

Board of Trustees
Regular Meeting Minutes
May 21, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on May 21, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:03 p.m.

Board of Trustees Present: Mrs. Linda Deitz
Mr. Joseph Fulford, Vice-President
Mrs. Katie Hill-Gottesman (Entered at 6:05 p.m.)
(Exited at 7:55 p.m.)
Mr. Randale J. Honaker III (Exited at 7:30 p.m.)
Mr. Joshua Lounsbury, President
Ms. Emma MacGuidwin, Secretary
Mrs. Lu Ann Stanley

A quorum was declared with six members present.

Others in Attendance:

Mrs. Kristi Hale, Director
Mr. Steve Maag, Fiscal Officer
Ms. Jacqui Taylor, Youth Services Coordinator
Belinda Burns, Burns Tax Consulting, LLC

Agenda
2018-038

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

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		

Minutes
2018-039

Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve the minutes of the April 16, 2018 Regular Meeting.

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		

IRS 501(c)(4) Tax Exempt Status Organization Requirements (Friends Group Pros/Cons)

Belinda Burns, Burns Tax Consulting, LLC, shared information about the benefits, requirements, and limitations of 501(c)(4) and 501(c)(3) organizations like a Friends group.

Public Comment

None.

Staff Comment / Report

None.

Board of Trustee Resignation – Ms. Emma MacGuidwin Effective June 19, 2018

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2018-040 Mrs. Stanley moved, seconded by Mr. Honaker to accept the resignation of Board of Trustee Emma MacGuidwin effective June 19, 2018.

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		

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. Acoustical needs, flat screens, custom light fixture modification, HVAC solutions, and meeting room policy considerations are being explored; two chairs and a sofa were damaged or imperfect and will be replaced; ribbon-cutting details will be planned with the planning team.
- B. Project schedule has not changed, but it is anticipated that it will move up to mid-July.
- C. Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals

2018-041 Ms. MacGuidwin moved, seconded by Mr. Honaker to approve the Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals.

Project Change Order Log

- 1. Motion Sensor Admin. Hall Light & Drywall Patching \$567.07
- 2. Acoustical Solution - Study/Meeting Room \$2,500.00 Not To Exceed
- 3. Cabling - Data & Phone \$6,082.58 + 10% Cont. \$608.26 = \$6,690.84

Project Contract/Quote Awards & Expenditure Approvals

- 1. Petes Furniture Repair, LLC - Recondition Wood Floor Trim, Touchup Alcoves, Pickup & Delivery \$785.00
- 2. Best Glass - Glass Table Top Covers For Refinished Tables (7 Rectangle Tables) \$1,078.20
- 3. Sophisticated Systems, Inc. - Cabling Data & Phone \$6,082.58 + 10% Cont. \$608.26 = \$6,690.84

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		

Nominating Committee Report – Ms. MacGuidwin

- A. The Nominating Committee did not meet, but the open Trustee position has been posted and will remain open until June 8, 2018.
- B. Emma MacGuidwin Resignation – Vacant Unexpired Term Thru December 31, 2019
- C. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2019 Recommend Nomination To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Unexpired term of Emma MacGuidwin, January 2013 through December 2019)
- D. Secretary of the Board Appointment Remainder of 2018

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board did not have an official meeting on May 2, 2018 for lack of a quorum, but they held a work session to plan the 2018 Annual Campaign.

Fiscal Officer’s Report

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- A. Financial Report - April 2018
 - B. Contributions/Donations
 - C. Amended Estimated Revenue & Annual Appropriations Budget 2018
- 2018-042** Mrs. Stanley moved, seconded by Mrs. Deitz to accept the April 2018 Financial Report, Contributions/Donations, and Amended Estimated Revenue & Annual Appropriations Budget 2018.

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 | | |

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Mrs. Hale shared recommendations to replace motion detectors, fire pull stations, and smoke alarms.
 - Mrs. Hale will research previous results from radon testing and repeat if needed.
 - Oakwood High School Seniors volunteered to spread mulch on front gardens.
 - American Forestry removed a diseased Ash tree from the NW corner of Library property free of charge.
 - 2. Technology
 - Mrs. Hale made a recommendation to purchase 3 new self-checkout machines.
 - Mrs. Hale made a recommendation to purchase new premise-based hybrid phone system.
 - 3. Collections, Services, and Programs
 - 2018 Summer Reading Program launches on June 1st with many weekend activities.
 - The Library plans to add to its Mobile Hotspot collection in July.
 - Mrs. Hale shared plans for a new Foundation Grant Request for Playaway Launchpad collection.
 - 4. Community Engagement
 - The 2017 Annual Report to the community is now available.
 - The Book Peddler debuted to the community at the That Day In May parade and festival.
- D. Employee Manual Update - Weapons and Public Policy Manual Update - Rules of Conduct

2018-043 Mrs. Stanley moved, seconded by Ms. MacGuidwin to approve Employee Manual Update - Weapons and Public Policy Manual Update - Rules of Conduct.

Roll Call Vote:

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

New Business

- A. Self-Service Checkout Hardware and Software \$13,588.00 (Capital Projects Fund)

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2018-044 Mr. Fulford moved, seconded by Mrs. Stanley to approve the Self-Service Checkout Hardware and Software \$13,588.00 (Capital Projects Fund).
1. EnvisionWare, Inc. - 3 Self-Service Stations \$10,680.00
2. Innovative Interfaces, Inc./Polaris - License and Maintenance \$2,908.00

Roll Call Vote:

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

B. Phone System and V.Mail / Auto Attendant (NEC SL2100) and 19 Phone Sets (SL2100) - Garber Electrical Contractors, Inc. \$7,880.00 (Capital Projects Fund)

2018-045 Mrs. Deitz moved, seconded by Mr. Fulford to approve the Phone System and V.Mail / Auto Attendant (NEC SL2100) and 19 Phone Sets (SL2100) - Garber Electrical Contractors, Inc. \$7,880.00 (Capital Projects Fund).

Roll Call Vote:

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

C. ADT/Protection 1 - Alarm Sensors-Wireless Receiver & Motion, Smoke Detectors, Fire Pull Stations \$2,895.00 (Capital Projects Fund)

2018-046 Ms. MacGuidwin moved, seconded by Mrs. Stanley to approve the ADT/Protection 1 - Alarm Sensors-Wireless Receiver & Motion, Smoke Detectors, Fire Pull Stations \$2,895.00 (Capital Projects Fund).

Roll Call Vote:

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

Executive Session

2018-047 Mrs. Stanley moved, seconded by Mrs. Deitz to enter into Executive Session at 8:10 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	Ms. MacGuidwin	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Lounsbury	- aye		

2018-048 Mrs. Stanley moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 8:25 p.m.

Roll Call Vote:

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

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Action Items

Current Meeting:

- A. Schedule a joint Facilities Committee/Strategic Planning Committee meeting. - Mr. Fulford (Carried Forward)
- B. Schedule a Nominating Committee meeting. - Ms. MacGuidwin

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, June 18, 2018 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mr. Fulford moved, seconded by Mrs. Deitz to adjourn the meeting at 8:26 p.m.

Roll Call Vote:

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

Respectfully submitted,

Emma MacGuidwin, Secretary

Joshua Lounsbury, President