kathleen Webb, Board of Trustee for the Wright Memorial Public Library, for her service.

Resolution of the Board of Trustees of
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Kathy Webb served on the Board of Trustees of Wright Memorial Public Library from June 2013 until September 2016; and,

Whereas, the Board of Trustees, Director, and Fiscal Officer recognize that Kathy Webb has made significant contributions to the Library and to the community by her dedicated service during her tenure on the Board; and,

Board of Trustees
Regular Meeting Minutes
October 17, 2016

Whereas, Kathy Webb brought new and innovative ideas to the Board, was instrumental in exploring the feasibility of updating the library facilities; and worked to improve the library in countless ways.

Now, therefore, the Board, Director and Fiscal Officer wish to formally recognize and thank Kathy Webb for her outstanding service as the Chair of the Personnel Committee, as a member of the Facilities Committee and the Policy Committee, and as Liaison to the Library Advisory Council.

Be it resolved, that the Board of Trustees, Director, and Fiscal Officer, on behalf of the Oakwood Community, the staff of Wright Memorial Public Library, and library patrons, extend to Kathy Webb their sincere thanks for her conscientious service and wish her every good fortune in all future endeavors; and,

Be it resolved that Kathy Webb be furnished a copy of this resolution and that a copy of this resolution be made a part of the minutes of this regular meeting.

Adopted unanimously this seventeenth day of October 2016.

Roll Call Vote:

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

Agenda
2016-072

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

Roll Call Vote:

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

Minutes
2016-073

Mrs. Wolcott moved, seconded by Mrs. McMullen to approve the minutes of the September 19, 2016 Regular Meeting.

Roll Call Vote:

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

Public Comment

None.

Staff Comment / Report

None.

Community Research Process - Burges & Burges Strategists, Inc.

Jill Billman-Royer of Burges & Burges Strategists, Inc. presented and shared the survey results of the community research process.

Finance/Audit Committee – Mrs. Deitz

A. The committee met on October 5, 2016 and October 12, 2016.

Board of Trustees
Regular Meeting Minutes
October 17, 2016

- B. The preliminary budget for 2017 and financial projections for 2018-2021 were presented and discussed. Health insurance renewal effective December 1, 2016 and change effective January 1, 2017, salary/wage consideration for 2017, and the impact of the revised FLSA Guidelines were also reviewed and discussed.

Personnel Committee – Vacant

- A. Mrs. Wolcott was appointed the Interim Chair.

Bond Levy Communications Committee – Mrs. Stanley

- A. The committee was renamed “Levy Communications Committee.”

Nominating Committee – Mrs. Wolcott

- A. The committee met on October 6, 2016.
- B. Kathleen Webb’s Resignation – Vacant Unexpired Term Thru December 31, 2021
- C. Board of Trustee Appointment – Term January 1, 2017 to December 31, 2023
- D. Mrs. Wolcott’s current term expires December 31, 2016 and will not pursue another nomination for appointment for another term on the Board.
- E. Trustee Vacancy Timeline
 - 1. Trustee Vacancy Posted (The Oakwood Register & Library Website). Deadline October 30, 2016.
 - 2. Interviews scheduled for November 17 & 18, 2016.
 - 3. Decision and recommendation for nomination to Oakwood School Board for appointment is scheduled for the November 21, 2016 BOT Regular Meeting.
 - 4. Oakwood School Board Official Appointment scheduled for the December 12, 2016 BOE Regular Meeting.
- F. The committee’s next meeting is scheduled for November 7, 2016 to review trustee applications for interview.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on October 5, 2016.
- B. The Foundation Board discussed ways to encourage contributions to the Foundation’s Annual Fund Campaign.
- C. A Foundation Board sub-committee made up of 3 members of the Library Foundation Board, 2 Library Trustees and the Library Director met on October 13, 2016 with Russ Hodge of The Hodge Group to discuss the results of the Feasibility Study. The results of the Feasibility Study will be shared with the full Foundation Board at a Foundation Board Special Meeting on October 27, 2016 at 6:00 PM. The Foundation Board extended an invitation to the Library Board to attend this meeting to hear the presentation.

Library Advisory Council Liaison Report – Vacant

- A. Mr. Lounsbury was appointed the Interim Liaison.

Fiscal Officer’s Report

- A. Fiscal Officer’s Report
- B. Financial Report – September 2016
- C. Contributions/Donations
- D. ORC 5705.41(D) Purchase Order Certification (Then and Now)
- E. Amended Estimated Revenue & Annual Appropriations Budget CY2016

2016-074

Mr. Fulford moved, seconded by Mrs. Wolcott to accept the September 2016 Financial Report, Contributions/Donations, ORC 5705.41(D) Purchase Order Certification (Then and Now), and Amended Estimated Revenue & Annual Appropriations Budget CY2016.

Board of Trustees
Regular Meeting Minutes
October 17, 2016

Roll Call Vote:

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

Director's Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Staff
 - Administrative Services Coordinator Linda Cosgrove is retiring October 31, 2016 after 34 years of dedicated service.
 - Youth Services Coordinator Jacqui Taylor will be honored by Hillel Academy in their newsletter as Volunteer of the Month.
 - 2. Technology
 - The Library's firewall was replaced for a total cost of about \$1,200.
 - 3. Facilities
 - The Library's child-height drinking fountain leaked and was not repairable. The water damage has been submitted to the Library's insurance for assessment. When the damage is repaired, the Director intends to replace the existing adult-height water fountain.
 - 4. Other Updates
 - The first bi-monthly feature article from Mrs. Hale was published in the Oakwood Register on September 28, 2016. The next one will be submitted at the end of November and focus on book-buying recommendations for the community. Mrs. Stanley suggested submitting a logo, picture or some other way to frame the articles into a recognizable feature.
 - The Library won the Mayor's Award for their Scarecrow Row entry. The Award will be presented to Library staff and Library Ambassadors at the next City Council meeting.
 - The Together Oakwood project received a total of 8 entries, and selections from those to be included in the final project will be made this week.
 - Library lover Harold Croghan passed away recently. Mr. Croghan previously donated funds for the stained glass windows in the Children's Room. His family suggested the Library for donations in his memory.

New Business

- A. Eichelberger Foundation Grant Opportunity

The Eichelberger Foundation is interested in receiving a grant proposal from Wright Library in January 2017 for an immediate project. They requested that the Library submit 3 concepts with 3 different price points to select from. The Director presented four concepts for discussion: an outdoor learning and performance space, a 21st Century technology upgrade, a new meeting and seating space, and renovation of the original part of the building. The Director will research vendor and pricing of the various concepts and report back to the Board in November.

B. Health Insurance Renewal – December 1, 2016 (Anthem)

2016-075

Mrs. Deitz moved, seconded by Mr. Fulford to approve the Anthem Health Insurance Renewal Effective December 1, 2016. The Library and Employee share is 85%/15% split with the Library share capped at \$6,260. The Library will provide a one-time HSA Additional Contribution (Supplement) in the amount of \$750 as a transition payment in December 2016 for employees requiring to switch from an HSA to PPO effective January 1, 2017, as a result of changing health insurance to Southwest Ohio Educational Purchasing Council-Oakwood City School District - United Health Care.

Board of Trustees
Regular Meeting Minutes
October 17, 2016

Roll Call Vote:

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

2016-076 C. Health Insurance Change – January 1, 2017 (SWOEPC/OCSD - UHC)
Mrs. Deitz moved, seconded by Mrs. McMullen to approve the Health Insurance Change Effective January 1, 2017 to Southwest Ohio Educational Purchasing Council-Oakwood City School District - United Health Care.

Roll Call Vote:

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

2016-077 D. Vision Insurance Coverage Offering Change (Employer \$0 Cost) – January 1, 2017 (SWOEPC/OCSD - VSP)
Mrs. McMullen moved, seconded by Mr. Fulford to approve the Vision Insurance Coverage Offering Change (Employer \$0 Cost) Effective January 1, 2017 to Southwest Ohio Educational Purchasing Council-Oakwood City School District - VSP.

Roll Call Vote:

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

2016-078 E. Major Expenditures Exceeding \$10,000
Innovative Interfaces, Inc. (Polaris & Syndetic Solutions Software Maintenance – November 1, 2016 - October 31, 2017) \$17,822.08 (PO# 819-2016)
Mrs. Wolcott moved, seconded by Mrs. McMullen to approve the following Major Expenditures Exceeding \$10,000: Innovative Interfaces, Inc. (Polaris & Syndetic Solutions Software Maintenance – November 1, 2016 - October 31, 2017) \$17,822.08 (PO# 819-2016).

Roll Call Vote:

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

Action Items

- A. Review LAC Mission Statement-April/May - Kristi & Steve (Carried Forward) (Postponed)
- B. Group pictures at January 2017 BOT organizational/regular meeting - BOT (Carried Forward)
- C. Work on project of moving AV upstairs and computers downstairs with the Facilities Committee - Joe (Carried Forward) (Library Designs' Report - Hold)
- D. Conduct additional research about Friends groups - Kristi (Carried Forward) (Postponed)
- E. Send Steve the minutes of the October 6, 2016 Nominating Committee meeting - Missy
- F. Ask Josh to serve as Interim Advisory Council Liaison - Lu Ann
- G. Provide the Carrier Corp HVAC Maintenance Agreement to Joe - Steve

Board of Trustees
Regular Meeting Minutes
October 17, 2016

- H. Continue working on the Eichelberger grant proposal/project including reviewing ways to add electrical spots - Kristi
- I. Let Missy know if interested in serving as an officer in 2017 - BOT

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, November 21, 2016 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Fulford moved, seconded by Mrs. Deitz to adjourn the meeting at 8:16 p.m.

Roll Call Vote:

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

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President