

Board of Trustees
Regular Meeting Minutes
June 18, 2018

Project Change Order Log

1. Study/Meeting Room Film & Lettering-Delete Labor & Material (\$1,200.00)
2. A2 Light Fixture Add (Admin. Serv. & Circ.) \$577.37
3. Thermostat Relocation & Provide Power Outlet For New Monitor \$984.58
4. Patch Existing Phone Boxes, Existing Holes, & Deleted D2 Light Fixture \$616.92
5. Acoustical Solution Ceiling Treatment Study/Meeting Room \$4,615.00
(Increase of \$2,115.00 from the 2,500.00 not to exceed approved May 21, 2018.)

Project Contract/Quote Awards & Expenditure Approvals

1. Acoustical Systems, Inc. - Acoustical Solution Ceiling Treatment Study/Meeting Room \$4,615.00
2. Petes Furniture Repair, LLC - Recondition Wood Bookcase (Along wall across from former circulation desk.) \$800.00
3. Sophisticated Systems, Inc. - Asset Move Re-locate and Set-up \$242.25 Est.

Roll Call Vote:

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

Nominating Committee Report – Ms. MacGuidwin

- A. The Committee met on June 13, 2018. Minutes attached.
- B. Applicants were reviewed for the vacant Trustee position.
- C. The Committee is scheduled to meet again on June 21, 2018 to interview 3 of the applicants.
- D. 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)
- E. Secretary of the Board Nomination/Election for Remainder of 2018 - Lu Ann Stanley

2018-052

Mrs. Hill-Gottesman moved to nominate and elect Lu Ann Stanley as Secretary of the Board of Trustees for the remainder of 2018. Mrs. Deitz seconded the motion. There were no further nominations from the floor.

Roll Call Vote:

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

F. Oath of Office for Newly Elected Secretary

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mrs. Lu Ann Stanley as Secretary.

2018-053

- G. Board Committee Appointments and Assignments - Nominating Committee
Mr. Fulford moved, seconded by Mrs. Stanley to approve the Board Committee Appointments and Assignments - Nominating Committee Changes.
 - Randale J. Honaker III, Interim Chair
 - Joshua Lounsbury, Member (Replaced Emma MacGuidwin)

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Roll Call Vote:

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

Policy Committee Report – Mr. Lounsbury

- A. The Committee met on June 18, 2018.
- B. The Committee reviewed the Meeting Room policy and made recommendations for changes which will be submitted for Board approval at the July Board Meeting.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on June 5, 2018.
- B. The Foundation Board approved a grant for a collection of Playaway Launchpads.
- C. The Foundation’s Annual Campaign has kicked off, and they set a donation goal of \$30,000.
- D. The stained glass window and wood framing has been installed in the North Reading Room; dry wall touch up and paint will be done soon.

Fiscal Officer’s Report

- A. Financial Report - May 2018
- B. Contributions/Donations
- C. ORC 5705.41(D) Purchase Order Certification (Then and Now)

2018-054

Mrs. Stanley moved, seconded by Mrs. Deitz to accept the May 2018 Financial Report, Contributions/Donations, and ORC 5705.41(D) Purchase Order Certification (Then and Now).

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Radon testing is underway in the lower level staff areas and will be repeated bi-annually.
 - Annual roof maintenance and repair is underway.
 - Windows washing was completed in 1938, 1964, and 1972 additions.
 - Repair to bay window above main entrance is underway.
 - Quotes are being obtained to refinish the front entrance door.
 - 2. Technology
 - Renewal contract for IT consultants SSI, Inc. reflects a 3% increase over last year’s contract; Mrs. Hale reports that their expertise and service has been very valuable.
 - Replacement self-checkout machines must be re-investigated because current software will not work well with newer hardware options.
 - New phone system will be installed this week.
 - 3. Collections, Services, and Programs
 - OPLIN is adding databases that WMPL currently pays for, which makes funds available to look for new offerings.

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- Summer Reading Club and the Summer Reading Challenge for adults are off to a strong start.
- 4. Community Engagement
 - Fox 45 is interested in a news story about the Book Peddler, and Mrs. Hale is discussing ideas with a local Eagle Scout.
- 5. Other Updates
 - Mrs. Hale is working the library staff to update the strategic plan.
 - There was a small modification to the library’s Style Guide.
 - WMPL is sending an adult services librarian to the American Library Association’s annual conference, using LSTA and Library Foundation grant funds.

New Business

A. Rescind Resolution #2018-051 Approved June 18, 2018: Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals

2018-055

Mr. Fulford moved, seconded by Mrs. Stanley to approve Rescinding Resolution #2018-051 Approved June 18, 2018: Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals.

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Roll Call Vote:

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

B. Project Change Order Log

2018-056

Mrs. Stanley moved, seconded by Mr. Fulford to approve the Project Change Order Log.

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4. Patch Existing Phone Boxes, Existing Holes, & Deleted D2 Light Fixture \$616.92

Roll Call Vote:

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

C. Project Contract/Quote Awards & Expenditure Approvals

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- 2018-057** Mrs. Deitz moved, seconded by Mr. Honaker to approve the Project Contract/Quote Awards & Expenditure Approvals.
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 2. Sophisticated Systems, Inc. - Asset Move Re-locate and Set-up \$242.25 Est.

Roll Call Vote:

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

D. Ohio Plan Risk Management, Inc. (Property, Liability, & Umbrella Insurance) – July 1, 2018 - July 1, 2019, \$9,172 (\$9,472 Less \$300 Safety Allowance)

- 2018-058** Mr. Honaker moved, seconded by Mrs. Deitz to approve the Ohio Plan Risk Management, Inc. (Property, Liability, & Umbrella Insurance) – July 1, 2018 - July 1, 2019, \$9,172 (\$9,472 Less \$300 Safety Allowance).

Roll Call Vote:

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

E. Sophisticated Systems, Inc. (SSI) Managed Services Agreement (Technology Support) – July 1, 2018 - June 30, 2019, \$41,580 (Major Expenditure)

- 2018-059** Mrs. Stanley moved, seconded by Mrs. Hill-Gottesman to approve the Sophisticated Systems, Inc. (SSI) Managed Services Agreement (Technology Support) – July 1, 2018 - June 30, 2019, \$41,580 (Major Expenditure).

Roll Call Vote:

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

Executive Session

- 2018-060** Mrs. Stanley moved, seconded by Mr. Fulford to enter into Executive Session at 7:24 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	Mrs. Stanley	- aye

- 2018-061** Mr. Honaker moved, seconded by Mrs. Stanley to exit Executive Session and reconvene to Regular Session at 8:18 p.m.

Roll Call Vote:

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

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Action Items

Current Meeting:

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

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, July 16, 2018 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mrs. Stanley moved, seconded by Mr. Honaker to adjourn the meeting at 8:19 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President