

Board of Trustees
Special Meeting Minutes
March 5, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on March 5, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the special meeting to order at 6:03 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
 Mrs. Lu Ann Stanley

A quorum was declared with all members present.

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

Public Comment

None.

Staff Comment / Report

None.

Work Session

- A. Master Facilities Planning
Discussed/reviewed the Oakwood City School District Master Facility Plan Options and impact on Wright Memorial Public Library. The Oakwood City Schools Options Work Session Community Meeting held on February 28, 2018 was the first the Library Board became aware of the School District’s Master Plan Options utilizing Katharine Wright Park. Discussed having a meeting to invite Oakwood City School District representatives to review the School District’s Master Plan Options utilizing Katharine Wright Park.

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

Adjournment

Mr. Honaker moved, seconded by Mr. Fulford to adjourn the meeting at 7:21 p.m.

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

Board of Trustees

Special Meeting Minutes

March 5, 2018

Respectfully submitted,

Emma MacGuidwin, Secretary

Joshua Lounsbury, President

Board of Trustees
Regular Meeting Minutes
March 19, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on March 19, 2018 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. Joshua Lounsbury, President
 Ms. Emma MacGuidwin, Secretary
 Mrs. Lu Ann Stanley

Board of Trustees Excused: Mr. Joseph Fulford, Vice-President
 Mrs. Katie Hill-Gottesman
 Mr. Randale J. Honaker III

A quorum was declared with four members present.

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

Agenda
2018-022

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

Roll Call Vote:
Mrs. Deitz - aye Ms. MacGuidwin - aye
Mr. Lounsbury - aye Mrs. Stanley - aye

Minutes
2018-023

Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve the minutes of the January 22, 2018 Regular Meeting and February 19, 2018 Regular Meeting.

Roll Call Vote:
Mrs. Deitz - aye Ms. MacGuidwin - aye
Mr. Lounsbury - aye Mrs. Stanley - aye

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. The HVAC unit installed in the new conference room will be reevaluated by an engineering for noise level. LWC and Mrs. Hale are also investigating technology components and glass wall treatment for this room.
- B. The project schedule has not changed. Mrs. Hale recommended closing the Library on 4/26, 5/3, and 5/4 to accommodate some of the construction work.
- C. Project Change Order Log

2018-024

Mrs. Stanley moved, seconded by Ms. MacGuidwin to approve the Project Change Order Log.

Board of Trustees
Regular Meeting Minutes
March 19, 2018

- 1. Revised P Type Light Fixtures P1, P2, P3 \$5,303.01 (Increase of \$2,495.51 from the initial net increase of \$2,807.50 approved January 22, 2018 for Custom P2 Light Fixture.)
- 2. Open Window North Reading Room to Study Area \$922.26 (WMPL Found.)
- 3. Restore Window North Reading Room to Study Area \$4,075.77 (WMPL Found.)
- 4. Ceiling Tile Replacement Staff Offices (Admin. Serv. & Circ.) \$1,160.00

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

2018-025

D. Project Contract/Quote Awards & Expenditure Approvals

Mrs. Deitz moved, seconded by Ms. MacGuidwin to approve the Project Contract/Quote Awards & Expenditure Approvals.

- 1. Library Design Associates, Inc. - Book Carts (2) \$1,935.00

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

Facilities Committee Report – Mr. Fulford

- A. The Committee met on March 13, 2018. Minutes attached.
- B. The Board requested changes to the Facility Committee Meeting Minutes to reflect that the Facilities Committee Meeting on March 13, 2018 was the first time that Oakwood School District representatives met with the Library Board to notify them of school facility options for a possible early learning center utilizing Katharine Wright Park.
- C. The Board and Administration discussed sending delegates from the Facility Committee and Mrs. Hale to meet with members of the School’s Facility Planning team.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on March 7, 2018.
- B. Mrs. Stanley reported on Foundation plans for 2018.
- C. Mrs. Hale reported that two grants were awarded by the Foundation for Library projects.

Fiscal Officer’s Report

- A. Annual Financial Report 2017 – Statement of Receipts, Disbursements and Changes in Fund Balances (See separate document for complete Annual Financial Report.)
- B. Financial Report - January 2018
- C. Financial Report - February 2018
- D. Contributions/Donations
- E. ORC 5705.41(D) Purchase Order Certification (Then and Now)
- F. Amended Estimated Revenue & Annual Appropriations Budget 2018

2018-026

Mrs. Stanley moved, seconded by Ms. MacGuidwin to accept the 2017 Annual Financial Report 2017 - Statement of Receipts, Disbursements and Changes in Fund Balances (See separate document for complete Annual Financial Report.), January 2018 Financial Report, February 2018 Financial Report, Contributions/Donations, ORC 5705.41(D) Purchase Order Certification (Then and Now), and Amended Estimated Revenue & Annual Appropriations Budget 2018.

Board of Trustees
Regular Meeting Minutes
March 19, 2018

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Front and rear doors were repaired.
 - Front flower beds were shaped, weeded, and treated. Mulch has been ordered.
 - Mrs. Hale is waiting for competing quotes for repair to exterior bay window.
 - Roof maintenance and minor repair is scheduled.
 - Mrs. Hale is getting a quote for front window cleaning.
 - 2. Staff
 - New part-time customer service associate was hired for the Circulation desk.
 - Library staff have multiple professional development opportunities coming up.
 - 3. Collections, Services & Programs
 - New signage in Children’s Room is boosting Early Learning Tablet usage.
 - New video game format SWITCH will be offered with grant funds from the Library Foundation.
 - The Library is investigating circulating pre-loaded tablets for kids.
 - There are several Big Read programs coming up.
 - The Library’s community conversations program series has been titled the “Let’s Talk Series.” First event, “A Visit With Israelis” will be held on April 5th.
 - 4. Community Engagement
 - Youth Services staff continue to focus on school outreach.
 - Mrs. Hale will be Secretary-Elect of Rotary in 2018/19 year.
 - Library Ambassadors are creating an SRC promo video.
 - Annual Report is expected to be complete by April 11th.
 - New promotional items include sticky-notes, bags, and cell phone wallets.
 - 5. Other Updates
 - Annual statistics have been reported to the State Library of Ohio.

D. Public Policy Manual Update

2018-027 Mrs. Stanley moved, seconded by Mrs. Deitz to approve Public Policy Manual Update.

- 1. Rules of Conduct

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

New Business

2018-028 A. Library Closings To The Public – Eichelberger Foundation Grant Project
Ms. MacGuidwin moved, seconded by Mrs. Deitz to approve Library Closings To The Public – Eichelberger Foundation Grant Project.

- 1. Thursday, April 26, 2018 (Transition from Phase I to Phase II)
- 2. Thursday & Friday, May 3 & 4, 2018 (Demolition of Central Columns)

Board of Trustees
Regular Meeting Minutes
March 19, 2018

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

- 2018-029** B. Exterior Bay Window Repair Not To Exceed \$8,000.00 (Capital Projects Fund)
Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve the Exterior Bay Window Repair Not To Exceed \$8,000.00 (Capital Projects Fund).

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

- C. Ohio House of Representatives Special Recognition By Representative Jim Butler – Special Recognition To The Wright Memorial Public Library On Being Named A 2017 Star Library By The Library Journal “America’s Star Libraries: LJ Index of Public Library Service”.

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)
- B. Contact Oakwood City Schools Administration to inquire about further engagement with their Facility Planning team. - Mrs. Hale

Upcoming Meeting Dates & Announcements

- A. OLC Southwestern Ohio Trustee Dinner - Thursday, April 5, 2018 @ 6:00 p.m. - 8:30 p.m., Roberts Centre, Wilmington, OH
- B. OLC Legislative Day: Ohio Libraries Lead - Wednesday, April 11, 2018 @ 8:00 a.m. - 1:30 p.m., The Capital Club, Columbus, OH
- C. BOT Meeting - Monday, April 16, 2018 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Ms. MacGuidwin moved, seconded by Mrs. Stanley to adjourn the meeting at 7:22 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Ms. MacGuidwin	- aye
Mr. Lounsbury	- aye	Mrs. Stanley	- aye

Respectfully submitted,

Emma MacGuidwin, Secretary

Joshua Lounsbury, President