

Board of Trustees
Regular Meeting Minutes
May 15, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on May 15, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:03 p.m.

Board of Trustees Present: Mrs. Katie Hill-Gottesman (Entered at 6:05 p.m.)
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury
 Ms. Emma MacGuidwin
 Mrs. Lu Ann Stanley

Board of Trustees Excused: Mrs. Linda Deitz
 Mr. Joseph Fulford

A quorum was declared with five members present.

Others in Attendance:
 Ms. Kristi Hale, Director
 Mr. Steve Maag, Fiscal Officer
 John Fabelo, LWC Incorporated

Agenda
2017-046

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

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

Minutes
2017-047

Mrs. Stanley moved, seconded by Mr. Honaker to approve the minutes of the April 17, 2017 Regular Meeting and April 24, 2017 Special Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update - LWC Incorporated

John Fabelo, LWC Inc. Architect, presented a project update to the Board about the schematic design of the renovations of the front reading room.

Facilities Committee Report – Mr. Fulford

A. The Committee met on May 1, 2017 to discuss development of a long-range facilities plan that will incorporate major systems (HVAC, plumbing, roof, lighting, and technology). The Committee reviewed energy efficiency recommendations from

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Energy Optimizers, and reviewed proposals from tree companies for tree removal, treating, and trimming.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on May 3, 2017.
- B. The Foundation is working on their mailing strategy for the annual campaign, and should have that mailed out by the end of June. They also discussed purchasing a book bike for Library outreach, and the idea of finding community partners for a Little Free Library.

Fiscal Officer’s Report

- A. Financial Report - April 2017
- B. Contributions/Donations
- C. Workers’ Compensation Group Rating Program/Plan

2017-048

Mrs. Hill-Gottesman moved, seconded by Ms. MacGuidwin to accept the April 2017 Financial Report, Contributions/Donations, and Workers’ Compensation Group Rating Program/Plan.

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - The lower level repairs are completed, except that the men’s restroom floor will have to be re-tiled. The re-tiling will occur the week of May 22-26.
 - The custodians are working on cleaning the benches in front of the building and repairing the bench near Far Hills and Aberdeen.
 - 2. Technology
 - Mrs. Hale is gathering cost estimates to replace 3 servers and some staff and public pcs. This cost will be on the June agenda.
 - 3. Collections, Services, and Programs
 - Mrs. Hale reported on Summer Reading Club programs and collaborations. In addition, the Library added an online subscription to the NY Times as a patron database service.
 - 4. Promotion
 - The Eichelberger gift will be publicly announced in the next couple of weeks; Foundation Board members and staff have been distributing the Library’s Annual Report to key stakeholders and within the building; The Barnes & Noble Book Fair resulted in a \$124 gift card for the Library, which will be used for Summer Reading Club. One library user gave Wright Library a 1-star Google rating because of loud voices/noise.
 - 5. Other Updates
 - Mrs. Hale provided the board with updated talking points from the Ohio Library Council and urged them to make contact with state senators about maintaining library funding at current levels.
 - Mrs. Hale shared information about library trends that she learned while attending a Library Journal Design Institute in Columbus with Trustee Joe Fulford.

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New Business

2017-049 A. Tree Assessment & Service \$3,500 (Remove, Treat, & Trim)
Ms. MacGuidwin moved, seconded by Mrs. Hill-Gottesman to approve the Tree Assessment & Service (Remove, Treat, & Trim) Not to Exceed \$3,500 - Cundiff Town & County Tree Service LLC and O.M. Inc.-American Forestry Service (Capital Projects Fund).

Roll Call Vote:

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

Executive Session

2017-050 Mrs. Stanley moved, seconded by Mr. Honaker 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. Hill-Gottesman	- aye	Ms. MacGuidwin	- aye
Mr. Honaker	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye		

2017-051 Mrs. Stanley moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 8:14 p.m.

Roll Call Vote:

Mrs. Hill-Gottesman	- aye	Ms. MacGuidwin	- aye
Mr. Honaker	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- 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. Schedule meeting with Director for evaluation - Randy and Josh
- C. Send an email to the WMPLF to invite to take place in the WMPL v. WMPLF Summer Reading Challenge - Kristi
- D. Forward prior Summer Reading Challenge emails to Kristi - Lu Ann
- E. Write and circulate a letter to the Register thanking the community from the Trustees - Kristi

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, June 19, 2017 @ 6:00 p.m. WMPL Meeting Room

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Adjournment

Mrs. Stanley moved, seconded by Ms. MacGuidwin to adjourn the meeting at 8:15 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President