

**Board of Trustees**  
Regular Meeting Minutes  
July 18, 2016

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on July 18, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the regular meeting to order at 6:07 p.m.

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

Board of Trustees Excused:         Mrs. Linda Deitz  
  Mrs. Delia McMullen  
  Ms. Kathleen Webb

A quorum was declared with four members present.

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

**Agenda**  
**2016-048**

Mr. Lounsbury moved, seconded by Mr. Fulford to approve the agenda as presented.

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

**Minutes**  
**2016-049**

Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the minutes of the June 1, 2016 Special Meeting.

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

**2016-050**

Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the minutes of the June 6, 2016 Special Meeting.

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

**2016-051**

Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the minutes of the June 20, 2016 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

**Board of Trustees**  
Regular Meeting Minutes  
July 18, 2016

None.

**Library Foundation Liaison Report – Mrs. Stanley**

- A. The Library Foundation Board did not meet in July 2016.
- B. Feasibility Study – The Hodge Group (See Director’s Report)

**Library Advisory Council Report – Mrs. Webb (Mrs. Hale)**

- A. Listening Session was held on July 14, 2016 about how the Library Advisory Council views the library’s current and future needs and how they believe the library should address them.

**Fiscal Officer’s Report**

- A. Fiscal Officer’s Report
- B. Financial Report – June 2016
- C. Contributions/Donations
- D. Appropriation Transfers
- E. Amended Estimated Revenue CY2016

**2016-052** Mrs. Wolcott moved, seconded by Mr. Lounsbury to accept the June 2016 Financial Report, Contributions/Donations, Appropriation Transfers, and Amended Estimated Revenue CY2016.

Roll Call Vote:

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

**Director’s Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Action Items
  - 1. Community Survey – Burges & Burges Strategists, Inc.  
Conducted 5 small group listening sessions with a total of 33 attendees (including Library Advisory Council). Also conducted/scheduled several one-on-one interviews. The telephone survey instrument is in draft form at this time.
  - 2. Feasibility Study – The Hodge Group  
Identifying list of people to interview and working on case study.
  - 3. Dr. Kyle Ramey  
Met with Dr. Kyle Ramey regarding Oakwood City School’s debt limit/maximum net indebtedness.
  - 4. Personnel Updates
    - Adult Services Librarian – Currently conducting interviews.
    - Brian Potts, AV Librarian, will be promoted to AS Coordinator effective July 25, 2016 replacing Margaret Peters who will be retiring July 31, 2016.
  - 5. Technology Planning
    - Polaris Server – Purchased extended warranty through Dell.
    - Sophisticated Systems Inc. SSI – Selected and entered into an agreement with SSI to provide IT support and managed IT services to replace in-house IT Specialist position. Estimated annual savings of \$9,000.
- D. General Updates
  - 1. Received 6 chairs donated from Irvin Herrmann.

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**New Business**

- A. Motorists Mutual Insurance Company-Stephens Insurance Agency (Commercial Business Package Ins.-Property & Umbrella Ins.) – July 1, 2016 - July 1, 2017, \$10,874 (Major Expenditure)
- B. CNA Arlington/Roe & Company, Inc.-Stephens Insurance Agency (Management Liability Ins.-D&O and EP Liability Ins.) – July 1, 2016 - July 1, 2017, \$2,969
- C. Sophisticated Systems, Inc. (SSI) Managed Services Agreement (Technology Support) – July 1, 2016 - June 30, 2017, \$40,392 (Major Expenditure)

**2016-053**

Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the following contracts, agreements, major expenditures for Motorists Mutual Insurance Company-Stephens Insurance Agency (Commercial Business Package Ins.-Property & Umbrella Ins.) – July 1, 2016 - July 1, 2017, \$10,874 (Major Expenditure), CNA Arlington/Roe & Company, Inc.-Stephens Insurance Agency (Management Liability Ins.-D&O and EP Liability Ins.) – July 1, 2016 - July 1, 2017, \$2,969, and Sophisticated Systems, Inc. (SSI) Managed Services Agreement (Technology Support) – July 1, 2016 - June 30, 2017, \$40,392 (Major Expenditure).

Roll Call Vote:

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

**Action Items**

- A. Review LAC Mission Statement-April/May - Kristi & Steve (Carried Forward) (Postponed)
- B. Group pictures at September BOT regular meeting - BOT (Carried Forward)
- C. Review ways to add electrical spots - Kristi (Carried Forward) (Postponed) (Waiting on Library Designs' Report)
- 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 a question about the automatic renewals to the online survey - Kristi
- G. Respond to Kristi about her email on the telephone survey questions - Josh
- H. Review the contract with Sophisticated Systems, Inc. - Josh
- I. Reach out to Leigh Turben about the value of the Oakwood Historical Society to the Wright Library - Kristi

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, August 15, 2016 @ 6:00 p.m. WMPL Meeting Room

**Adjournment**

Mr. Fulford moved, seconded by Ms. Wolcott to adjourn the meeting at 6:53 p.m.

Roll Call Vote:

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

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Respectfully submitted,

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Melissa Wolcott, Secretary

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Lu Ann Stanley, President