

Board of Trustees
Regular Meeting Minutes
February 20, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on February 20, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:05 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mr. Joshua Lounsbury
 Mrs. Lu Ann Stanley

Board of Trustees Excused: Mrs. Katie Hill-Gottesman
 Mr. Randal J. Honaker III
 Vacant Position

A quorum was declared with four members present.

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

Agenda
2017-022

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

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

Minutes
2017-023

Mrs. Stanley moved, seconded by Mr. Fulford to approve the minutes of the January 23, 2017 Organizational and Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Facilities Committee Report – Mr. Fulford

A. Mr. Fulford commended Ms. Hale for having the sump pumps replaced ahead of the Lower Level Restoration and Maintenance/Additional Repair Projects.

Nominating Committee Report – Mr. Lounsbury

- A. The committee met on January 31, 2017 and February 9, 2017 to review Board of Trustee resumes and interview candidates.
- B. The committee interviewed three Board of Trustee applicants on February 9, 2017. The committee’s decision was unanimous in recommending Emma MacGuidwin for nomination for appointment to the Board of Trustees.

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- C. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2019
Recommend nomination of Ms. Emma MacGuidwin to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the vacant unexpired term through December 31, 2019 (Unexpired term of Delia McMullen, January 2013 through December 2019).

2017-024 Mrs. Deitz moved, seconded by Mr. Fulford to approve the nomination of Ms. Emma MacGuidwin to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the vacant unexpired term through December 31, 2019 (Unexpired term of Delia McMullen, January 2013 through December 2019).

Roll Call Vote:

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

Personnel Committee Report – Mr. Honaker

- A. A Doodle poll will be sent out to schedule a meeting.

Levy Communications Committee Report – Mrs. Stanley

- A. A Doodle poll has been sent out to schedule a meeting.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on February 1, 2017.
- B. Mrs. Stanley reported that 2016 Foundation donations were up 14% over 2015, with a total of \$22,192. The Foundation Board has selected two new Board Members, Mark Harman and Kirk Johnsen. With these two additions, the Foundation Board has a full slate of members.

Fiscal Officer’s Report

- A. Financial Report - December 2016 & Fiscal Year 2016
- B. Annual Financial Report 2016
- C. Financial Report - January 2017

2017-025 Mrs. Stanley moved, seconded by Mr. Fulford to accept the December 2016 & Fiscal Year 2016 Financial Reports, Annual Financial Report 2016, and January 2017 Financial Report.

Roll Call Vote:

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

- D. Contributions/Donations

2017-026 Mrs. Stanley moved, seconded by Mr. Fulford to accept the January 2017 Contributions/Donations.

Roll Call Vote:

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

- E. ORC 5705.41(D) Purchase Order Certification (Then and Now)

2017-027 Mrs. Stanley moved, seconded by Mrs. Deitz to approve ORC 5705.41(D) Purchase Order Certification (Then and Now).

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Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Staff
 - Ms. Hale shared timeline for filling the open Technical Services Coordinator position.
 - 2. Facilities
 - The sump pumps were replaced, and lower level renovations are scheduled for April 3, 2017 – May 12, 2017. Young Adult materials will be in the Meeting Room during the April Board of Trustee Meeting but this should not impact the meeting’s location. The renovation should be completed prior to the May Board of Trustee Meeting.
 - Ms. Hale shared that the Library’s roof over the 1972 and 1980 additions will need to be replaced in the next 4-7 years, with an anticipated cost of \$50,000 - \$100,000. Combined with anticipated HVAC replacement costs, the library can anticipate \$221,000 - \$271,000 in major repairs in the next 5-10 years.
 - The library is undergoing an energy audit at no cost through a DP&L rebate and Dayton Chamber of Commerce initiative.
 - 3. Collections, Services & Programs
 - Expansion of ILL services has been delayed due to unanticipated rising vendor costs.
 - Wright Library will be hosting the area’s largest Big Read event with author Harry Haskell on March 30, 2017, and there are tentative plans to hold a celebration of Wilbur Wright’s 150th birthday on April 15, 2017.
 - 4. Other Updates
 - Work is underway for the Annual Report to the community, as well as other mechanisms for communicating with the community.
 - The Oakwood Register mistakenly listed the Library as a deposit location for children’s shoes, so Ms. Hale will collect them in her office.
 - The Library has a collage about Dreams on display from the Dayton Society of Artists.

New Business

- A. Strategic Planning

Ms. Hale shared an overview of the Strategic Planning for Results process. Ms. Hale will arrange for a representative from the State Library of Ohio to conduct a Board Facilitation at the March or April Board of Trustee Meeting.
- B. Jack W. and Sally D. Eichelberger Foundation Grant Award & Agreement

Mrs. Stanley moved, seconded by Mr. Fulford to approve The Jack W. and Sally D. Eichelberger Foundation Grant Award and Agreement, pending clarification on "tax exempt status" and removal of language from the agreement about 501(c)(3) status.

2017-028

Roll Call Vote:

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

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- C. Architectural/Engineering Services Proposals - Eichelberger Grant Project Proposals from HBM, LWC and Ruetschle were shared with the Board. The Board referred analysis of the proposals to the Facilities Committee, which will make a recommendation at the March Board of Trustee Meeting.

Executive Session

2017-029

Mrs. Stanley moved, seconded by Mr. Fulford to enter into Executive Session at 7:14 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. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye

2017-030

Mrs. Deitz moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 7:51 p.m.

Roll Call Vote:

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

Action Items

Prior Meeting:

- A. Check into requirements for IRS 501(c)(4) tax exempt status organizations (Friends Group) - Lu Ann
 - Belinda Burns, CPA, JD. Specializes in tax exempt entities. Will be available to meet with the Board in late May/June. The Library may be able to incorporate the Friends Group as a 501(c)(4) entity but Lynn will provide a cost/benefit analysis.

Current Meeting:

- A. Group pictures at March 2017 BOT regular meeting - BOT (Carried Forward)
- B. Review Eichelberger Gift Agreement with Diane Timmons for clarification on "tax exempt status" paragraph - Kristi
- C. Attend Oakwood Rotary April 14th meeting to discuss Operating Levy Renewal on May 2, 2017 ballot - BOT
- D. Contact Attorney Belinda Burns in May, 2017 to discuss the pros/cons of establishing a 501(c)(4) entity with the goal of forming a Friends group - Lu Ann
- E. Schedule a Facilities Committee Meeting to discuss the proposals submitted by HBM, LWC and Ruetschle for design of both a refurbished/updated Historic Reading Rooms/Entry/Circulation area and a small meeting room - Joe
- F. Contact former Trustee Kathy Webb to request Personnel Committee records - Josh
- G. Attend March 4, 2017 retreat with the Hodge Group, Library Board and Foundation Board members - BOT
- H. Initiate annual personnel reviews for Director and Fiscal Officer - Randy
- I. Schedule Levy Communications Committee Meeting - Lu Ann
- J. Arrange for a representative from the State Library of Ohio to conduct a Board Facilitation at the March or April Board of Trustee Meeting - Kristi

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Upcoming Meeting Dates & Announcements

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

Adjournment

Mrs. Deitz moved, seconded by Mr. Fulford to adjourn the meeting at 7:52 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President