

**Board of Trustees**  
Regular Meeting Minutes  
October 15, 2018

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on October 15, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the regular meeting to order at 6:02 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
  Ms. Debra DiLorenzo-Gorman  
  Mr. Joseph Fulford, Vice-President  
  Mr. Randale J. Honaker III  
  Mr. Joshua Lounsbury, President

Board of Trustees Excused:         Mrs. Lu Ann Stanley, Secretary  
  Vacant Position

A quorum was declared with five members present.

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

**Agenda**  
**2018-096**

Mr. Fulford 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

**Minutes**  
**2018-097**

Ms. DiLorenzo-Gorman moved, seconded by Mr. Honaker to approve the minutes of the September 10, 2018 Special Meeting, September 17, 2018 Special Meeting, and September 17, 2018 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

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

- A. General Updates - Flat screens have been installed; met with architect about options for self-checkout locations.
- B. Project Budget Update (No changes.)
- C. Project Change Order Log (No changes.)

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**Facilities Committee – Mr. Fulford**

- A. The Committee met on October 1, 2018 (joint meeting with the Strategic Planning Committee). Minutes attached.

**Strategic Planning Committee – Mr. Lounsbury**

- A. The Committee met on October 1, 2018 (joint meeting with the Facilities Committee). Minutes attached.

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

- A. The Library Foundation Board met on October 3, 2018.
- B. The Foundation Board approved a grant request of up to \$4,000 for 80th Birthday Celebration activities in 2019.

**Fiscal Officer’s Report**

- A. Financial Report - September 2018
  - B. Amended Estimated Revenue & Annual Appropriations Budget 2018
- 2018-098** Mrs. Deitz moved, seconded by Ms. DiLorenzo-Gorman to accept the September 2018 Financial Report, and Amended Estimated Revenue & Annual Appropriations Budget 2018.

Roll Call Vote:

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

**Director’s Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
  - 1. Facilities
    - Slate roof repairs were completed. Annual roof repairs going forward are estimated at \$5,000 - \$8,000. The flat roof will need to be replaced within 5 years.
    - Rear door hardware replacement and refinishing will be deferred until 2019.
  - 2. Staff
    - P-T Adult Librarian position has been filled.
    - Open Catalog Specialist position will be either one F-T or two P-T staff.
  - 3. Technology
    - New self-checkouts are scheduled for installation in late November.
    - Mrs. Hale will look investigate cost and feasibility of upgrading cellular and Wi-Fi signals for 2019.
  - 4. Collections, Services & Programs
    - Two additional digital platforms will be added soon.
  - 5. Community Engagement
    - Book Peddler attended a community block party.
  - 6. Other Updates
    - Oakwood City Schools IT Coordinator met with WMPL administration to share plans.
    - Paper ornaments made and donated by local artist have sold quickly.

**New Business**

- A. Wright Library Metal Sign Restoration - Ink & Hammer Manufacturing Co. \$650.00

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**2018-099** Mr. Fulford moved, seconded by Mrs. Deitz to approve Wright Library Metal Sign Restoration - Ink & Hammer Manufacturing Co. \$650.00 (Capital Projects Fund).

Roll Call Vote:

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

**2018-100** B. Fiscal Officer/Business Manager Appointment and Employment, Tammy S. Emrick  
Mrs. Deitz moved, seconded by Mr. Honaker to appoint and employ Tammy S. Emrick as Fiscal Officer/Business Manager effective January 7, 2019 and approve the Offer Letter extended to and accepted by Tammy S. Emrick.

Roll Call Vote:

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

C. Library Journal America’s Star Libraries: Top-Rated Libraries - Statistical Measures (WMPL 2015, 2016, 2017, and 2018 YTD Data)  
The information charts measure Wright Library’s performance over the past several years in key categories used by Library Journal to rank public libraries in the U.S.

D. Facilities/Levy Strategic Planning

1. Mr. Fulford shared details regarding the Oakwood City School’s MFP Report and suggested that the Library Board draft a response to that Report in regards to use of shared space in Phase 3 of that Report.

**Action Items**

**Current Meeting:**

- A. Draft a letter to the Oakwood School Board in response to the District’s Master Facilities Plan and the identified green space between E.D. Smith Elementary and Wright Memorial Library. - Mr. Fulford.
- B. Schedule a Nominating Committee meeting. - Mrs. Hale.

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Monday, November 19, 2018 @ 6:00 p.m. WMPL Community Room

**Adjournment**

Mr. Fulford moved, seconded by Mr. Honaker to adjourn the meeting at 6:55 p.m.

Roll Call Vote:

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

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Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joshua Lounsbury, President