

Board of Trustees
Special Meeting Minutes
March 4, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on March 4, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the special meeting to order at 9:10 a.m.

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

Board of Trustees Excused: Mr. Randale J. Honaker III
 Vacant Position

A quorum was declared with five members present.

Others in Attendance:

- Ms. Kristi Hale, Director
- Mr. Steve Maag, Fiscal Officer
- Mrs. Kate Chesar, Community Engagement Specialist
- Ms. Emma MacGuidwin, Board of Trustee Nominated for Appointment
- Library Foundation Trustees (Ann Marquis, Julie Teeters, Debbie Gorman, Amy Deal, Susan Elliott, Healy Jackson, Mark Harman, and Kirk Johnsen)
- Russell L. Hodge III, The Hodge Group
- Kim Horton, The Hodge Group

Public Comment

None.

Staff Comment / Report

None.

Board Retreat with WMPL Foundation Board of Trustees

- A. Philanthropic Strategy - The Hodge Group
The Hodge Group provided training to both Boards on cultivation strategies, developing a campaign calendar, tips for building success, and solicitor training.

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, March 20, 2017 @ 6:00 p.m. WMPL Meeting Room
- B. BOT Meeting - Monday, April 17, 2017 @ 6:00 p.m. WMPL Meeting Room
- C. Current Expense Renewal Operating Levy Election - Tuesday, May 2, 2017

Adjournment

Mr. Fulford moved, seconded by Mrs. Hill-Gottesman to adjourn the meeting at 12:47 p.m.

Roll Call Vote:

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

Board of Trustees

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Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President

Board of Trustees
Regular Meeting Minutes
March 20, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on March 20, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:08 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mrs. Katie Hill-Gottesman (Entered at 6:30 p.m.)
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury
 Ms. Emma MacGuidwin
 Mrs. Lu Ann Stanley

A quorum was declared with all members present.

Others in Attendance:
 Ms. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer
 Ms. Jacqui Taylor, Youth Services Coordinator
 Missy Lodge, State Library of Ohio Associate State Librarian for Library Devel.

Oath of Office for Newly Appointed Board Trustee - Emma MacGuidwin (Term 3/13/17-12/31/19)

Mrs. Kristi Hale, notary public, administered the Oath of Office to Ms. Emma MacGuidwin as Board of Trustee Member effective March 13, 2017 for the unexpired term of Delia McMullen, January 1, 2013 through December 31, 2019.

Agenda

2017-031

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

Roll Call Vote:

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

Minutes

2017-032

Mr. Fulford moved, seconded by Mrs. Stanley to approve the minutes of the February 20, 2017 Regular Meeting.

Roll Call Vote:

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

Public Comment

None.

Staff Comment / Report

None.

Strategic Planning Presentation - Missy Lodge, State Library of Ohio

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Missy Lodge, State Library of Ohio consultant, presented the Board with information and guidance on developing a strong Vision, Mission, Values, and Strategic Plan, using community data and the Strategic Planning for Results model.

Board Committee Assignments (New Board Member & Changes)

2017-033

Mrs. Deitz moved, seconded by Mrs. Stanley, to approve the Board Committee Assignments (New Board Member & Changes).

- A. Emma MacGuidwin (January 23, 2017 Organizational Meeting Committee Assignments)
 - 1. Nominating Committee Chair
 - 2. Policy Committee Member
 - 3. Levy Communications Committee Member
- B. Finance Committee Changes
 - 1. Joseph Fulford - Remove Member
 - 2. Joshua Lounsbury - Add Member

Roll Call Vote:

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

Facilities Committee Report – Mr. Fulford

- A. The committee met on March 2, 2017 to review the architectural/engineering services proposals for the Eichelberger Grant Project from HBM, LWC and Ruetschle.
- B. Mr. Fulford stated the proposals were evaluated using a best value scoring matrix with cost, deliverables, confidence, and meeting support as criteria. LWC ranked as #1, therefore, the committee recommends to the Board approval of the LWC Incorporated architectural/engineering services fee proposal for the Eichelberger Foundation Grant Project.

Personnel Committee Report – Mr. Honaker

- A. The committee met on February 27, 2017.
- B. Staff evaluation and self-evaluation forms for the Director and Fiscal Officer were distributed.
- C. The Board of Trustees are to complete evaluations for the Director and Fiscal Officer and return the Director's evaluations to the Personnel Committee Chair and the Fiscal Officer's evaluations to the Finance/Audit Committee Chair.

Levy Communications Committee Report – Mrs. Stanley

- A. The committee met on March 2 and March 7, 2017.
- B. Mrs. Stanley stated the committee reviewed prior operating levy communications and strategies and discussed communications planning and strategy for the May 2, 2017 operating levy renewal.
- C. Mrs. Hale will be scheduling a Library Advisory Council meeting for April 8th, an in-library community information session for April 15th, and an in-library display. Mrs. Hale also stated that levy presentations will be made to the Oakwood City Council on April 3rd and the Oakwood Rotary on April 14th.

Strategic Planning Committee – Mrs. Hill-Gottesman

- A. Missy Lodge from the State Library of Ohio presented information on strategic planning earlier in the meeting.

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Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on March 4, 2017 with the Library Board of Trustees for a joint work session to discuss philanthropic strategy.
- B. The Library Foundation Board’s next meeting is scheduled for March 22, 2017.

Library Advisory Council Liaison Report – Mr. Lounsbury

- A. A Library Advisory Council meeting will be scheduled for April 8, 2017.

Fiscal Officer’s Report

- A. Financial Report - February 2017
- B. Contributions/Donations
- C. ORC 5705.41(D) Purchase Order Certification (Then and Now)

2017-034 Mr. Fulford moved, seconded by Mrs. Stanley to accept the February 2017 Financial Report, February 2017 Contributions/Donations, and ORC 5705.41(D) Purchase Order Certification (Then and Now).

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Staff
 - A new Technical Services Coordinator has been hired.
 - 2. Facilities
 - Mrs. Hale is getting quotes to refinish and repair the exterior doors. Mrs. Hale received a request to purchase a piano for the Library. After discussion, the Board and Mrs. Hale decided to test the public’s interest in providing quiet music before investing in an instrument.
 - 3. Collections, Services & Programs
 - Mrs. Hale announced that Wright Library will be the recipient of an LSTA Summer Reading Program grant for \$1,200.
 - 4. Other Updates
 - Mrs. Hale shared information about proposed state funding cuts to Libraries and proposed cuts to the federal budget that will impact Wright Library. She is waiting further instruction from the State Library of Ohio and the Ohio Library Council.

New Business

- A. Lower Level Maintenance/Additional Repair Project - Increase
SSI, Workstations Move-Disconnect & Reconnect, \$1,496 (Capital Projects Fund)
Revised Project Total \$26,692.83 (Includes Initial Contingency Allowance Est. 5% = \$1,200)

2017-035 Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to approve the Lower Level Maintenance/Additional Repair Project increase. SSI, Workstations move-disconnect & reconnect, \$1,496 (Capital Projects Fund). Revised project total \$26,692.83 (includes initial contingency allowance est. 5% = \$1,200).

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Roll Call Vote:

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

2017-036 B. Jack W. and Sally D. Eichelberger Foundation Grant Award & Agreement
Mrs. Deitz moved, seconded by Ms. MacGuidwin to approve The Jack W. and Sally D. Eichelberger Foundation Grant Award and Agreement.

Roll Call Vote:

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

2017-037 C. LWC Incorporated Architectural/Engineering Services Fee Proposal - Eichelberger Foundation Grant Project
Mrs. Deitz moved, seconded by Mr. Fulford to approve the LWC Incorporated Architectural/Engineering Services Fee Proposal - Eichelberger Foundation Grant Project, as recommended by the Facilities Committee.

Roll Call Vote:

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

D. Rebecca Roess
Mrs. Roess recently passed away on Saturday, March 18, 2017. Mrs. Roess was a great supporter of Wright Library and a role model for all of us. She will always be remembered for her professionalism, poise, and willingness to share her time and knowledge. Mrs. Roess was an active member of the Wright Memorial Public Library Foundation and served on the Wright Memorial Public Library Board of Trustees from 2002 through 2006.

Executive Session

2017-038 Mr. Honaker moved, seconded by Mr. Fulford to enter into Executive Session at 7:36 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	Ms. MacGuidwin	- aye
Mrs. Hill-Gottesman	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

2017-039 Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 8:05 p.m.

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Roll Call Vote:

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

Action Items

Current Meeting:

- A. Attend Oakwood Rotary Meeting on April 14th to discuss the Operating Levy Renewal on May 2, 2017 ballot - BOT (Carried Forward)
- B. 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 (Carried Forward)
- C. Personnel evaluation forms, delivered to Board members on 3/20/2017, must be completed and returned no later than April 3, 2017. Evaluations of the CFO should be returned to Linda Deitz. Evaluations of the Director should be returned to Randy Honaker. Mrs. Deitz and Mr. Honaker will schedule Finance and Personnel Committee meetings to review the evaluations in executive session. - BOT
- D. Attend Oakwood City Council Work Session on April 3rd at 6:30 p.m. in Council Chambers to discuss the Operating Levy Renewal on May 2, 2017 ballot - Lu Ann
- E. Purchase flowers in memory of Becky Roess for the memorial service scheduled on March 23rd at David's United Church of Christ. Members of the Board individually donated funds to purchase the floral tribute. - Kristi

Upcoming Meeting Dates & Announcements

- A. Oakwood City Council Work Session - Monday, April 3, 2017 @ 6:30 p.m. Oakwood City Hall (Operating Levy Renewal Presentation)
- B. Oakwood Rotary - Friday, April 14, 2017 @ 7:00 a.m. Dayton Country Club (Operating Levy Renewal Presentation)
- C. Operating Levy Renewal Community Information Session - Saturday, April 15, 2017 @ 9:00 a.m. WMPL Front Reading Room
- D. BOT Meeting - Monday, April 17, 2017 @ 6:00 p.m. WMPL Meeting Room
- E. Current Expense Renewal Operating Levy Election - Tuesday, May 2, 2017

Adjournment

Ms. MacGuidwin moved, seconded by Mrs. Deitz to adjourn the meeting at 8:06 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President