

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on December 18, 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  
  Mrs. Katie Hill-Gottesman  
  Mr. Randale J. Honaker III  
  Mr. Joshua Lounsbury  
  Ms. Emma MacGuidwin  
  Mrs. Lu Ann Stanley (Entered at 6:23 p.m.)

Board of Trustees Excused:         Mr. Joseph Fulford

A quorum was declared with five members present.

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

**Agenda**  
**2017-090**

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

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

**Minutes**  
**2017-091**

Mrs. Hill-Gottesman moved, seconded by Ms. MacGuidwin to approve the minutes of the November 20, 2017 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Eichelberger Foundation Grant Project Update – Mrs. Hale**

- A. Mrs. Hale informed the Board that the contract with Arcon Builders has been fully executed and a construction schedule established.
- B. Mrs. Hale reported that estimates have been received for moving and refinishing existing furniture, and estimate for book shelf reconditioning is pending.

**Facilities Committee Report – Mr. Fulford**

- A. The Committee met on December 13, 2017 (joint meeting with the Finance/Audit Committee). Minutes attached.

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

- B. Mrs. Deitz reported that the Committee discussed the Library’s long-range facilities planning.
- C. Mrs. Hale and Mr. Maag presented to the Committee a summary of a meeting with Kyle Ramey and Kevin Philo of Oakwood City Schools regarding the Schools’ Master Plan for their facilities update.
- D. Mrs. Deitz stated that the Committee recommend the Board of Trustees approve the following: ‘Request Statement for Qualifications for Architect, Engineer or Surveyor Services’ in order to provide flexibility in the hiring of those professionals for a project with professional services less than \$50,000.

**Finance/Audit Committee Report – Mrs. Deitz**

- A. The Committee met on December 13, 2017 (joint meeting with the Facilities Committee). Minutes attached.
- B. Mrs. Deitz stated that potential strategies were discussed regarding the financing of the Library facilities planning.

**Nominating Committee Report – Ms. MacGuidwin**

- A. The Committee met on December 4, 2017. Minutes attached.
- B. Slate of Officers 2018
  - 1. Ms. MacGuidwin stated the Committee discussed recommendations for Board of Trustees leadership positions for 2018. Committee agreed to recommend Josh Lounsbury for a second term as President, Joe Fulford for a second term as Vice President, and Emma MacGuidwin for a first term as Secretary. Ms. MacGuidwin stated these recommendations will be voted on at the January 2018 Organizational Meeting.

**Personnel Committee Report – Mr. Honaker**

- A. Mr. Honaker said that the Committee did not meet, but he has received most of the Director and Fiscal Officer evaluations and has summaries of those received. These will be presented to the Board in an Executive Session.

**Library Foundation Liaison Report – Mrs. Stanley**

- A. The Library Foundation Board met on November 29, 2017.
- B. Mrs. Hale provided an update on the 2017 Annual Donor Campaign, which is on target to achieve its goal of \$25,000 by end of year.
- C. Mrs. Stanley reported on a 2018 Donor Appreciation event being planned for February 3, 2018.

**Fiscal Officer’s Report**

- A. Financial Report - November 2017
- B. Contributions/Donations
- C. Appropriation Transfers
- D. Estimated Revenue & Annual Appropriations Budget 2018

**2017-092** Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to accept the November 2017 Financial Report, Contributions/Donations, Appropriation Transfers, and Estimated Revenue & Annual Appropriations Budget 2018.

Roll Call Vote:

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

- E. Taxable (Assessed) Values 2017 / Collection 2018

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

**Director’s Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
  - 1. Facilities
    - Mrs. Hale provided updates on internal facility changes in preparation for construction.
  - 2. Staff
    - Mrs. Hale reported that the new employee hired in November resigned, and the position is being advertised.
  - 3. Collections, Services, and Programs
    - Mrs. Hale reported that content for the Library’s new digital book platform, Cloud Library, has been added, and Wright Library’s content is now linked with a small consortium of other libraries, which will allow for much shorter wait times on popular digital titles.
    - Mobile Hot Spot lending has been strong, but the Library cannot purchase additional units until summer due to vendor restrictions on quantities.
    - The Gingerbread House competition was a strong success, with 350 visitors. Feedback from school staff and visitors was very positive.
    - Community outreach efforts are underway to garner support for February’s Peace Week. The planned Conflict Resolution/Personal Transformation workshop was moved to Sunday, Feb. 11 at the request of representatives from the Jewish Federation.
  - 4. Community Engagement
    - Mrs. Hale reported on outreach highlights, which included the award of Librarian for A Day at the Harman Silent Auction, and Miss Jacqui being invited to Harman’s Kindness Ball.
    - Mrs. Hale shared efforts to engage the community in the upcoming construction process, which included letters to the neighbors, an article in this week’s Register, and FAQs and photos on the Library’s web site.
    - Mrs. Hale reported that she met with representatives of the Oakwood Historical Society to provide them with an update on construction plans.
  - 5. Policy Update
    - Mrs. Hale shared proposed changes to the Laptop Computer policy, making it a Public Devices for In-Library Use policy.
- D. Public Policy Manual Update

**2017-093**

- Mr. Honaker moved, seconded by Mrs. Stanley to approve Public Policy Manual Update.
  - 1. Public Devices for In-Library Use (Previously Laptop Computers)

Roll Call Vote:

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

**New Business**

**2017-094**

- A. Salary/Wage Consideration
 

Mrs. Deitz moved, seconded by Mrs. Hill-Gottesman to approve a 2.1% Cost of Living Adjustment (COLA) for all current employees on active payroll as of December 31, 2017, and paid in accordance with the Compensation System 2018 Pay Scale (NA - Director & Fiscal Officer) and a 1% Merit Increase (\$6,500 - rounded up to the next \$100) to be allocated by the Director in accordance with the WMPL Performance and Compensation Management System 2007, effective with the first pay in 2018, for all current employees on active payroll as of December 31, 2017, and paid in accordance

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

with the Compensation System 2018 Pay Scale (NA - Director & Fiscal Officer) as recommended by the Finance/Audit Committee.

Roll Call Vote:

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

**2017-095**

B. Compensation System 2018 Pay Scale (No change to salary/pay rates.)  
Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to approve the Compensation System 2018 Pay Scale. (No change to salary/pay rates.)

Roll Call Vote:

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

- C. Eichelberger Foundation Grant Project Contract/Quote Awards & Expenditure Approvals
  - 2. Petes Furniture Repair, LLC - Refinish Furniture Binding Estimate Cost \$75.00
  - 3. Petes Furniture Repair, LLC - Refinish Existing 12 Tables & 60 Chairs \$21,050.00
  - 4. Van Leeuwen Upholstery - Reupholster 16 Chairs \$4,640.00
  - 5. Tobin Bros. Moving & Storage, Inc. - Move Furniture To Petes Furniture Repair, LLC Pick-Up & Return \$1,440.00

**2017-096**

Ms. MacGuidwin moved, seconded by Mrs. Hill-Gottesman to approve the Eichelberger Foundation Grant Project Contract/Quote Awards & Expenditure Approvals: 1. Petes Furniture Repair, LLC - Refinish Furniture Binding Estimate Cost \$75.00, 2. Petes Furniture Repair, LLC - Refinish Existing 12 Tables & 60 Chairs \$21,050.00, 3. Van Leeuwen Upholstery - Reupholster 16 Chairs \$4,640.00, 4. Tobin Bros. Moving & Storage, Inc. - Move Furniture To Petes Furniture Repair, LLC Pick-Up & Return \$1,440.00.

Roll Call Vote:

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

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

**2017-097**

Mrs. Deitz moved, seconded by Mrs. Stanley to approve the LWC Incorporated Architectural/Engineering Services - Change Order - Eichelberger Foundation Grant Project (Fees to Cover Rebid Additional Services) \$1,542.00.

Roll Call Vote:

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

- E. Request Statements of Qualifications: Architect, Engineer or Surveyor Services (In order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.)

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

**2017-098** Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve to Request Statements of Qualifications: Architect, Engineer or Surveyor Services. (In order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.)

Roll Call Vote:

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

F. Generation Supply Agreement Amendment No. 4: Term Extension & Price Reduction. Wright Memorial Public Library and IGS Dayton, Inc. formerly known as DPL Energy Resources, Inc. (“DPLER”). Renewal Term: Customer’s meter reading date in February 2018 through the Customer’s meter reading date in May 2021. Price Effective: Customer’s February 2018 meter reading date. Price: \$0.04699 per kilowatt hour. (This amendment lower the current rate from \$0.04893 per kilowatt hour to \$0.04699 per kilowatt hour and extends the renewal term 17 months, from December 2019 until May 2021.)

**2017-099** Mr. Honaker moved, seconded by Mrs. Hill-Gottesman to approve the Generation Supply Agreement Amendment No. 4: Term Extension & Price Reduction. Wright Memorial Public Library and IGS Dayton, Inc. formerly known as DPL Energy Resources, Inc. (“DPLER”). Renewal Term: Customer’s meter reading date in February 2018 through the Customer’s meter reading date in May 2021. Price Effective: Customer’s February 2018 meter reading date. Price: \$0.04699 per kilowatt hour. (This amendment lower the current rate from \$0.04893 per kilowatt hour to \$0.04699 per kilowatt hour and extends the renewal term 17 months, from December 2019 until May 2021.)

Roll Call Vote:

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

G. Major Expenditures Exceeding \$10,000

1. State Library of Ohio, Ohio Digital Library – OverDrive, Inc. (Digital Content Consortium Collection – 2018 MOU) \$10,938.00

**2017-100** Mrs. Stanley moved, seconded by Mrs. Deitz to approve Major Expenditures Exceeding \$10,000: 1. State Library of Ohio, Ohio Digital Library – OverDrive, Inc. (Digital Content Consortium Collection – 2018 MOU) \$10,938.00.

Roll Call Vote:

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

H. Facilities/Levy Strategic Planning

1. Mrs. Hale and Mr. Maag shared information about the Oakwood City School’s Master Facilities project.
2. Mrs. Hale provided an update on the Facilities and Finance/Audit Committee meeting discussion from December 13, 2017 in which it was agreed that the Library should develop some long range facility options with cost estimates.
3. Mr. Maag provided an update on funding strategies for a facility renovation project.

I. Annual Organizational Meeting Date/Time

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

The date and time of the Board of Trustees Annual Organizational Meeting is January 22, 2018 at 6:00 p.m. in the Library Meeting Room.

**Records Commission**

In accordance with Ohio Revised Code Section 149.411, Library Records Commission, Wright Memorial Public Library’s Records Commission consist of the members of the board of library trustees and the Fiscal Officer. The president of the library board shall serve as chair of the commission. The commission shall meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Ohio Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule.

- A. Records Commission Meeting
  - 1. December 19, 2016
    - a. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)
- B. Records Retention
  - 1. Review of Records Retention Schedule (RC-2)
  - 2. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)

**Executive Session**

**2017-101**

Ms. MacGuidwin moved, seconded by Mrs. Stanley to enter into Executive Session at 7:43 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
Mrs. Hill-Gottesman	- aye	Ms. MacGuidwin	- aye
Mr. Honaker	- aye	Mrs. Stanley	- aye

**2017-102**

Mr. Honaker moved, seconded by Mrs. Deitz to exit Executive Session and reconvene to Regular Session at 8:54 p.m.

Roll Call Vote:

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

**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 - Mrs. Stanley (Carried Forward)
- B. Provide Mr. Lounsbury a distribution chart of merit increases based on performance evaluation scores - Mrs. Hale

**Board of Trustees**  
Regular Meeting Minutes  
December 18, 2017

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, January 22, 2018 @ 6:00 p.m. WMPL Meeting Room  
(Annual Organizational Meeting)
- B. BOT Meeting - Monday, January 22, 2018 @ 6:00 p.m. WMPL Meeting Room  
(Regular Monthly Meeting)

**Adjournment**

Mrs. Deitz moved, seconded by Ms. MacGuidwin to adjourn the meeting at 8:55 p.m.

Roll Call Vote:

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joshua Lounsbury, President