

Board of Trustees
Regular Meeting Minutes
February 19, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on February 19, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:04 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Mr. Joseph Fulford, Vice-President
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury, President
 Mrs. Lu Ann Stanley

Board of Trustees Excused: Mrs. Katie Hill-Gottesman
 Ms. Emma MacGuidwin, Secretary

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

Oath of Office for Re-Appointed Board Trustee - Lu Ann Stanley (Term 1/1/18-12/31/24)

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mrs. Lu Ann Stanley as Board of Trustee Member for the term January 1, 2018 through December 31, 2024.

Agenda

2018-017

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

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

Minutes

2018-018

Mr. Honaker moved, seconded by Mrs. Deitz to approve the minutes of the January 22, 2018 Organizational Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. Mrs. Hale led a tour of the construction zone.
- B. There have been no changes from the prior project schedule. Mrs. Hale explained the break from construction activities in April. Discussion about a Foundation grant

Board of Trustees
Regular Meeting Minutes
February 19, 2018

for re-opening the original 1938 window in the historic N Reading Room was discussed and will move forward.

- C. Project Change Order Log
- 2018-019** Mrs. Stanley moved, seconded by Mrs. Deitz to approve the Project Change Order Log.
 - 1. Temporary Services for Workstations, Circulation Desk, Copiers and Miscellaneous Equipment \$1,685.49

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

- D. Project Contract/Quote Awards & Expenditure Approvals
- 2018-020** Mrs. Stanley moved, seconded by Mr. Fulford to approve the Project Contract/Quote Awards & Expenditure Approvals.
 - 1. Weiffenbach Marble & Tile - Carpet Material 1972 Addition \$7,177 (Updated to include Attic Stock.)

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

Facilities Committee Report – Mr. Fulford

- A. The Committee met on February 16, 2018. Minutes attached.
- B. The Committee reviewed near-term systems and renovation estimates based on square footage.
- C. Mr. Fulford shared information about EBSCO solar grants available to libraries.

Personnel Committee Report – Mr. Honaker

- A. Mr. Honaker said that the Committee did not meet, but reported that Director and Fiscal Officer evaluations were finalized and delivered.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on February 7, 2018.
- B. The Donor Appreciation Event on February 3, 2018 was well-attended, and the Foundation Board appreciated Trustee attendance and support.
- C. The Book Bike is underdevelopment, with plans to debut at That Day in May on May 19th, 2018.
- D. The Foundation has begun planning the 2018 Annual Campaign.
- E. The Foundation requested funding priorities for 2018. Trustees and Mrs. Hale shared/discussed project ideas.

Fiscal Officer’s Report

- A. Financial Report - December 2017 & Fiscal Year 2017
- 2018-021** Mr. Fulford moved, seconded by Mr. Honaker to accept the December 2017 & Fiscal Year 2017 Financial Report.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

Board of Trustees
Regular Meeting Minutes
February 19, 2018**Director's Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 1. Facilities
 - Mrs. Hale will secure quotes to repair the small bay window above the main Library entrance.
 2. Staff
 - A part-time Circulation position is still open.
 3. Collections, Services & Programs
 - New Makerboxes are being planned.
 - Adjustments to Early Literacy Tablet use procedures have been implemented for easier and broader use.
 - Plans are underway to make some a few "Maker" tools available for in-library use.
 - Peace Week was impactful and well-attended.
 - Penguin Random House will again support Summer Reading Club with free book prizes.
 - Summer programs will focus on special events.
 4. Community Engagement
 - Annual Report is under development.
 5. Other Updates
 - Library Administration has identified a Strategic Planning task force to update the Library's Vision, Mission, and Strategic Plan.
 - Mrs. Hale shared recent security issue at another area library. Mrs. Hale reviewed WMPL policies about patron conduct. Mrs. Hale will provide training to staff at next staff meeting.

New Business

- A. Joint City Council/School Board/Library Board Meeting
 1. Discussed the benefits of having periodic City Council/School Board/Library Board meetings to provide updates and share/coordinate long term vision.
- B. Facilities/Levy Strategic Planning
 1. Mrs. Hale shared information regarding the Oakwood City School's master facility planning process.
 2. Mrs. Hale shared that an architect provided rough estimates for renovation costs based on WMPL's square footage.

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

Board of Trustees
Regular Meeting Minutes
February 19, 2018

Adjournment

Mr. Honaker moved, seconded by Mrs. Deitz to adjourn the meeting at 7:50 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

Respectfully submitted,

Emma MacGuidwin, Secretary

Joshua Lounsbury, President