

Board of Trustees
Regular Meeting Minutes
August 20, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on August 20, 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: Ms. Debra DiLorenzo-Gorman (Exited at 7:47 p.m.)
Mr. Joseph Fulford, Vice-President
Mrs. Katie Hill-Gottesman
Mr. Randale J. Honaker III
Mr. Joshua Lounsbury, President

Board of Trustees Excused: Mrs. Linda Deitz
Mrs. Lu Ann Stanley, Secretary

A quorum was declared with five members present.

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

Oath of Office for Newly Appointed Board Trustee - Debra DiLorenzo-Gorman (Term 8/13/18-12/31/19)

Mrs. Kristi Hale, notary public, administered the Oath of Office to Ms. Debra DiLorenzo-Gorman as Board of Trustee Member effective August 13, 2018 for the unexpired term of Emma MacGuidwin, January 1, 2013 through December 31, 2019.

Agenda
2018-076

Mr. Honaker moved, seconded by Mrs. Hill-Gottesman to approve the agenda as presented.

Roll Call Vote:
Ms. DiLorenzo-Gorman - aye Mr. Honaker - aye
Mr. Fulford - aye Mr. Lounsbury - aye
Mrs. Hill-Gottesman - aye

Minutes
2018-077

Mrs. Hill-Gottesman moved, seconded by Mr. Fulford to approve the minutes of the July 12, 2018 Special Meeting and July 16, 2018 Regular Meeting.

Roll Call Vote:
Ms. DiLorenzo-Gorman - abstain Mr. Honaker - aye
Mr. Fulford - aye Mr. Lounsbury - aye
Mrs. Hill-Gottesman - aye

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. General Updates - Heapy Engineering will take corrective action on the Conference Room HVAC system to bring the sound level to industry standards; locations for

Board of Trustees
Regular Meeting Minutes
August 20, 2018

self-checkout machines are under consideration; waiting on delivery date for replacement furniture and flat screens.

- B. Project Schedule Update - Arcon Builders contract is completed.
- C. Project Budget Update
- D. Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals

2018-078

Mr. Honaker moved, seconded by Mrs. Hill-Gottesman to approve the Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals.

Project Change Order Log

- 1. D2 Light Fixture Removal \$311.58

Project Contract/Quote Awards & Expenditure Approvals

- 1. Ted Bolle Millwork, Inc. - Information Desk Modification-Pull Out Shelves \$375.00
- 2. Lincoln Storage, Inc. - Move Self-Checkout Desk Downstairs \$700.00
- 3. Midwest Security Services - Security Camera Relocation \$660.00

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

Board Committee Assignments (New Board Member & Changes)

2018-079

Mr. Fulford moved, seconded by Mr. Honaker to approve the Board Committee Assignments (New Board Member & Changes).

- A. Debra DiLorenzo-Gorman (January 22, 2018 Organizational Meeting Committee Assignments)
 - 1. Nominating Committee Chair
 - 2. Policy Committee Member
 - 3. Levy Communications Committee Member
- B. Nominating Committee Changes
 - 1. Randale J. Honaker - Return To Member (Previously Interim Chair)
 - 2. Joshua Lounsbury - Remove As Member

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

Personnel Committee Report – Mr. Honaker

- A. The Committee met on August 15, 2018. Minutes attached.
- B. Reviewed applications for the Fiscal Officer position. Three candidates were selected to be interviewed. A special meeting of the Board of Trustees will be scheduled for the interviews.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on August 1, 2018 and August 8, 2018.
- B. The Foundation Board approved a grant request to sponsor the 2018 Gingerbread House Competition. The Annual Campaign is on target to achieve their fundraising goal.
- C. The Foundation Board held a Special Meeting on August 8, 2018 to discuss the merits of a consultant’s proposal.
- D. Mrs. Hale will submit several additional grant requests at the Foundation’s September meeting.

Board of Trustees
Regular Meeting Minutes
August 20, 2018

Fiscal Officer’s Report

- A. Financial Report - July 2018
- B. ORC 5705.41(D) Purchase Order Certification (Then and Now)
- C. Amended Estimated Revenue & Annual Appropriations Budget 2018

2018-080

Mrs. Hill-Gottesman moved, seconded by Mr. Fulford to accept the July 2018 Financial Report, ORC 5705.41(D) Purchase Order Certification (Then and Now), and Amended Estimated Revenue & Annual Appropriations Budget 2018.

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

- D. ODT PLF Certification 2019 - July 2018 Initial Estimate

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Front door will be refinished.
 - Additional roof work has been scheduled.
 - Rear door handicap mechanism needs to be replaced.
 - Concrete repair to sidewalks was completed; additional sidewalk work will be scheduled.
 - 2. Staff
 - One employee resignation; position has been posted internally and externally.
 - 3. Technology
 - Mrs. Hale recommended purchase of three new self-checkout machines.
 - 4. Collections, Programs, and Services
 - New collection of internet-disabled tablets are now in circulation.
 - New databases are now being offered through OPLIN.
 - 5. Community Engagement
 - Book Peddler was featured on local news channel and continues to make community appearances.
 - WMPL was featured in the Dayton Daily News and Mrs. Hale was interviewed by Channels 7 and 2 at the Community Open House.
 - New class of Library Ambassadors were inaugurated on August 19, 2018.
 - WMPL is collaborating with local Eagle Scouts and Oakwood Park & Leisure Services to implement a Little Free Library.

New Business

2018-081 A. Self-Service/Self-Check Hardware and Software \$16,917.10 (Capital Projects Fund)
Mr. Fulford moved, seconded by Mrs. Hill-Gottesman to approve the Self-Service/Self-Check Hardware and Software \$16,917.10 (Capital Projects Fund).

- 1. EnvisionWare, Inc. - 3 Self-Service Stations \$14,740.00
- 2. Innovative Interfaces, Inc./Polaris - License and Maintenance \$2,177.10

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

Board of Trustees
Regular Meeting Minutes
August 20, 2018

2018-082 B. Insurance Benefit Renewal January 1, 2019 – Southwest Ohio Educational Purchasing Council-Oakwood City School District
Mr. Fulford moved, seconded by Mr. Honaker to approve the Insurance Benefit Renewal January 1, 2019 – Southwest Ohio Educational Purchasing Council-Oakwood City School District.

1. Health Ins. Premium Library/Employee Share 85%/15% Split with Library Share Capped at \$7,100 (Increase of 7.0% from \$6,636)
2. Health Ins. – United Health Care HDHP & PPO (Premium Renewal 7.0% Increase)
3. Dental Ins. – Delta Dental (Premium Renewal 5.0% Increase)
4. Life Ins. – UNUM (\$25,000 Policy/Eligible Employee) (\$0.10 Per \$1,000)
5. Vision Ins. – VSP (Premium Renewal 3.0% Increase)

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

2018-083 C. Fiscal/Business Advisor Job Description and Employment Agreement
Mr. Honaker moved, seconded by Mr. Fulford to approve the Fiscal/Business Advisor Job Description and Employment Agreement.

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Honaker	- aye
Mr. Fulford	- aye	Mr. Lounsbury	- aye
Mrs. Hill-Gottesman	- aye		

- D. Facilities/Levy Strategic Planning
1. Mrs. Hale shared information about school planning process and reviewed information from philanthropic consultant.
- E. Ohio Senate Honoring The Wright Memorial Pubic Library On The Ribbon Cutting For Its Renovations (Signed by Senate President Larry Obhof and Senator Peggy B. Lehner)

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, September 17, 2018 @ 6:00 p.m. WMPL Meeting Room

Adjournment

Mrs. Hill-Gottesman moved, seconded by Mr. Honaker to adjourn the meeting at 7:56 p.m.

Roll Call Vote:

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

Board of Trustees
Regular Meeting Minutes
August 20, 2018

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President