

**Board of Trustees**  
Organizational Meeting Minutes  
January 22, 2018

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in special session for the annual organizational meeting on January 22, 2018 at the Wright Memorial Public Library meeting room. Vice-President Joseph Fulford called the special meeting to order at 6:11 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
                                                  Mr. Joseph Fulford  
                                                  Mrs. Katie Hill-Gottesman  
                                                  Mr. Randale J. Honaker III  
                                                  Ms. Emma MacGuidwin

Board of Trustees Excused:         Mr. Joshua Lounsbury  
                                                  Mrs. Lu Ann Stanley

A quorum was declared with five members present.

Others in Attendance:  
                                          Mrs. Kristi Hale, Director  
                                          Mr. Steve Maag, Fiscal Officer

**Reorganization of the Board - Election and Oath of Office for Officers 2018**

A. Approval of Nomination for Slate of Officers for 2018 as recommended by the Nominating Committee

**2018-001** Mr. Honaker moved to accept the slate of officers recommended by the Nominating Committee for 2018:  
Joshua Lounsbury, President  
Joseph Fulford, Vice-President  
Emma MacGuidwin, Secretary  
Mrs. Hill-Gottesman seconded the motion.  
There were no further nominations from the floor.

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

B. Oath of Office for Newly Elected Officers  
Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Joseph Fulford as Vice-President and Ms. Emma MacGuidwin as Secretary. Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Joshua Lounsbury as President upon arrival after the annual organizational meeting ended and prior to the start of the regular meeting.

**Appointment and Oath of Office for Fiscal Officer**

**2018-002** Mrs. Hill-Gottesman moved, seconded by Mrs. Deitz to appoint Steve Maag as Fiscal Officer for 2018 and until the annual organizational meeting in 2019.

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

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Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Steve Maag as Fiscal Officer.

**Agenda**

**2018-003**

Mrs. Deitz moved, seconded by Mrs. Hill-Gottesman to approve the agenda as presented.

Roll Call Vote:

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Board Committee Appointments and Assignments 2018**

**2018-004**

Mr. Honaker moved, seconded by Mrs. Hill-Gottesman to approve the Board Committee Appointments and Assignments for 2018 and until the annual organizational meeting in 2019 for the Standing Committees, Special, Ad Hoc, or Temporary Committees, and Liaison Appointments.

**Standing Committees:**

- A. Facilities Committee  
Joseph Fulford, Chair; Linda Deitz; Lu Ann Stanley
- B. Finance/Audit Committee  
Linda Deitz, Chair; Randale J. Honaker III; Joshua Lounsbury
- C. Nominating Committee  
Emma MacGuidwin, Chair; Linda Deitz; Randale J. Honaker III
- D. Personnel Committee  
Randale J. Honaker III, Chair; Katie Hill-Gottesman; Joshua Lounsbury
- E. Policy Committee  
Joshua Lounsbury, Chair; Joseph Fulford; Emma MacGuidwin

**Special, Ad Hoc, or Temporary Committees:**

- F. Levy Communications Committee  
Lu Ann Stanley, Chair; Katie Hill-Gottesman; Emma MacGuidwin
- G. Strategic Planning Committee  
Katie Hill-Gottesman, Chair; Joseph Fulford; Lu Ann Stanley

**Liaison Appointments:**

- H. Library Foundation Liaison  
Lu Ann Stanley
- I. Library Advisory Council Liaison  
Joshua Lounsbury

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Roll Call Vote:

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

**Fiscal Officer Resolutions**

**2018-005** Ms. MacGuidwin moved, seconded by Mrs. Deitz to approve the following Fiscal Officer Resolutions.

- A. Resolution Authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from the Montgomery County Auditor during 2018 and until the 2019 Organizational Meeting
- B. Resolution Authorizing the Fiscal Officer to invest funds during the year with proceeds distributed, as authorized by the Ohio Revised Code 135, to the General Fund
- C. Resolution Authorizing the Fiscal Officer to make necessary Appropriation Transfers and Fund-to-Fund Transfers/Advances during 2018 and report to the Board the following month for approval until the 2019 Organizational Meeting

Roll Call Vote:

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

**Library Calendar Closings for 2018 through January 2019**

**2018-006** Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to approve the Library calendar closings for 2018 through January 2019.

- 1. Easter Sunday – Sunday, April 1, 2018
- 2. Memorial Day – Monday, May 28, 2018
- 3. Independence Day – Wednesday, July 4, 2018
- 4. Labor Day – Monday, September 3, 2018
- 5. Columbus Day – Monday, October 8, 2018 (Staff Development Day)
- 6. Thanksgiving Day – Thursday, November 22, 2018
- 7. Christmas Eve – Monday, December 24, 2018
- 8. Christmas Day – Tuesday, December 25, 2018
- 9. New Year’s Eve – Monday, December 31, 2018
- 10. New Year’s Day – Tuesday, January 1, 2019
- 11. Martin Luther King, Jr. Day – Monday, January 21, 2019

Roll Call Vote:

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

**Date and Time for Board of Trustees Regular Meetings**

**2018-007** Ms. MacGuidwin moved, seconded by Mrs. Deitz to set the date and time of the Board of Trustees Regular meetings as the third Monday of each month at 6:00 p.m. except for January 2019 (January 28, 2019).

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Roll Call Vote:

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

**Upcoming Meeting Dates & Announcements**

A. BOT Meeting - Monday, February 19, 2018 @ 6:00 p.m. WMPL Meeting Room

**Adjournment**

Mrs. Hill-Gottesman moved, seconded by Mrs. Deitz to adjourn the meeting at 6:25 p.m.

Roll Call Vote:

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

Respectfully submitted,

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Emma MacGuidwin, Secretary

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Joshua Lounsbury, President

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**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on January 22, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:37 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
                                                  Mr. Joseph Fulford, Vice-President  
                                                  Mrs. Katie Hill-Gottesman  
                                                  Mr. Randale J. Honaker III  
                                                  Mr. Joshua Lounsbury, President  
                                                  Ms. Emma MacGuidwin, Secretary

Board of Trustees Excused:         Mrs. Lu Ann Stanley

A quorum was declared with six members present.

Others in Attendance:  
                                          Mrs. Kristi Hale, Director  
                                          Mr. Steve Maag, Fiscal Officer

**Agenda**  
**2018-008**

Mrs. Hill-Gottesman moved, seconded by Mrs. Deitz to approve the agenda as presented.

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

**Minutes**  
**2018-009**

Mrs. Deitz moved, seconded by Mr. Fulford to approve the minutes of the December 18, 2017 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

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

- A. Mrs. Hale reported that some asbestos was found in the flooring of the construction zone. Solutions were investigated, and some areas were abated. Remaining areas will be encapsulated prior to installation of new flooring. The project schedule has been delayed because of a long lead time for light fixtures. Currently, Phase 1 is scheduled for completion at the end of May, and Phase 2 completion by end of July.
- B. Project Change Order Authorization/Approval Procedure

**2018-010**

Mr. Honaker moved, seconded by Mr. Fulford to approve the Project Change Order Authorization/Approval Procedure:

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1. Administration On-Site – Change Orders Not To Exceed \$2,500 (Cumulative \$10,000 Per Month Maximum)
2. Eichelberger Project Team – Change Orders Not To Exceed \$10,000
3. Board of Trustees – Change Orders Exceeding \$10,000 (Major Expenditures Policy)
4. Emergency Approval – To Prevent Costly Delays in Construction Work

Roll Call Vote:

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

C. Project Change Order Log

**2018-011** Mr. Fulford moved, seconded by Mr. Honaker to approve the Project Change Order Log.

1. Revise Meeting Room Glass Wall \$710.24
2. Dispose of Existing Light Fixtures and Recycle Lamps and Ballast \$1,003.27
3. Custom P2 Light Fixture Upgrade (Entrance) \$8,500.00 Allowance
4. Custom P2 Light Fixture Initial (Entrance) (\$5,692.50) Deduct
5. Abate Areas For New Floor Boxes \$1,844.53
6. Isolate Asbestos Material For Carpeting \$11,454.74
7. Add Missing Wood Base \$1,500.00 Estimate
8. Delete Fire Alarm Appliance In Conference Room 105 (\$975.00) Deduct

Roll Call Vote:

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

D. Project Contract/Quote Awards & Expenditure Approvals

**2018-012** Mrs. Hill-Gottesman moved, seconded by Ms. MacGuidwin to approve the Project Contract/Quote Awards & Expenditure Approvals.

1. Petes Furniture Repair, LLC - Refinish 1 Chair \$75.00
2. Petes Furniture Repair, LLC - Delivery Charge \$150.00
3. Van Leeuwen Upholstery - Reupholster 1 Chair \$100.00
4. Petes Furniture Repair, LLC - Recondition Wood Bookcases & Misc. Wood Finishings \$6,250.00
5. Helix Environmental, Inc. - Asbestos Testing \$592.50
6. Weiffenbach Marble & Tile - Carpet Material 1972 Addition \$6,198.54 (Contingent on storage.)

Roll Call Vote:

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

**Facilities Committee Report – Mr. Fulford**

- A. The Committee met on January 10, 2018. Minutes attached.
- B. The Committee reviewed the architectural schemes that were developed in 2015, as well as more modest maintenance and repair needs.
- C. The Committee reviewed a list of projects and discussed prioritization.
- D. Library administration will identify remaining square footage of space needing renovation, and will continue communication with the school administration about their master facility project.

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- E. The Committee will meet again in early February.

**Personnel Committee Report – Mr. Honaker**

- A. Mr. Honaker said that the Committee did not meet, but that the Board will discuss annual evaluations of the Director and Fiscal Officer in Executive Session.

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

- A. The Library Foundation Board met on January 3, 2018.
- B. Two Foundation Board members completed their 2nd terms in December 2017, and two new Board Members started their first terms in January 2018.
- C. The Foundation’s 2017 Annual Campaign surpassed their fundraising goal of \$25,000, raising \$26,364.
- D. The Foundation is holding a Donor Appreciation event on Saturday, February 3, 2018, and all Trustees were encouraged to attend.
- E. Mrs. Hale shared some ideas for Foundation funding for 2018.

**Fiscal Officer’s Report**

- A. Contributions/Donations  
**2018-013** Ms. MacGuidwin moved, seconded by Mrs. Hill-Gottesman to accept the Contributions/Donations.

Roll Call Vote:

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

- B. Taxable (Assessed) Values 2017 / Collection 2018
- C. Tax Rates 2017 / Collection 2018
- D. Tax Rates 1998-2017
- E. Tax Rates Library Comparisons

**Director’s Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
  - 1. Facilities
    - Mrs. Hale stated that the advertisement for architectural Statement of Qualifications was published.
  - 2. Staff
    - There is a part-time circulation position open.
    - Asbestos awareness training will be provided to WMPL’s custodians.
  - 3. Collections, Services & Programs
    - Plans and partnerships are underway for the Library’s Foundation-Funded Peace Week events.
    - The Library’s program by author and local attorney David Greer was very highly attended, and he will be scheduled to repeat the program in April 2018.
  - 4. Community Engagement
    - Mrs. Hale shared community engagement strategies to excite the public about the construction project.
    - Mrs. Hale shared changes in how social media applications are delivering news to users.
  - 5. Other Updates

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- Per the recommendation of Trustee Lu Ann Stanley, the Library will retain the legal services of Gottschlich & Portune on a contingency basis to represent the interests of Wright Library in an estate claim.

**New Business**

- A. Facilities/Levy Strategic Planning
  - 1. Mrs. Hale shared information regarding the Oakwood City School’s Master Facility Planning process.

**Executive Session**

**2018-014** Mr. Fulford moved, seconded by Ms. MacGuidwin to enter into Executive Session at 8:22 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	Ms. MacGuidwin	- aye

**2018-015** Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 8:42 p.m.

Roll Call Vote:

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

**New Business**

- A. Director Salary and Fiscal Officer Salary For 2018

**2018-016** Mr. Fulford moved, seconded by Mr. Honaker to approve the Director salary for Kristi Hale for 2018 retroactive to effective with the first pay in 2018 and Fiscal Officer salary for Steve Maag for 2018 retroactive to effective with the first pay in 2018.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye	Ms. MacGuidwin	- 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. Belinda Burns is scheduled to attend the May 21, 2018 BOT meeting. - Mrs. Stanley (Carried Forward)

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, February 19, 2018 @ 6:00 p.m. WMPL Meeting Room
- B. OLC Library Trustee Workshop - Saturday, March 10, 2018 @ 9:00 a.m. - 3:45 p.m. Quest Conference Center, Columbus, OH
- C. OLC Southwestern Ohio Trustee Dinner - Thursday, April 5, 2018 @ 6:00 p.m. - 8:30 p.m. Roberts Centre, Wilmington, OH

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**Adjournment**

Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to adjourn the meeting at 8:44 p.m.

Roll Call Vote:

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

Respectfully submitted,

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Emma MacGuidwin, Secretary

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Joshua Lounsbury, President