

Board of Trustees
Regular Meeting Minutes
April 16, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on April 16, 2018 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
 Mr. Joseph Fulford, Vice-President
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury, President
 Ms. Emma MacGuidwin, Secretary
 Mrs. Lu Ann Stanley

Board of Trustees Unexcused: Mrs. Katie Hill-Gottesman

A quorum was declared with six members present.

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

Agenda
2018-030

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

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

Minutes
2018-031

Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve the minutes of the March 5, 2018 Special Meeting and March 19, 2018 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. Acoustic analysis was conducted in the new conference room, and improvements are being explored. Technology and cabling recommendations and prices are also being explored.
- B. The project completion date has not changed, but the transition date from Phase I to Phase II was changed from 4/26 to 4/19.
- C. Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals

2018-032

Mr. Fulford moved, seconded by Mrs. Stanley to approve the Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals.

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Project Change Order Log

- 1. Stained Glass and Brass Plaque \$2,650.00 (WMPL Found.)
- 2. Floor Outlet Covers \$384.00
- 3. Exterior Book Drop Cabinet Modification \$315.00
- 4. Restroom Door Closures \$622.00

Project Contract/Quote Awards & Expenditure Approvals.

- 1. Stillwater Builders Company - Restore Window North Reading Room to Study Area \$2,310.00 (WMPL Found.)
- 2. Janet Strauss - Stained Glass \$2,600.00 (WMPL Found.)
- 3. Becker Electric - Floor Outlet Covers \$384.00
- 4. Stillwater Builders Company - Exterior Book Drop Cabinet Modification \$315.00
- 5. Stillwater Builders Company - Restroom Door Closures \$622.00

Roll Call Vote:

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

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on April 4, 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 and provided updates on other Foundation projects.

Fiscal Officer’s Report

- A. Financial Report - March 2018
- B. Contributions/Donations
- C. Amended Estimated Revenue & Annual Appropriations Budget 2018
- D. Workers’ Compensation Group Rating Program/Plan 2019

2018-033

Ms. MacGuidwin moved, seconded by Mr. Honaker to accept the March 2018 Financial Report, Contributions/Donations, Amended Estimated Revenue & Annual Appropriations Budget 2018, and Workers’ Compensation Group Rating Program/Plan 2019.

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Rear door ADA mechanism was repaired, and the back door will be open before large programs to patron convenience during Phase II construction.
 - Repair to front bay window will commence next week.
 - Contractor for interior window in N Reading Room was selected.
 - 2. Staff
 - A part-time Customer Service Associate was hired.
 - WMPL received a travel stipend grant from the American Library Association for the 2018 ALA Annual Conference.

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- A WMPL librarian was selected for the 2018 class of Library Leadership Ohio.
- 3. Technology
 - Weekly backup drives have been moved to the Oakwood Board of Education.
 - A Self-Checkout machine was moved into the Youth Services Room for Phase II construction.
 - Mrs. Hale is investigating equipment for the 2018 technology refresh plan.
- 4. Collections, Services, and Programs
 - WMPL will add a new readers advisory service called Book Flights in May.
 - Digital magazines are expected to become available in Overdrive in June.
 - The Far Hills Speaker Series fall programs will be moved to the Lutheran Church in anticipation of big audiences.
- 5. Community Engagement
 - The WMPL Annual Report will be printed soon.
 - WMPL hosted a well-attended volunteer appreciation event on April 14.
- 6. Other Updates
 - Mrs. Hale and Mr. Maag met with state legislators on April 11 to share how WMPL supports workforce development, connects users to technology, and has a positive economic impact in the region.

New Business

- 2018-034** A. Library Closings To The Public – Eichelberger Foundation Grant Project
Mr. Fulford moved, seconded by Mrs. Stanley to approve Library Closings To The Public – Eichelberger Foundation Grant Project.
1. Thursday, April 19, 2018 (Transition from Phase I to Phase II) (Date changed from Thursday, April 26, 2018)
 2. Thursday & Friday, May 3 & 4, 2018 (Demolition of Central Columns)

Roll Call Vote:

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

- 2018-035** B. Exterior Bay Window Repair - Stillwater Builders Company \$7,598.00 (Capital Projects Fund)
Mr. Fulford moved, seconded by Ms. MacGuidwin to approve the Exterior Bay Window Repair - Stillwater Builders Company \$7,598.00 (Capital Projects Fund).

Roll Call Vote:

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

- C. EBSCO Solar - Grant Program Funding Solar Installations at Libraries
1. This grant application was tabled for 2018; it will be reconsidered after roof replacement.
- D. Facilities/Levy Strategic Planning
1. Mrs. Hale spoke with school administrators about their master facility planning process as it relates to the property between WMPL and Smith Elementary School.

Executive Session

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2018-036 Mr. Fulford moved, seconded by Mrs. Stanley to enter into Executive Session at 6:47 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
Mr. Fulford	- aye	Ms. MacGuidwin	- aye
Mr. Honaker	- aye	Mrs. Stanley	- aye

2018-037 Mrs. Stanley moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 7:25 p.m.

Roll Call Vote:

Mrs. Deitz	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- 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. Belinda Burns is scheduled to attend the May 21, 2018 BOT meeting. - Mrs. Stanley (Carried Forward)
- B. Schedule a joint Facilities Committee/Strategic Planning Committee meeting. - Mr. Fulford

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, May 21, 2018 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Honaker moved, seconded by Mr. Fulford to adjourn the meeting at 7:26 p.m.

Roll Call Vote:

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

Respectfully submitted,

Emma MacGuidwin, Secretary

Joshua Lounsbury, President