

Board of Trustees
Special Meeting Minutes
September 10, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on September 10, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the special meeting to order at 5:08 p.m.

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

Board of Trustees Excused: Ms. Debra DiLorenzo-Gorman
 Mrs. Katie Hill-Gottesman

A quorum was declared with five members present.

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

Public Comment

None.

Staff Comment / Report

None.

Executive Session

2018-084 Mrs. Stanley moved, seconded by Mr. Honaker to enter into Executive Session at 5:09 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 Mrs. Stanley - aye
Mr. Honaker - aye

2018-085 Mr. Honaker moved, seconded by Mrs. Deitz to exit Executive Session and reconvene to Special Session at 8:10 p.m.

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

Upcoming Meeting Dates & Announcements

A. BOT Meeting - Monday, September 17, 2018 @ 6:00 p.m. WMPL Community Room

Adjournment

Mr. Honaker moved, seconded by Mrs. Deitz to adjourn the meeting at 8:11 p.m.

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Roll Call Vote:

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

Mr. Lounsbury - aye
Mrs. Stanley - aye

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President

Board of Trustees
Special Meeting Minutes
September 17, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in special session on September 17, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the special meeting to order at 5:03 p.m.

Board of Trustees Present: Ms. Debra DiLorenzo-Gorman
 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

A quorum was declared with five members present.

Others in Attendance:

Mrs. Kristi Hale, Director
Mr. Steve Maag, Fiscal Officer
Library Foundation Trustees (Patty Caruso, Amy Deal, Susan Elliott, Elaine Gounaris, and Penni Morris)

Public Comment

None.

Staff Comment / Report

None.

Work Session with WMPL Foundation Board of Trustees

- A. Facilities Strategic Planning
The Library Board and Administration shared information with the Foundation Board about the Library's short range and long range building needs. Members of both boards discussed options and possibilities for the building, as well as possible ways to fund future building projects and political and economic realities that impact planning.

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, October 15, 2018 @ 6:00 p.m. WMPL Community Room

Adjournment

Mr. Fulford moved, seconded by Mr. Honaker to adjourn the meeting at 6:03 p.m.

Roll Call Vote:

Ms. DiLorenzo-Gorman	- aye	Mr. Lounsbury	- aye
Mr. Fulford	- aye	Mrs. Stanley	- aye
Mr. Honaker	- aye		

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September 17, 2018

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President

Board of Trustees
Regular Meeting Minutes
September 17, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on September 17, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the regular meeting to order at 6:14 p.m.

Board of Trustees Present: Mrs. Linda Deitz
 Ms. Debra DiLorenzo-Gorman (Exited at 6:27 p.m.)
 Mr. Joseph Fulford, Vice-President
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury, President
 Mrs. Lu Ann Stanley, Secretary

Board of Trustees Excused: 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
2018-086

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

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

Board of Trustee Resignation – Mrs. Katie Hill-Gottesman Effective September 17, 2018
2018-087

Ms. DiLorenzo-Gorman moved, seconded by Mrs. Deitz to accept the resignation of Board of Trustee Katie Hill-Gottesman effective September 17, 2018.

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

Minutes
2018-088

Mr. Fulford moved, seconded by Mrs. Stanley to approve the minutes of the August 20, 2018 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

Board of Trustees

Regular Meeting Minutes

September 17, 2018

- A. General Updates - Adjustments to HVAC not yet schedule; flat screens delivered with incorrect installation hardware; additional cabling work is needed; acoustical assessment will be done once HVAC adjustments are completed; self-checkout location design still pending.
- B. Project Budget Update
- C. Project Change Order Log
- D. Project Contract/Quote Awards & Expenditure Approvals

2018-089

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

- 1. LCNB VISA-Newegg - TV Table Top Stand (55" Flat Screen) \$66.66

Roll Call Vote:

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

Nominating Committee – Ms. DiLorenzo-Gorman

- A. Katie Hill-Gottesman Resignation – Vacant Unexpired Term Thru December 31, 2023. Mrs. Hill-Gottesman’s resignation letter was read and accepted by the Board.
- B. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2023 Recommend Nomination To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Unexpired term of Katie Hill-Gottesman, January 2017 through December 2023)
- C. Board of Trustee Appointment – Term January 1, 2019 to December 31, 2025 Mrs. Deitz’s advised the Board that she would not seek a renewal of her position when it expires at year end. Mrs. Hale will post two Board vacancies, one to be filled immediately, and the other to start January 2019.
- D. Board Committee Appointments and Assignments - Strategic Planning Committee

2018-090

Mrs. Stanley moved, seconded by Mr. Honaker to approve the Board Committee Appointments and Assignments - Strategic Planning Committee Changes.

- 1. Joshua Lounsbury, Interim Chair (Replaced Katie Hill-Gottesman)

Roll Call Vote:

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

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on September 5, 2018.
- B. The Foundation Board approved two Library grant requests, one for a laptop lab that will enable WMPL to teach technology classes, and the other for a gaming system for teen and tween programming. Mrs. Hale will request a Foundation Grant for expenses and events related to the Library’s 80th birthday celebration in 2019.

Fiscal Officer’s Report

- A. Financial Report - August 2018
- B. ORC 5705.41(D) Purchase Order Certification (Then and Now)
- C. Amended Estimated Revenue & Annual Appropriations Budget 2018
- D. Resolution Accepting Montgomery County Public Library Fund Entitlement and Distribution Formula for 2019
- E. Resolution Accepting the Amounts and Rates for Tax Year 2018/Collection Year 2019 as Determined by the Montgomery County Budget Commission

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2018-091 Mr. Fulford moved, seconded by Mrs. Deitz to accept the August 2018 Financial Report, ORC 5705.41(D) Purchase Order Certification (Then and Now), Amended Estimated Revenue & Annual Appropriations Budget 2018, Resolution Accepting Montgomery County Public Library Fund Entitlement and Distribution Formula for 2019, and Resolution Accepting the Amounts and Rates for Tax Year 2018/Collection Year 2019 as Determined by the Montgomery County Budget Commission.

Roll Call Vote:

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

F. PLF Revenue & Distribution History

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Front door refinishing completed.
 - Front sign needs to be refurbished or replaced. Mrs. Hale will look for a local vendor.
 - 2. Staff
 - An internal candidate was promoted to Tech Services Coordinator.
 - Two P-T positions have been posted.
 - 3. Technology
 - New computers and laptops have been delivered and are being configured for deployment.
 - New self-checkouts have been ordered.
 - 4. Collections, Services & Programs
 - Summer Reading Club registration for kids and teens held steady over 2018. The Adult Summer Reading Program had strong participation.
 - This year’s Far Hills Music Series has had strong attendance.
 - This fall’s Far Hills Speaker Series programs have been moved to the Lutheran Church in anticipation of large crowds; the 9/16 event drew 219 people.
 - 5. Community Engagement
 - WMPL and a local Eagle Scout are exploring with the City of Oakwood the creation of a Little Free Library in one of Oakwood’s parks.

New Business

- A. Major Expenditures Exceeding \$10,000
 - 1. Innovative Interfaces, Inc. (Polaris Software Maintenance, LEAP, Syndetics, OverDrive, and SkyRiver – November 1, 2018 - October 31, 2019) \$30,558.36 (PO# 691-2018)

2018-092 Mrs. Stanley moved, seconded by Mr. Honaker to approve Major Expenditures Exceeding \$10,000: 1. Innovative Interfaces, Inc. (Polaris Software Maintenance, LEAP, Syndetics, OverDrive, and SkyRiver – November 1, 2018 - October 31, 2019) \$30,558.36 (PO# 691-2018).

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Roll Call Vote:

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

B. Facilities/Levy Strategic Planning

1. Electric Vehicle Charger - Mr. Fulford shared a grant opportunity available from DP&L to install electric vehicle chargers, which could be part of future enhancements to the facility. There is also grant funds available from EBSCO for solar roof panels when WMPL replaces its roof.

Executive Session

2018-093 Mr. Fulford moved, seconded by Mr. Honaker to enter into Executive Session at 7:40 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	Mrs. Stanley	- aye
Mr. Honaker	- aye		

2018-094 Mrs. Stanley moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 8:01 p.m.

Roll Call Vote:

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

New Business

2018-095 A. Fiscal Officer/Business Manager Position Offer, Tammy Emrick
Mrs. Stanley moved, seconded by Mr. Honaker to extend offer for Fiscal Officer/Business Manager position to Tammy Emrick and designate President Joshua Lounsbury to negotiate with final approval by the Board of Trustees.

Roll Call Vote:

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

Action Items

Current Meeting:

- A. Schedule a joint Facilities Committee/Strategic Planning Committee meeting. - Mr. Fulford (Carried Forward)
- B. Library Journal America's Star Libraries: Top-Rated Libraries - Statistical Measures WMPL Data & Graphs. - Mr. Maag

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Monday, October 15, 2018 @ 6:00 p.m. WMPL Community Room

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Adjournment

Mr. Fulford moved, seconded by Mrs. Stanley to adjourn the meeting at 8:02 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