

Board of Trustees
Regular Meeting Minutes
April 17, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on April 17, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:00 p.m.

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

Board of Trustees Unexcused: Mr. Randale J. Honaker III

A quorum was declared with six members present.

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

Agenda
2017-040

Mr. Fulford 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

Minutes
2017-041

Mrs. Hill-Gottesman moved, seconded by Mr. Fulford to approve the minutes of the March 4, 2017 Special Meeting and March 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

Public Comment

None.

Staff Comment / Report

None.

Personnel Committee Report – Mr. Honaker

A. Mr. Lounsbury stated that a joint Personnel and Finance/Audit Committee meeting needs to be scheduled to address the evaluations of the Director and Fiscal Officer.

Levy Communications Committee Report – Mrs. Stanley

A. Mrs. Hale informed the Board of informational meetings and displays to keep the public informed of the upcoming operating levy.

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Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on March 22, 2017 and April 12, 2017.
- B. Mrs. Hale shared that the Foundation Board is working on their mailer for the 2017 annual campaign.

Library Advisory Council Liaison Report – Mr. Lounsbury

- A. The Library Advisory Council met on April 8, 2017.
- B. Mrs. Hale and Mr. Lounsbury met with the Library Advisory Council on April 8, 2017 to share results of last year’s community research process and information about the upcoming operating levy renewal and Eichelberger facility project. The council members provided input on communications and messaging strategies to build awareness for the library’s value.

Fiscal Officer’s Report

- A. Financial Report - March 2017
- B. Contributions/Donations
- C. Amended Estimated Revenue & Annual Appropriations Budget 2017

2017-042 Mrs. Deitz moved, seconded by Ms. MacGuidwin to accept the March 2017 Financial Report, March 2017 Contributions/Donations, and Amended Estimated Revenue & Annual Appropriations Budget 2017.

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - The lower level repair project is on schedule and should be completed by mid-May.
 - The partition in the upstairs women’s restroom will be removed to allow easier egress for strollers and walkers
 - The Eichelberger project timeline was shared.
 - Energy Optimizers have provided a report and recommendations for projects that would increase the Library’s energy efficiency. The Facility Committee will schedule a meeting to review the recommendations.
 - 2. Collections, Services and Programs
 - April is Poetry in the Stacks month.
 - A Levy Information Session was held on April 15, 2017. The PPT presentation will remain up through May 2, 2017 to provide information about the Levy.
 - Also on April 15, 2017, the Library celebrated Wilbur Wright’s birthday with cupcakes for patrons.
 - 3. Other updates
 - Mrs. Hale and Mr. Maag attended Legislative Day in Columbus and met with all 4 of the district’s representatives or their aides.
 - Mrs. Hale and Mrs. Stanley attended an OLC-sponsored Library Trustee Dinner, where attendees had the opportunity to discuss board/administration related topics in small groups and network with other library trustees and administration.

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- Now through April 20, 2017 Barnes & Noble will donate a portion of sales to Wright Library if the purchaser uses a special code.

New Business

- A. Library Services and Technology Act (LSTA) - 2017 Summer Reading Program Federal Grant Award \$1,200

2017-043

Mr. Fulford moved, seconded by Mrs. Deitz to approve the Library Services and Technology Act (LSTA) - 2017 Summer Reading Program Federal Grant Award \$1,200.

Roll Call Vote:

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

Action Items

Current Meeting:

- A. 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)
- B. Beginning Wednesday, pick up levy postcards to address and mail - BOT
- C. Submit evaluations of the director and fiscal officer as soon as possible - BOT
- D. A special meeting will be scheduled to discuss the evaluations. All board members should plan to attend.
- E. Schedule a Facilities Committee meeting after the thermal imaging report is received - Joe

Upcoming Meeting Dates & Announcements

- A. Current Expense Renewal Operating Levy Election - Tuesday, May 2, 2017
- B. BOT Meeting - Monday, May 15, 2017 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Ms. MacGuidwin moved, seconded by Mr. Fulford to adjourn the meeting at 7:18 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President

Board of Trustees
Special Meeting Minutes
April 24, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on April 24, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the special meeting to order at 6:04 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford (Exited at 6:45 p.m.)
 Mrs. Katie Hill-Gottesman
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury
 Mrs. Lu Ann Stanley

Board of Trustees Excused: Ms. Emma MacGuidwin

A quorum was declared with six members present.

Others in Attendance:
 None

Public Comment

None.

Staff Comment / Report

None.

Executive Session

2017-044 Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to enter into Executive Session at 6:05 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-Gottesman - aye Mrs. Stanley - aye

2017-045 Mr. Honaker moved, seconded by Mrs. Stanley to exit Executive Session and reconvene to Special Session at 8:32 p.m.

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

Action Items

Current Meeting:

- A. Schedule meeting with Fiscal Officer for evaluation - Linda and Josh
- B. Schedule meeting with Director for evaluation - Randy and Josh

Adjournment

Mrs. Deitz moved, seconded by Mr. Honaker to adjourn the meeting at 8:32 p.m.

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Roll Call Vote:

Mrs. Deitz - aye
Mrs. Hill-Gottesman - aye
Mr. Honaker - aye

Mr. Lounsbury - aye
Mrs. Stanley - aye

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President