

**Board of Trustees**  
Special Meeting Minutes  
July 12, 2018

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in special session on July 12, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the special meeting to order at 5:38 p.m.

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

Board of Trustees Excused:            Mrs. Linda Deitz  
   Mrs. Katie Hill-Gottesman  
   Vacant Position

A quorum was declared with four members present.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Executive Session**

**2018-062**        Mrs. Stanley moved, seconded by Mr. Honaker to enter into Executive Session at 5:39 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:  
Mr. Fulford                                - aye                                Mr. Lounsbury                                - aye  
Mr. Honaker                                - aye                                Mrs. Stanley                                - aye

**2018-063**        Mr. Fulford moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Special Session at 7:37 p.m.

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

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, July 16, 2018 @ 6:00 p.m. WMPL Meeting Room
- B. BOT Meeting - Monday, August 20, 2018 @ 6:00 p.m. WMPL Meeting Room

**Adjournment**

Mrs. Stanley moved, seconded by Mr. Honaker to adjourn the meeting at 7:38 p.m.

**WRIGHT MEMORIAL PUBLIC LIBRARY**

**Board of Trustees**

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Roll Call Vote:

Mr. Fulford - aye

Mr. Honaker - aye

Mr. Lounsbury - aye

Mrs. Stanley - aye

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joshua Lounsbury, President

**Board of Trustees**  
Regular Meeting Minutes  
July 16, 2018

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on July 16, 2018 at the Wright Memorial Public Library meeting room. President Joshua Lounsbury called the regular meeting to order at 6:02 p.m.

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

Board of Trustees Excused:            Mrs. Linda Deitz  
   Mrs. Katie Hill-Gottesman  
   Vacant Position

A quorum was declared with four members present.

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

**Agenda**  
**2018-064**

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

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

**Minutes**  
**2018-065**

Mr. Fulford moved, seconded by Mrs. Stanley to approve the minutes of the June 18, 2018 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Eichelberger Foundation Grant Project Update – Mrs. Hale**

- A. HVAC sound data is being collected to determine options to reduce the sound in the Conference Room; a glass lens will be ordered for the custom light fixture; some modifications will be made to the new information desk and self-checkout area; the ribbon cutting ceremony has been scheduled.
- B. Final project walkthrough is scheduled for Tuesday, July 17, 2018.
- C. Flat screens will be ordered for the Conference Room and above the materials return slots. The backs of the bookshelves near the Circulation Desk will be updated.
- D. Project Contract/Quote Awards & Expenditure Approvals

**2018-066**

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

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- 1. Sophisticated Systems, Inc. - Technology-Flat Screens (2) & Accessories \$2,894.83
- 2. LCNB Credit Card-Various Vendors - Display Bookcase Repair Material \$261.40

Roll Call Vote:

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

**Nominating Committee Report – Mr. Honaker**

- A. The Committee met on June 21, 2018. Minutes attached.
- B. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2019 Recommend Nomination Of Ms. Debra DiLorenzo-Gorman To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees For The Vacant Unexpired Term Through December 31, 2019 (Unexpired term of Emma MacGuidwin, January 2013 through December 2019)

**2018-067** Mr. Honaker moved, seconded by Mr. Fulford to approve the nomination of Ms. Debra DiLorenzo-Gorman to Oakwood School Board for Appointment to Wright Memorial Public Library Board of Trustees for the vacant unexpired term through December 31, 2019 (Unexpired term of Emma MacGuidwin, January 2013 through December 2019).

Roll Call Vote:

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

**Policy Committee Report – Mr. Lounsbury**

- A. The Committee met on June 18, 2018. Minutes attached.
- B. The Committee reviewed the Meeting Room policy and made recommendations for changes to be submitted for Board approval.
- C. Public Policy Manual Update - Meeting Rooms

**2018-068** Mrs. Stanley moved, seconded by Mr. Honaker to approve Public Policy Manual Update - Meeting Rooms.

Roll Call Vote:

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

**Library Foundation Liaison Report – Mrs. Stanley**

- A. The Library Foundation Board did not met in July 2018.
- B. The Foundation approved by e-mail a grant to cover expenses of the Eichelberger Ribbon Cutting Ceremony. Mrs. Hale will submit a grant to the Foundation at the August meeting to approve a grant for the 2018 Gingerbread House Competition.

**Fiscal Officer’s Report**

- A. Financial Report - June 2018
- B. Contributions/Donations
- C. Amended Estimated Revenue & Annual Appropriations Budget 2018

**2018-069** Mr. Fulford moved, seconded by Mrs. Stanley to accept the June 2018 Financial Report, Contributions/Donations, and Amended Estimated Revenue & Annual Appropriations Budget 2018.

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Roll Call Vote:

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

D. ODT PLF Certification 2018 - June 2018 Updated Estimate

**Director's Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
  - 1. Facilities
    - Repairs to the slate roof are underway; sidewalk repairs need to be done this summer; the front door will be refinished; the repaired bay window leaked, but it has been repaired and water tested; bathroom door automatic closers were installed on main floor bathrooms.
  - 2. Technology
    - New computers, laptops, receipt printers, and hard drives for backups are recommended for purchase.
  - 3. Community Engagement
    - The Book Peddler is making frequent visits to the Farmer's Market, where patrons enjoy checking out and returning materials. Additional stops are being scheduled.
  - 4. Other Updates
    - Mrs. Hale shared that a local artist would like to donate small pieces of his work for sale at the Library, with all proceeds going to the Library.

**New Business**

- A. Rescind Resolution #2018-044 Approved May 21, 2018: Self-Service Checkout Hardware and Software \$13,588.00 (Capital Projects Fund)
- 2018-070** Mrs. Stanley moved, seconded by Mr. Fulford to approve Rescinding Resolution #2018-044 Approved May 21, 2018: 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:

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

- B. Technology Refresh Plan 2018 (Capital Projects Fund)
- 2018-071** Mr. Fulford moved, seconded by Mrs. Stanley to approve the Technology Refresh Plan 2018 (Capital Projects Fund).

- 1. SSI - Epson Thermal Receipt Printers (4) \$1,440.68
- 2. SSI - Dell Latitude 3490 Laptops (6), OptiPlex 5250 All-In-One Non-Touch PCs (8), and Configuration Costs \$16,994.90
- 3. SSI - Seagate Backup Plus 5 TB External Hard Drive (2) \$306.80

Roll Call Vote:

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

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- C. ADT/Protection 1 - Alarm Sensors-Wireless Receiver & Motion, Smoke Detectors, Fire Pull Stations \$3,225.00 (Increase of \$330.00 from the \$2,895.00 approved May 21, 2018) (Capital Projects Fund)

**2018-072** Mr. Honaker moved, seconded by Mrs. Stanley to approve the ADT/Protection 1 - Alarm Sensors-Wireless Receiver & Motion, Smoke Detectors, Fire Pull Stations \$3,225.00 (Increase of \$330.00 from the \$2,895.00 approved May 21, 2018) (Capital Projects Fund).

Roll Call Vote:

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

- D. Facilities/Levy Strategic Planning

- 1. Mrs. Hale shared information from a philanthropic consultant about steps and costs that could be undertaken to investigate a private capital campaign to fund a building project; Mrs. Hale will share information to the Library Foundation.

- E. Library Programs

- 1. Mrs. Stanley shared some ideas for library programs: home energy efficiency solutions and property taxes/levy distribution.

**Executive Session**

**2018-073** Mrs. Stanley moved, seconded by Mr. Honaker to enter into Executive Session at 7:53 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:

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

**2018-074** Mrs. Stanley moved, seconded by Mr. Fulford to exit Executive Session and reconvene to Regular Session at 8:40 p.m.

Roll Call Vote:

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

**New Business**

- A. Fiscal Officer/Business Manager Position Posting

**2018-075** Mr. Fulford moved, seconded by Mrs. Stanley to approve posting the Fiscal Officer/Business Manager position.

Roll Call Vote:

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

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**Action Items**

**Current Meeting:**

- A. Schedule a joint Facilities Committee/Strategic Planning Committee meeting. - Mr. Fulford (Carried Forward)
- B. Contact WMPL Board & WMPLF Board for WMPLF 2018 Annual Fund Drive donation. - Mrs. Hale

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, August 20, 2018 @ 6:00 p.m. WMPL Meeting Room

**Adjournment**

Mrs. Stanley moved, seconded by Mr. Fulford to adjourn the meeting at 8:41 p.m.

Roll Call Vote:

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joshua Lounsbury, President