

Board of Trustees
Regular Meeting Minutes
November 20, 2017

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on November 20, 2017 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:07 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford
 Mrs. Katie Hill-Gottesman
 Mr. Joshua Lounsbury
 Ms. Emma MacGuidwin (Exited at 6:38 p.m.)
 Mrs. Lu Ann Stanley

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

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

Agenda
2017-083

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	Ms. MacGuidwin	- aye
Mrs. Hill-Gottesman	- aye	Mrs. Stanley	- aye

Minutes
2017-084

Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to approve the minutes of the October 16, 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.

Eichelberger Foundation Grant Project Update – Mrs. Hale

Mrs. Hale presented a PPT review of the project base and alternates.

Facilities Committee Report – Mr. Fulford

- A. The Committee met on November 6, 2017 (joint meeting with the Strategic Planning Committee) and November 16, 2017. Minutes attached.
- B. Mrs. Deitz shared that the Committee met on November 6, 2017 and discussed the updated renovation project budget and to determine if there are adequate funds to cover the cost of the renovations.

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- C. Mr. Fulford shared that the Committee met on November 16, 2017 and reviewed the construction bids for the base and alternates, the loose furnishings/furniture bids, and discussed the funding sources for these items. Mr. Fulford shared the Committee’s recommendations. See New Business agenda items, Eichelberger Foundation Grant Project Public Bid Award – Lowest Responsible Bidder: Arcon Builders, Ltd. \$346,750.00 Total, and Eichelberger Foundation Grant Project Loose Furnishing Bid Awards \$47,076.55.

Finance/Audit Committee Report – Mrs. Deitz

- A. The Committee met on November 6, 2017 and November 13, 2017. Minutes attached.
- B. Mrs. Deitz shared that the Committee met and discussed salary/wage considerations for 2018, insurance premiums and employer/employee share for 2018, and funding sources for the renovations project.

Nominating Committee Report – Ms. MacGuidwin

- A. Board of Trustee Appointment – Term January 1, 2018 thru December 31, 2024 Recommend nomination of Mrs. Lu Ann Stanley to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the seven year term, January 1, 2018 through December 31, 2024. (Mrs. Stanley’s current term expires December 31, 2017 and was initially appointed in January 2011.)

2015-085

Ms. MacGuidwin moved, seconded by Mrs. Hill-Gottesman to approve the nomination of Mrs. Lu Ann Stanley to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the seven year term, January 1, 2018 through December 31, 2024. (Mrs. Stanley’s current term expires December 31, 2017 and was initially appointed in January 2011.)

Roll Call Vote:

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

- B. Slate of Officers 2018
 - 1. Ms. MacGuidwin asked Board Members to let her know if anyone is interested in a leadership Board position for 2018.

Personnel Committee Report – Mr. Honaker

- A. Mr. Lounsbury shared that all staff evaluations and self-evaluations are complete for the Director and Fiscal Officer. The Board Members will need to complete their evaluations of the Director and Fiscal Officer.

Strategic Planning Committee Report – Mrs. Hill-Gottesman

- A. The Committee met on November 6, 2017 (joint meeting with the Facilities Committee). Minutes attached.
- B. Mrs. Hill-Gottesman shared that the Committee met and reviewed the existing plan, and made a recommendation that Director Hale work with her staff to develop and draft an updated plan for Board review.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board meeting scheduled for November 1, 2017 was cancelled.
- B. Mrs. Stanley said that the Foundation Board did not meet in November.

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- C. Mrs. Hale provided an update on the Foundation’s Annual Campaign donations, plans for an end-of-year donor letter, February donor appreciation event, and Foundation projects update on the book bike and the LTC Disturbing the Peace screening.

Fiscal Officer’s Report

- A. Financial Report - October 2017
- B. Contributions/Donations
- C. Fund Transfers
- D. Amended Estimated Revenue & Annual Appropriations Budget 2017
- E. Audit Report 2016 & 2015

2017-086 Mrs. Stanley moved, seconded by Mrs. Deitz to accept the October 2017 Financial Report, Contributions/Donations, Fund Transfers, Amended Estimated Revenue & Annual Appropriations Budget 2017, and Audit Report 2016 & 2015.

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Mrs. Hale provided updates on internal building shifting in preparation for the Eichelberger renovations.
 - 2. Staff
 - Mrs. Hale reported that Mrs. Terry Schlorman will be retiring on 11/30, and that her position has been filled internally by Melissa Cammel. Ms. Cammel’s position has also been filled.
 - Performance evaluations were completed and are being delivered.
 - 3. Collections, Services & Programs
 - Mrs. Hale reported that the Library’s new digital platform, Cloud Library, had had a strong soft launch, and most of the new collection will be available the first week of December.
 - Mobile Hot Spot lending has been very strong, so the Library will expand the collection to meet patron demand.
 - The Gingerbread House Competition will culminate the weekend of December 3rd. 32 Oakwood City School elementary classes are participating.
 - 4. Other Updates
 - Mrs. Hale led a discussion on whether or not to change the Library’s Library Card policy to allow out-of-state cardholders. The Board decided not to change the policy at this time.
 - Mrs. Hale shared information gathered from the Oakwood City Schools community meeting in early November.

New Business

- A. Eichelberger Foundation Grant Project Public Bid Award – Lowest Responsible Bidder: Arcon Builders, Ltd. \$346,750.00 Total
 - 1. Base Bid \$298,000.00
 - 2. Alternate #1 Replace Existing Masonry Columns \$13,800.00

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- 3. Alternate #2 Expand Workroom 107 \$28,750.00
- 4. Alternate #3 Install Additional Carpet \$6,700.00
- 5. Alternate #4 Modify Phasing (\$3,000.00)
- 6. Alternate #5 New Ceiling In Study Room 105 \$2,500.00

2017-087

Mrs. Hill-Gottesman moved, seconded by Mr. Fulford to approve the Eichelberger Foundation Grant Project Public Bid Award – Lowest Responsible Bidder: Arcon Builders, Ltd. \$346,750.00 Total: Base Bid \$298,000.00, Alternate #1 Replace Existing Masonry Columns \$13,800.00, Alternate #2 Expand Workroom 107 \$28,750.00, Alternate #3 Install Additional Carpet \$6,700.00, Alternate #4 Modify Phasing (\$3,000.00), Alternate #5 New Ceiling In Study Room 105 \$2,500.00, as recommended by the Facilities Committee.

Roll Call Vote:

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

- B. Eichelberger Foundation Grant Project Loose Furnishing Bid Awards \$47,076.55
 - 1. APG Office Furnishings, Inc. \$32,974.85
 - 2. Business Furniture, LLC \$500.00
 - 3. Elements IV Interiors (Space & Asset Management, Inc.) \$13,601.70

2017-088

Mrs. Stanley moved, seconded by Mrs. Deitz to approve the Eichelberger Foundation Grant Project Loose Furnishing Bid Awards \$47,076.55: APG Office Furnishings, Inc. \$32,974.85, Business Furniture, LLC \$500.00, Elements IV Interiors (Space & Asset Management, Inc.) \$13,601.70.

Roll Call Vote:

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

- C. LWC Incorporated Architectural/Engineering Services - Change Order - Eichelberger Foundation Grant Project (Fees to Cover Rebid Additional Services) \$1,542.00 (TABLED)

- D. Insurance Benefit Renewal January 1, 2018 – Southwest Ohio Educational Purchasing Council-Oakwood City School District
 - 1. Health Ins. Premium Library/Employee Share 85%/15% Split with Library Share Capped at \$6,636 (Increase of 6.0% from \$6,260)
 - 2. Health Ins. – United Health Care (Add HDHP/HSA Plan Option)
 - 3. Dental Ins. – Delta Dental
 - 4. Life Ins. – Sun Life (\$25,000 Policy/Eligible Employee)
 - 5. Vision Ins. – VSP (Vision Service Plan)

2017-089

Mrs. Hill-Gottesman moved, seconded by Mrs. Deitz to approve the Insurance Benefit Renewal January 1, 2018 – Southwest Ohio Educational Purchasing Council-Oakwood City School District: Health Ins. Premium Library/Employee Share 85%/15% Split with Library Share Capped at \$6,636 (Increase of 6.0% from \$6,260), Health Ins. – United Health Care (Add HDHP/HSA Plan Option), Dental Ins. – Delta Dental, Life Ins. – Sun Life (\$25,000 Policy/Eligible Employee), and Vision Ins. – VSP (Vision Service Plan).

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Roll Call Vote:

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

E. Facilities/Levy Strategic Planning

1. Mr. Lounsbury shared discussion points from a meeting with consultant Jill Billman-Royer of Burges & Burges Strategists regarding next steps in long range facility planning and funding.

Action Items

Current Meeting:

- A. Contact Attorney Belinda Burns 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. Complete reviews of Director and Fiscal Officer - BOT

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, December 18, 2017 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Fulford moved, seconded by Mrs. Deitz to adjourn the meeting at 8:18 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President