

Board of Trustees
Special Meeting Minutes
December 8, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on December 8, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the special meeting to order at 6:03 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mr. Joshua Lounsbury
 Mrs. Delia McMullen (Entered at 6:08 p.m.)
 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
Randale Honaker, Resident & Patron
Jack Pearson, Resident & Patron
Healy Jackson, Library Foundation Trustee
Jill Billman-Royer, Burges & Burges Strategists, Inc.

Public Comment

None.

Staff Comment / Report

None.

Work Session

- A. Community Research Process Results - Burges & Burges Strategists, Inc.
Jill Billman-Royer of Burges & Burges Strategists, Inc. recapped what was learned in the research process and recommendations for a communication plan.
- B. Feasibility Study Results - The Hodge Group
The Board discussed ways that the Burges & Burges Strategists, Inc. and The Hodge Group data informed each other.

New Business

- A. Professional Design Services For Eichelberger Foundation Grant Opportunity
The Board reviewed the three facility project options (study room, historic area renovation, and outdoor learning concept) presented by Mrs. Hale. The Board recommended tabling the outdoor learning concept because it is a lower priority and would require an initial investment with no guarantee of later funding.
- 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

2016-089

Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the 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.

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Roll Call Vote:

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

Upcoming Meeting Dates & Announcements

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

Adjournment

Mrs. McMullen moved, seconded by Mr. Fulford to adjourn the meeting at 8:10 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

Board of Trustees
Regular Meeting Minutes
December 19, 2016

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 19, 2016 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the regular meeting to order at 6:24 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury
 Mrs. Lu Ann Stanley
 Mrs. Melissa Wolcott

Board of Trustees Excused: Mr. Joseph Fulford
 Mrs. Delia McMullen

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

Oath of Office for Newly Appointed Board Trustee - Randale J. Honaker III (Term 12/12/16-12/31/21)

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Randale J. Honaker III as Board of Trustee Member effective December 12, 2016 for the unexpired term of Kathleen Webb, January 1, 2015 through December 31, 2021.

Agenda
2016-090

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

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

Minutes
2016-091

Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the minutes of the November 21, 2016 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

Ms. Jacqui Taylor, Youth Services Coordinator, on behalf of the staff, thanked Mrs. Wolcott for her service to the library on the Board.

Nominating Committee Report – Mrs. Wolcott

A. Slate of Officers 2017

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2016-092 Mrs. Deitz moved, seconded by Mrs. Wolcott to accept the slate of officers for 2017 as recommended by the Nominating Committee:

Joshua Lounsbury, President
Joseph Fulford, Vice-President
Lu Ann Stanley, Secretary

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on December 7, 2016.
- B. The Foundation is looking for 1-2 new Board Members, hoping to find people with either a finance or fundraising background.
- C. The Foundation Board will be contracting The Hodge Group to provide training for both the Foundation Board and Library Board, to help develop a better philanthropic giving campaign and culture of philanthropy.

Fiscal Officer’s Report

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

2016-093 Mr. Lounsbury moved, seconded by Mrs. Deitz to accept the November 2016 Financial Report and Contributions/Donations.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

2016-094 D. Appropriation Transfers
Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the Appropriation Transfers.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

2016-095 E. Estimated Revenue & Annual Appropriations Budget 2017
Mr. Lounsbury moved, seconded by Mrs. Deitz to approve the Estimated Revenue & Annual Appropriations Budget 2017.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates

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1. Staff
 - New Librarian will start on January 2, 2017, and interviews for YS Associate are complete. Staff evaluations were delivered in November.
2. Technology
 - The website re-design debuted on December 2, 2016 and offers users an improved experience.
 - New adjustable monitor stands have been ordered for service points and will be installed in January.
3. Facilities
 - Repairs in the lower level will take place either in January or February. The repairs will likely take at least 1 month, and the lower level restrooms will be inaccessible for part of that time. Mrs. Hale will meet with the contractor next week, and the carpet vendor the first week of January.
 - Mrs. Hale has continued to explore project concepts to present to the Eichelberger Foundation in January. Options for renovation of the lighting in the front reading rooms were discussed.
 - Mrs. Hale received a quote for furniture refinishing of about \$20,000.
4. Security
 - Exterior pole lights have been turned on for improved lighting.
5. Collections, Services & Programs
 - Lynda.com online learning platform will go live as early as this week.
 - Author Harry Haskell will be a guest speaker at Wright Library on March 30, 2017, as part of The Big Read activities.
6. Promotion
 - Style Guide enhancements will be coming soon. The Library's Community Engagement team met with the school's new public relations manager to discuss ways to support one another.
7. Other
 - Mrs. Hale met with Dr. Ramey on December 2, 2016 to discuss long range plans.

New Business

A. Salary/Wage Consideration

2016-096 Mrs. Deitz moved, seconded by Mr. Lounsbury to approve a 2% merit increase (\$12,300 - rounded up to the next \$100) to be allocated by the Director in accordance with the WMPL Performance and Compensation Management System 2007, effective with the first pay in 2017, for all current employees on active payroll as of December 31, 2016, and paid in accordance with the Compensation System 2017 Pay Scale (NA - Director & Fiscal Officer) as recommended by the Finance/Audit Committee.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

B. Compensation System 2017 Pay Scale (No change to salary/pay rates.)

2016-097 Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the Compensation System 2017 Pay Scale. (No change to salary/pay rates.)

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

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2016-098 C. Insurance Claim Lower Level Restoration Project
 Mrs. Wolcott moved, seconded by Mr. Lounsbury to approve the Insurance Claim Lower Level Restoration Project. In addition, should the project costs exceed the 5% contingency allowance, as a result of requiring more extensive remediation and reconstruction work, the project may proceed only if the additional costs are covered by the insurance claim, with subsequent approval by the Board of Trustees.

Amount	Vendor	Description	Funding Source
3,634.59	DryPatrol	Water Damage Remediation	Insurance Claim (Direct Payment)
12,244.04	DryPatrol	Water Damage Reconstruction	Insurance Claim
23,796.00	Library Design Associates, Inc.	Carpet Flooring & Relocating Furniture, Shelving, Etc.	Insurance Claim
1,984.00		Contingency Allowance (Est. 5%)	Insurance Claim
41,658.63	Total		

Roll Call Vote:

Mrs. Deitz - aye Mrs. Stanley - aye
 Mr. Honaker - aye Mrs. Wolcott - aye
 Mr. Lounsbury - aye

2016-099 D. Lower Level Maintenance/Additional Repair Project
 Mr. Lounsbury moved, seconded by Mrs. Wolcott to approve the Lower Level Maintenance/Additional Repair Project.

Amount	Vendor	Description	Funding Source
17,948.00	Library Design Associates, Inc.	Carpet Flooring & Relocating Furniture, Shelving, Etc.	WMPL Foundation \$18,000
1,382.02	DryPatrol	Men's Restroom Partitions Replacement	Capital Projects Fund
1,165.10	DryPatrol / Electric Werkes	Electrical Outlet Additions - Young Adult Area	WMPL Foundation
1,401.71	Schott Plumbing, Inc.	Drinking Fountain Replacement (Elkay)	WMPL Foundation
2,100.00	Sanner Painting Company, Inc.	Painting - A/V and Staff Areas	Capital Projects Fund
1,200.00		Contingency Allowance (Est. 5%)	Capital Projects Fund
25,196.83	Total		

Roll Call Vote:

Mrs. Deitz - aye Mrs. Stanley - aye
 Mr. Honaker - aye Mrs. Wolcott - aye
 Mr. Lounsbury - aye

2016-100 E. Outdoor Security Camera & Camera Modification - Midwest Security Services
 \$1,225.61 (Capital Projects Fund)
 Mr. Lounsbury moved, seconded by Mrs. Deitz to approve the Outdoor Security Camera & Camera Modification - Midwest Security Services \$1,225.61 (Capital Projects Fund).

Roll Call Vote:

Mrs. Deitz - aye Mrs. Stanley - aye
 Mr. Honaker - aye Mrs. Wolcott - aye
 Mr. Lounsbury - aye

2016-101 F. Annual Organizational Meeting Date/Time
 Mr. Lounsbury moved, seconded by Mrs. Wolcott to set the date and time of the Board of Trustees Annual Organizational Meeting for January 23, 2017 at 6:00 p.m. in the Library Meeting Room.

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Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

- 2016-102** G. Board of Trustee Resignation – Mrs. Delia McMullen Effective December 31, 2016
Mr. Lounsbury moved, seconded by Mrs. Wolcott to accept the resignation of Board of Trustee Delia McMullen effective December 31, 2016.

Roll Call Vote:

Mrs. Deitz	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye	Mrs. Wolcott	- aye
Mr. Lounsbury	- aye		

Records Commission

In accordance with Ohio Revised Code Section 149.411, Library Records Commission, Wright Memorial Public Library’s Records Commission consist of the members of the board of library trustees and the Fiscal Officer. The president of the library board shall serve as chair of the commission. The commission shall meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Ohio Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule.

- A. Records Commission Meeting
 - 1. December 21, 2015
 - a. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)
- B. Records Retention
 - 1. Review of Records Retention Schedule (RC-2)
 - 2. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)

Action Items

- A. Group pictures at March 2017 BOT regular meeting - BOT (Carried Forward)
- B. Check into requirements for IRS 501 (c) (4) tax exempt status organizations (Friends Group) - Lu Ann

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, January 23, 2017 @ 6:00 p.m. WMPL Meeting Room (Annual Organizational Meeting)
- B. BOT Meeting - Monday, January 23, 2017 @ 6:00 p.m. WMPL Meeting Room (Regular Monthly Meeting)

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Adjournment

Mrs. Wolcott moved, seconded by Mr. Lounsbury to adjourn the meeting at 8:15 p.m.

Roll Call Vote:

Mrs. Deitz - aye

Mr. Honaker - aye

Mr. Lounsbury - aye

Mrs. Stanley - aye

Mrs. Wolcott - aye

Respectfully submitted,

Melissa Wolcott, Secretary

Lu Ann Stanley, President