

**Board of Trustees**  
Organizational Meeting Minutes  
January 23, 2017

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in special session for the annual organizational meeting on January 23, 2017 at the Wright Memorial Public Library meeting room. President Lu Ann Stanley called the special meeting to order at 6:06 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
  Mr. Joseph Fulford  
  Mrs. Katie Hill-Gottesman  
  Mr. Randal J. Honaker III (Entered at 6:11 p.m.)  
  Mr. Joshua Lounsbury  
  Mrs. Lu Ann Stanley

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  
      Mrs. Elizabeth Schmidt, Adult Services Librarian

**Oath of Office for Newly Appointed Board Trustee - Katie Hill-Gottesman (Term 1/1/17-12/31/23)**

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mrs. Katie Hill-Gottesman as Board of Trustee Member for the term January 1, 2017 through December 31, 2023.

**Reorganization of the Board - Election and Oath of Office for Officers 2017**

A.           President of the Board  
**2017-001**   Mrs. Hill-Gottesman moved to nominate and elect Joshua Lounsbury as President of the Board of Trustees. Mrs. Deitz seconded the motion.  
              There were no further nominations from the floor.

Roll Call Vote:  
Mrs. Deitz                           - aye                           Mr. Honaker                   - aye  
Mr. Fulford                       - aye                           Mr. Lounsbury               - aye  
Mrs. Hill-Gottesman           - aye                           Mrs. Stanley                 - aye

B.           Vice-President of the Board  
**2017-002**   Mrs. Deitz moved to nominate and elect Joseph Fulford as Vice-President of the Board of Trustees. Mr. Lounsbury seconded the motion.  
              There were no further nominations from the floor.

Roll Call Vote:  
Mrs. Deitz                           - aye                           Mr. Honaker                   - aye  
Mr. Fulford                       - aye                           Mr. Lounsbury               - aye  
Mrs. Hill-Gottesman           - aye                           Mrs. Stanley                 - aye

C.           Secretary of the Board  
**2017-003**   Mr. Lounsbury moved to nominate and elect Lu Ann Stanley as Secretary of the Board of Trustees. Mrs. Deitz seconded the motion.  
              There were no further nominations from the floor.

**Board of Trustees**

**Organizational Meeting Minutes**

January 23, 2017

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

D. Oath of Office for Newly Elected Officers

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Joshua Lounsbury as President, Mr. Joseph Fulford as Vice-President, and Mrs. Lu Ann Stanley as Secretary.

E. Newly Elected President's Comments

President Joshua Lounsbury, on behalf of the entire Board, thanked Past President Lu Ann Stanley for leading us for an extended period of tumultuous times at the library with the levy on the ballot, two new directors, and new fiscal officer. Those were tough times to be at the helm and we really do appreciate everything you do and continue to do for the Library.

**Appointment and Oath of Office for Fiscal Officer**

**2017-004**

Mrs. Stanley moved, seconded by Mrs. Deitz, to appoint Steve Maag as Fiscal Officer for 2017 and until the annual organizational meeting in 2018.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Steve Maag as Fiscal Officer.

**Agenda**

**2017-005**

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

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Public Comment**

None.

**Staff Comment / Report**

None.

**Board Committee Appointments and Assignments 2017**

**2017-006**

Mrs. Stanley moved, seconded by Mrs. Deitz, to approve the Board Committee Appointments and Assignments for 2017 and until the annual organizational meeting in 2018 for the Standing Committees and Special, Ad Hoc, or Temporary Committees.

**Standing Committees:**

A. Facilities Committee  
Joseph Fulford, Chair; Linda Deitz; Lu Ann Stanley

B. Finance/Audit Committee

**Board of Trustees**

**Organizational Meeting Minutes**

January 23, 2017

Linda Deitz, Chair; Joseph Fulford; Randale J. Honaker III

- C. Nominating Committee  
Joshua Lounsbury, Interim Chair; Vacant Trustee Position-New Trustee TBD, Chair;  
Linda Deitz; Randale J. Honaker III
- D. Personnel Committee  
Randale J. Honaker III, Chair; Katie Hill-Gottesman; Joshua Lounsbury
- E. Policy Committee  
Joshua Lounsbury, Chair; Joseph Fulford; Vacant Trustee Position-New Trustee  
TBD

**Special, Ad Hoc, or Temporary Committees:**

- F. Levy Communications Committee  
Lu Ann Stanley, Chair; Katie Hill-Gottesman; Vacant Trustee Position-New Trustee  
TBD
- G. Strategic Planning Committee  
Katie Hill-Gottesman, Chair; Joseph Fulford; Lu Ann Stanley

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye	Mrs. Stanley	- aye

**Liaison Appointments:**

- H. Wright Memorial Public Library Foundation Liaison  
Lu Ann Stanley

**2017-007**

Mr. Fulford moved, seconded by Mrs. Deitz, to approve the appointment of Lu Ann Stanley as the Wright Memorial Public Library Foundation Liaison for 2017 and until the annual organizational meeting in 2018.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye	Mrs. Stanley	- aye

- I. Wright Memorial Public Library Advisory Council Liaison  
Joshua Lounsbury

**2017-008**

Mrs. Deitz moved, seconded by Mrs. Hill-Gottesman, to approve the appointment of Joshua Lounsbury as the Wright Memorial Public Library Advisory Council Liaison for 2017 and until the annual organizational meeting in 2018.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye	Mrs. Stanley	- aye

**Fiscal Officer Resolutions**

- A. Resolution Authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from the Montgomery County Auditor during 2017 and until the 2018 Organizational Meeting

**Board of Trustees**

**Organizational Meeting Minutes**

January 23, 2017

**2017-009** Mr. Fulford moved, seconded by Mrs. Hill-Gottesman to approve the resolution authorizing the Fiscal Officer to request and secure local property tax advances from the Montgomery County Auditor during 2017 and until the 2018 Organizational Meeting.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

B. Resolution Authorizing the Fiscal Officer to invest funds during the year with proceeds distributed, as authorized by the Ohio Revised Code 135, to the General Fund

**2017-010** Mrs. Hill-Gottesman moved, seconded by Mrs. Deitz to approve the resolution authorizing the Fiscal Officer to invest funds during the year with proceeds distributed, as authorized by the Ohio Revised Code 135, to the General Fund.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

C. Resolution Authorizing the Fiscal Officer to make necessary Appropriation Transfers and Fund-to-Fund Transfers/Advances during 2017 and report to the Board the following month for approval until the 2018 Organizational Meeting

**2017-011** Mrs. Stanley moved, seconded by Mr. Fulford to approve the resolution authorizing the Fiscal Officer to make necessary Appropriation Transfers and Fund-to-Fund Transfers/Advances during 2017 and report to the Board the following month for approval until the 2018 Organizational Meeting.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Library Calendar Closings for the period of January 2017 until the 2018 Organizational Meeting**

**2017-012** Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to approve the Library calendar closings for the period of January 2017 until the 2018 organizational meeting.

1. Easter Sunday – Sunday, April 16, 2017
2. Memorial Day – Monday, May 29, 2017
3. Independence Day – Tuesday, July 4, 2017
4. Labor Day – Monday, September 4, 2017
5. Columbus Day – Monday, October 9, 2017
6. Thanksgiving Day – Thursday, November 23, 2017
7. Christmas Eve – Sunday, December 24, 2017
8. Christmas Day – Monday, December 25, 2017
9. New Year’s Eve – Sunday, December 31, 2017
10. New Year’s Day – Monday, January 1, 2018
11. Martin Luther King, Jr. Day – Monday, January 15, 2018

**Board of Trustees**

**Organizational Meeting Minutes**

January 23, 2017

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Date and Time for Board of Trustees Regular Meetings**

**2017-013**

Mrs. Deitz moved, seconded by Mrs. Hill-Gottesman to set the date and time of the Board of Trustees Regular meetings as the third Monday of each month at 6:00 p.m. except for January 2018 (January 22, 2018).

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, February 20, 2017 @ 6:00 p.m. WMPL Meeting Room
- B. BOT Meeting - Saturday, March 4, 2017 @ 9:00 a.m. WMPL Meeting Room
- C. Current Expense Renewal Operating Levy Election - Tuesday, May 2, 2017

**Adjournment**

Mr. Fulford moved, seconded by Mrs. Stanley to adjourn the meeting at 6:26 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

Respectfully submitted,

---

Lu Ann Stanley, Secretary

---

Joshua Lounsbury, President

**Board of Trustees**  
Regular Meeting Minutes  
January 23, 2017

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on January 23, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:26 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
  Mr. Joseph Fulford  
  Mrs. Katie Hill-Gottesman  
  Mr. Randale J. Honaker III  
  Mr. Joshua Lounsbury  
  Mrs. Lu Ann Stanley

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  
  Mrs. Elizabeth Schmidt, Adult Services Librarian

**Delia McMullen, Board of Trustee Recognition Resolution**

**2017-014**       Mrs. Deitz moved, seconded by Mrs. Stanley to approve following resolution recognizing Delia McMullen, Board of Trustee for the Wright Memorial Public Library, for her service.

Resolution of the Board of Trustees of  
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Delia McMullen served on the Board of Trustees of Wright Memorial Public Library from February 2013 to December 2016; and,

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

Whereas, Delia McMullen brought new and innovative ideas to the Board; was instrumental in exploring the feasibility of updating the library facilities; assisted in the development of Library policies; supported the Library's brand development and style guide; encouraged a spirit of teamwork and camaraderie; and worked to improve the library in countless ways.

Now, therefore, the Board of Trustees, Director and Fiscal Officer wish to formally recognize and thank Delia McMullen for her outstanding service as Chair of the Policy Committee, and as a member of the Strategic Planning Committee and Branding/Marketing Committee.

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

**Board of Trustees**  
Regular Meeting Minutes  
January 23, 2017

Be it resolved that Delia McMullen 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-third day of January 2017.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Melissa Wolcott, Board of Trustee Recognition Resolution**

**2017-015**

Mr. Fulford moved, seconded by Mrs. Hill-Gottesman to approve following resolution recognizing Melissa Wolcott, Board of Trustee for the Wright Memorial Public Library, for her service.

Resolution of the Board of Trustees of  
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Melissa Wolcott served on the Board of Trustees of Wright Memorial Public Library from August 2011 to December 2016; and,

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

Whereas, Melissa Wolcott brought new and innovative ideas to the Board; was instrumental in exploring the feasibility of updating the library facilities; assisted in the selection of two Directors and a Fiscal Officer; encouraged a spirit of teamwork and camaraderie; and worked to improve the library in countless ways.

Now, therefore, the Board of Trustees, Director and Fiscal Officer wish to formally recognize and thank Melissa Wolcott for her outstanding service as Chair of the Nominating Committee, and as a member of the Personnel Committee and Facilities Committee.

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

Be it resolved that Melissa Wolcott 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-third day of January 2017

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Agenda**

**2017-016**

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

**Board of Trustees**  
Regular Meeting Minutes  
January 23, 2017

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Minutes**

**2017-017**

Mrs. Hill-Gottesmam moved, seconded by Mrs. Stanley to approve the minutes of the December 8, 2016 Special Meeting.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Minutes**

**2017-018**

Mr. Fulford moved, seconded by Mr. Honaker to approve the minutes of the December 19, 2016 Regular Meeting.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Public Comment**

None.

**Staff Comment / Report**

Mrs. Elizabeth Schmidt, Adult Services Librarian, presented library meeting room promotional videos prepared by the Adult Services Department.

**Nominating Committee Report – Mr. Lounsbury**

- A. Delia McMullen's Resignation - Vacant Unexpired Term Thru December 31, 2019
- B. A Doodle pool has been sent out to schedule a meeting to review the Trustee applications which are due Friday, January 27, 2017 at 9:00 p.m.

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

- A. The Library Foundation Board met on January 4, 2017.
- B. Mrs. Hale reported that the end-of-year letter campaign was successful and resulted in additional donations, with total 2016 campaign contributions of \$20,822.
- C. The Foundation approved a Library grant request to renew a WYSO Book Nook Sponsorship.
- D. The Foundation Board is still searching for 1-2 additional Foundation Board Members, hoping to find people with either a finance or fundraising background.

**Fiscal Officer's Report**

**2017-019**

A. Contributions/Donations

Mr. Fulford moved, seconded by Mrs. Stanley to accept the December 2016 Contributions/Donations.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye



**Board of Trustees**  
Regular Meeting Minutes  
January 23, 2017

**Director’s Report**

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

Mrs. Hale reviewed 2016 statistics, staffing changes, and facility repairs, including sewer and sump pump repair, outdoor lighting maintenance, and schedule for lower-level water damage repairs. Mrs. Hale announced debut of new service, Lynda.com, an upcoming OLC New Trustee Workshop on March 25, 2017, an OLC Advocacy webinar on January 26, 2017, and new and upcoming promotional events.

**New Business**

- A. Facilities Master Plan Strategic Planning  
Discussed next steps in facilities planning. The Board wishes to wait on taking next steps until after the Board Retreat with The Hodge Group and the Library Foundation on March 4, 2017. The Board requested that Mrs. Hale contact the State Library of Ohio to seek assistance with a Strategic Plan.
- B. Community Communications Plan  
Discussed using the Library’s Annual Report as a vehicle for disseminating information gained from the Research Process.
- C. HVAC Systems Planning Costs  
Mr. Fulford reviewed a quantitative assessment report requested from Carrier Corporation of all the Library’s HVAC equipment, including age, condition, efficiency, and cost to replace, as well as ranking to replace. The efficiency ratings are on the low end of the scale. The library does have older equipment and is using more energy.
- D. Jack W. and Sally D. Eichelberger Foundation Grant Award  
Mrs. Hale shared details of her presentation to the Eichelberger Foundation of January 12, 2017, and that the Eichelberger Foundation wishes to fund both of the presented projects for a total of \$250,000. The funds will be disbursed after the Library has established a timeline for the project. Mrs. Hale will keep in touch with the Dayton Foundation monthly until that timeline has been established. The Board asked Mrs. Hale to get quotes from three architects for Architecture and Engineering fees for the planned projects.

**Executive Session**

**2017-020** Mrs. Stanley moved, seconded by Mrs. Deitz to enter into Executive Session at 7:51 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:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**2017-021** Mrs. Deitz moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 8:46 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

**Board of Trustees**  
Regular Meeting Minutes  
January 23, 2017

**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 (Carried Forward)
- C. Contact the State Library of Ohio regarding Strategic Planning - Kristi
- D. Request additional A/E quotes from LWC Incorporated and Ruetschle Architects Inc. for the Jack W. and Sally D. Eichelberger Foundation Grant project proposals for the February 20, 2017 BOT meeting - Kristi

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, February 20, 2017 @ 6:00 p.m. WMPL Meeting Room
- B. BOT Meeting - Saturday, March 4, 2017 @ 9:00 a.m. WMPL Meeting Room
- C. Current Expense Renewal Operating Levy Election - Tuesday, May 2, 2017

**Adjournment**

Mrs. Deitz moved, seconded by Mrs. Hill-Gottesman to adjourn the meeting at 8:48 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesmam	- aye	Mrs. Stanley	- aye

Respectfully submitted,

---

Lu Ann Stanley, Secretary

---

Joshua Lounsbury, President