

Board of Trustees
Regular Meeting Minutes
August 15, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on August 15, 2016 at the Wright Memorial Public Library meeting room. Vice-President Joshua Lounsbury called the regular meeting to order at 6:02 p.m.

Board of Trustees Present: Mr. Joseph Fulford
 Mr. Joshua Lounsbury
 Ms. Kathleen Webb
 Mrs. Melissa Wolcott

Board of Trustees Excused: Mrs. Linda Deitz
 Mrs. Delia McMullen
 Mrs. Lu Ann Stanley

A quorum was declared with four members present.

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

Agenda
2016-054

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

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

Minutes
2016-055

Mrs. Wolcott moved, seconded by Mr. Fulford to approve the minutes of the July 18, 2016 Regular Meeting.

Roll Call Vote:
Mr. Fulford - aye Ms. Webb - abstain
Mr. Lounsbury - aye Mrs. Wolcott - aye

Public Comment

None.

Staff Comment / Report

Ms. Jacqui Taylor, Youth Services Coordinator, provided an update on the 2016 Summer Reading Club program numbers.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on August 3, 2016.
- B. Feasibility Study – The Hodge Group
The case study is in its final stages, and the interview list is being contacted, with invitations to participate. The interviews are expected to take place over the next several weeks.

Fiscal Officer’s Report

- A. Fiscal Officer’s Report
- B. Financial Report – July 2016

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2016-056 C. Contributions/Donations
Ms. Webb moved, seconded by Mrs. Wolcott to accept the July 2016 Financial Report and Contributions/Donations.

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

2016-057 D. Appropriation Transfers
Mrs. Wolcott moved, seconded by Ms. Webb to approve the Appropriation Transfers.

Roll Call Vote:

| | | | |
|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

2016-058 E. Amended Estimated Revenue & Annual Appropriations Budget CY2016
Mrs. Wolcott moved, seconded by Mr. Fulford to approve the Amended Estimated Revenue & Annual Appropriations Budget CY2016.

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

Director's Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
 - 1. New AS Librarian, Robyn Case, starts September 6, 2016
- C. Updates
 - 1. Community Survey – Burges & Burges Strategists, Inc.
 - Additional individual Listening Sessions were completed. The results from the telephone survey were provided to the Board. The online Survey started 8/15 and will run to 8/29.
 - 2. Personnel Updates
 - New AS Librarian, Robyn Case, starts September 6, 2016
 - Openings for 2 shelver positions.
 - 3. Upcoming Projects
 - Money Smarts Exhibit will be available in the YS areas of the building from 8/23 – 9/10, providing financial literacy for ages 3-18.
 - Library Ambassador's program debuts on Saturday with a Principal Pizza Party.
 - *Together Oakwood* project - the Library is sponsoring a unity canvas project to focus on the wonderful aspects of the Oakwood community.
 - Tedx Youth workshops will be held this fall, where students in grades 6-12 will learn about TED talks, creating script and slides, critique, and rehearse.
 - There will be a Library Cleanup week scheduled for 8/23 – 8/25, which will include cleanout of desks, offices, and storage areas throughout the Library.

New Business

- A. Major Expenditures Exceeding \$10,000
 - 1. Innovative Interfaces, Inc. (SkyRiver Academic Annual Renewal – Year 2 of 3, August 1, 2016 - July 31, 2017) \$10,091 (PO# 674-2016)

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2016-059 Mr. Fulford moved, seconded by Mrs. Wolcott to approve the following Major Expenditures Exceeding \$10,000: Innovative Interfaces, Inc. (SkyRiver Academic Annual Renewal – Year 2 of 3, August 1, 2016 - July 31, 2017) \$10,091 (PO# 674-2016).

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

Executive Session

2016-060 Ms. Webb moved, seconded by Mrs. Wolcott to enter into Executive Session at 7:11 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

2016-061 Mrs. Wolcott moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 7:56 p.m.

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - 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) (Library Designs' Report - Hold)
- D. Work on project of moving AV upstairs and computers downstairs with the Facilities Committee - Joe (Carried Forward) (Library Designs' Report - Hold)
- E. Conduct additional research about Friends groups - Ann Marquis, WMPL Foundation President (Carried Forward) (Postponed)
- F. Send out the Case Study when done as well as a list of participants being invited to the feasibility study discussions - Kristi
- G. Send a link to Jacqui about the Dayton community art project - Joe
- H. Remind the BOT with the September meeting agenda distribution that a group picture is being taken at the September meeting - Steve
- I. Make note of the comments Josh made about the Sophisticated Systems, Inc. contract - Kristi

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, September 19, 2016 @ 6:00 p.m. WMPL Meeting Room

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Adjournment

Ms. Webb moved, seconded by Mrs. Wolcott to adjourn the meeting at 7:57 p.m.

Roll Call Vote:

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|---------------|-------|--------------|-------|
| Mr. Fulford | - aye | Ms. Webb | - aye |
| Mr. Lounsbury | - aye | Mrs. Wolcott | - aye |

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President