

Board of Trustees
Regular Meeting Minutes
November 21, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on November 21, 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: Vacant Position

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
 Katie Hill-Gottesman, Resident & Patron

Employee Recognition Resolution – Linda Cosgrove

2016-079 Mr. Fulford moved, seconded by Mr. Lounsbury to approve following resolution recognizing Linda Cosgrove, Administrative Services Coordinator for the Wright Memorial Public Library, for her service.

Resolution of the Board of Trustees of
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Linda Cosgrove worked for 34 years at Wright Memorial Public Library from April 1982 to October 2016; and,

Whereas, the Board of Trustees, Director and Fiscal Officer recognize that Linda Cosgrove has made significant contributions to the Library and to the community by her exceptional professionalism, integrity, and dedication to serving the needs of the Library and its patrons; and,

Whereas, Linda Cosgrove has wisely guided the Library’s staff, services, and spaces in her role as the Administrative Services Coordinator, supervising both the shelving and facilities teams, and serving on the Library’s Management team, as well as other positions throughout her tenure.

Now, therefore, the Board of Trustees, Director and Fiscal Officer wish to formally recognize and thank Linda Cosgrove for her outstanding service as the Administrative Services Coordinator and as a valuable member of the Library’s Management team.

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 Linda Cosgrove their sincere thanks for her conscientious service and wish her every good fortune in all future endeavors; and,

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Be it resolved that Linda Cosgrove 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 twenty-first day of November, 2016.

Roll Call Vote:

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

Agenda

2016-080

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

2016-081

Mr. Fulford moved, seconded by Mrs. Wolcott to approve the minutes of the October 17, 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

None.

Facilities Committee Report – Mr. Fulford

- A. The committee met on November 7, 2016.
- B. Water Damage Repair Project/Insurance Claim and Eichelberger Foundation Grant Opportunity Project Proposals (See Director’s Report.)

Policy Committee Report – Mrs. McMullen

- A. Public Policy Manual Updates (See Director’s Report.)

Nominating Committee Report – Mrs. Wolcott

- A. The committee met on November 7, 2016 and November 17, 2016.
- B. The committee interviewed three Board of Trustee applicants on November 17, 2016. The committee’s decision was unanimous in recommending Randy Honaker and Katie Hill-Gottesman for nomination for appointment to the Board of Trustees.
- C. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2021 Recommend nomination of Mr. Randy Honaker to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the vacant unexpired term through December 31, 2021 (Unexpired term of Kathleen Webb, January 1, 2015 through December 31, 2021).
- D. Board of Trustee Appointment – Term January 1, 2017 Thru December 31, 2023

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Recommend nomination of Mrs. Katie Hill-Gottesman to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the seven year term, January 1, 2017 through December 31, 2023.

2016-082 Mrs. Wolcott moved, seconded by Mr. Fulford to approve the nomination of Mr. Randy Honaker to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the vacant unexpired term through December 31, 2021 (Unexpired term of Kathleen Webb, January 1, 2015 through December 31, 2021) and the nomination of Mrs. Katie Hill-Gottesman to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the seven year term, January 1, 2017 through December 31, 2023.

Roll Call Vote:

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

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on November 2, 2016.
- B. The Foundation Board will be sending an end-of-year reminder letter to garner additional funding support from the community.
- C. The Foundation Board is looking for additional Library projects to fund this year.
- D. The Hodge Group prepared a proposal for a retreat to help develop a culture of philanthropy.

Fiscal Officer’s Report

- A. Fiscal Officer’s Report
- B. Financial Report - October 2016
- C. Contributions/Donations

2016-083 Mr. Lounsbury moved, seconded by Mrs. Wolcott to accept the October 2016 Financial Report and Contributions/Donations.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. McMullen	- aye
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. Updates
 - 1. Staff
 - The Library has two open positions: one full-time Adult Services Librarian and one part-time Youth Services Associate.
 - 2. Technology
 - The Library’s website will be re-designed sometime in early December to allow for an improved patron experience.
 - 3. Facilities
 - Water Fountain Repair – The Library’s insurance will cover expenses and labor for water damage caused by leaking water fountain. Mrs. Hale will get cost quotes for enhancements not covered by insurance, for possible funding by the Library Foundation. The work will take 2-3 weeks and require that the lower level restrooms be closed. The work will be scheduled in January.

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- Eichelberger Foundation Grant Opportunity Project Proposals – Mr. Hale is seeking consultants and prices for three facilities projects, which will be presented for funding consideration in January.
 1. Renovation of front Reading Rooms – Estimated lighting cost is \$75,000, and estimated flooring cost is \$10,000. Mrs. Hale is waiting on a quote for furniture and shelving restoration.
 2. Mysteries seating/conference room – Mrs. Hale is gathering quotes from three sources.
 3. Outdoor Learning/Program space – Mrs. Hale is meeting with a landscape architect on Tuesday, November 22, 2016.
 - Security – After a minor security concern, Mrs. Hale audited exterior lighting. All exterior lights have been repaired or will be repaired soon. Mrs. Hale informed the Board that an additional exterior security camera will cost \$1,233.36. The Board gave verbal support in moving forward with an additional camera. This will be added to the December agenda
 - 4. Services & Programs – The Library completed a free trial of Lynda.com, a leading online learning platform that offers online courses taught by recognized industry experts. The service will provide the community with exceptional opportunities for workforce development, and the Library will start offering the service in early 2017.
 - 5. Promotion – In-house signage is getting updated throughout the building to align with the Library’s Style Guide. The Library is also exploring a niche newsletter for patrons interested in children’s programming, and the next Oakwood Register column will feature a 2016 book buying guide.
- D. Employee Manual Updates
1. Fair Labor Standards Act Classifications
 2. Insurance – Health, Life, Dental
 3. Organizational Chart - Appendixes

2016-084

Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the Employee Manual Updates for Fair Labor Standards Act Classifications, Insurance – Health, Life, Dental, and Organizational Chart - Appendixes.

Roll Call Vote:

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

- E. Public Policy Manual Updates
1. Circulating Mobile Devices (Previously Circulating eReaders)
 2. Device Loan Agreement (Previously eReader Agreement)

2016-085

Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the Public Policy Manual Updates for Circulating Mobile Devices (Previously Circulating eReaders) and Device Loan Agreement (Previously eReader Agreement).

Roll Call Vote:

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

New Business

- A. Library Journal America’s Star Libraries, 2016: Top-Rated Libraries
Mrs. Hale shared highlights of the report, which was published on November 2, 2016. WMPL moved from #51 in its expenditure category in 2015 to #31 in 2016.

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The results are based on 2014 statistics. Next year, Wi-Fi statistics will be included in the ratings.

B. Friends of Library Group

Mrs. Hale and Mrs. Stanley attended a workshop about starting a Friends Group. At the event, they learned about start-up costs, documents needed, and different ways the Groups support their Libraries. Mrs. Hale followed up with Columbus Metro about their 501(c)(4). Mrs. Stanley said she would investigate how to establish a 501(c)(4) with an accountant.

C. Storage Room Options/Renovation

Mr. Fulford, Facilities Committee Chair, prepared and presented, as a discussion starter, options/renovations for the storage room and surrounding area to connect to the outdoors with an outdoor learning space and reading porticos.

D. Section 125 Flexible Fringe Benefits Plan Effective January 1, 2017

2016-086 Mrs. McMullen moved, seconded by Mr. Lounsbury to approve the Section 125 Flexible Fringe Benefits Plan Effective January 1, 2017.

Roll Call Vote:

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

E. Major Expenditures Exceeding \$10,000

State Library of Ohio, Ohio Digital Library - OverDrive Inc. (Digital Content Consortium Collection – 2017 MOU) \$11,040.00

2016-087 Mr. Fulford moved, seconded by Mrs. Deitz to approve the following Major Expenditures Exceeding \$10,000: State Library of Ohio, Ohio Digital Library - OverDrive Inc. (Digital Content Consortium Collection – 2017 MOU) \$11,040.00.

Roll Call Vote:

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

F. Tax Levy – Current Five Year Operating Levy Expires 2016 (Tax Years 2012-2016, Collection Years 2013-2017)

G. Resolution Requesting The Montgomery County Auditor To Certify The Current Assessed Valuation Of The Oakwood City School District, Montgomery County, Ohio And The Amount To Be Generated During The First Year Of Collection Of A Renewal Tax Levy For Current Expenses Of The Wright Memorial Public Library

2016-088 Mr. Lounsbury moved, seconded by Mrs. Deitz to approve the Resolution Requesting The Montgomery County Auditor To Certify The Current Assessed Valuation Of The Oakwood City School District, Montgomery County, Ohio And The Amount To Be Generated During The First Year Of Collection Of A Renewal Tax Levy For Current Expenses Of The Wright Memorial Public Library.

Roll Call Vote:

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

Action Items

A. Group pictures at January 2017 BOT organizational/regular meeting - BOT (Carried Forward)

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- B. Conduct additional research about Friends Groups - Kristi (Carried Forward)
(Ongoing)
- C. Present the names of the recommended appointees for the open BOT positions to the
BOE - Steve
- D. Check on what impact, if any, will be on the WMPL app when the revised website is
loaded - Kristi

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Thursday, December 8, 2016 @ 6:00 p.m. WMPL Meeting Room
- B. BOT Meeting - Monday, December 19, 2016 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Lounsbury moved, seconded by Mrs. McMullen to adjourn the meeting at 7:31 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