

**Board of Trustees**  
Regular Meeting Minutes  
November 19, 2018

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on November 19, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the regular meeting to order at 6:03 p.m.

Board of Trustees Present:           Mrs. Linda Deitz  
  Ms. Debra DiLorenzo-Gorman  
  Mr. Joseph Fulford, Vice-President  
  Mr. Randale J. Honaker III (Entered at 6:17 p.m.)  
  Mr. Joshua Lounsbury, President (Exited at 6:51 p.m.)  
  Mrs. Lu Ann Stanley, Secretary

Board of Trustees Excused:           Vacant Position

A quorum was declared with five members present.

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

**Agenda**  
**2018-101**

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

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

**Minutes**  
**2018-102**

Mrs. Deitz moved, seconded by Mr. Fulford to approve the minutes of the October 15, 2018 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**New Business**

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

**2018-103**

Mrs. Stanley moved, seconded by Ms. DiLorenzo-Gorman to approve the 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 and to present it to the Oakwood School Board at their November 19, 2018 Meeting.

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Roll Call Vote:

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

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

A. General Updates - Final Narrative and Financial Report was submitted to the Eichelberger Foundation per grant agreement. Heapy Engineering has formally agreed to provide remediation work to reduce noise level of the HVAC system in the Aberdeen room. Alabaster glass piece for the custom light fixture in the foyer has been ordered. Mrs. Hale proposed refinishing two end tables and copper-cornered table to match the other original furnishings.

B. Project Budget Update

C. Project Change Order Log (No changes.)

D. Project Contract/Quote Awards & Expenditure Approvals

**2018-104**

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

1. Petes Furniture Repair, LLC - Refinish 2 End Tables and 1 Copper-Corner Table \$1,200.00

Roll Call Vote:

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

**Facilities Committee – Mr. Fulford**

A. The Committee met on October 19, 2018. Minutes attached.

**Finance/Audit Committee – Mrs. Deitz**

A. The Committee met on November 8, 2018. Minutes attached.

**Nominating Committee – Ms. DiLorenzo-Gorman**

A. The Committee met on November 6, 2018. Minutes attached.

B. Board of Trustee Appointment – Vacant Unexpired Term Thru December 31, 2023 Recommend Nomination Of Bob Eling To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Unexpired term of Katie Hill-Gottesman, January 1, 2017 through December 31, 2023)

C. Board of Trustee Appointment – Term January 1, 2019 to December 31, 2025 Recommend Nomination Of Jennifer Enseleit To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Seven year term, January 1, 2019 through December 31, 2025)

**2018-105**

Mrs. Stanley moved, seconded by Ms. DiLorenzo-Gorman to approve the nomination of Bob Eling To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Unexpired term of Katie Hill-Gottesman, January 1, 2017 through December 31, 2023) and the nomination of Jennifer Enseleit To Oakwood School Board For Appointment To Wright Memorial Public Library Board Of Trustees (Seven year term, January 1, 2019 through December 31, 2025).

Roll Call Vote:

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

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D. Slate of Officers 2019

Recommendations for Board of Trustees leadership positions for 2019 were discussed, with the following recommendations to be voted on at the January 2019 Organizational Meeting: Joseph Fulford for a first term as President, Randale Honaker for a first term as Vice President, and Lu Ann Stanley for a third term as Secretary.

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

- A. The Library Foundation Board met on November 7, 2018.
- B. The Foundation Board discussed succession planning with current Board President’s departure in January. A search for 1-2 new Foundation Board Members is underway. The Foundation Board is running an end-of-year giving push. A donor thank you event is being planned for March 2019.
- C. Grant Funded Library Projects Status
  - 1. Library-branded “spirit wear” items are available for sale near the Info Desk.

**New Business**

A. Salary/Wage Consideration

**2018-106**

Mrs. Deitz moved, seconded by Mr. Honaker to approve a 2.75% Cost of Living Adjustment (COLA) for all current employees on active payroll as of December 31, 2018, and paid in accordance with the Compensation System 2019 Pay Scale (NA - Director & Fiscal Officer) and a 1% Merit Increase (\$6,600 - rounded up to the next \$100) to be allocated by the Director in accordance with the WMPL Performance and Compensation Management System 2007, effective with the first pay in 2019, for all current employees on active payroll as of December 31, 2018, and paid in accordance with the Compensation System 2019 Pay Scale (NA - Director & Fiscal Officer) as recommended by the Finance/Audit Committee.

Roll Call Vote:

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

**Fiscal Officer’s Report**

- A. Financial Report - October 2018
- B. Contributions/Donations
- C. Estimated Revenue & Annual Appropriations Budget 2019

**2018-107**

Mrs. Deitz moved, seconded by Mr. Fulford to accept the October 2018 Financial Report, Contributions/Donations, and Estimated Revenue & Annual Appropriations Budget 2019.

Roll Call Vote:

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

**Director’s Report**

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
  - 1. Facilities
    - Historic sign near front door is being refurbished, and the wall heater in the rear door entryway will be replaced.
  - 2. Staff

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- Two part-time cataloguer positions have been filled.
- 3. Technology
  - New self-checkout machines will be installed on 11/26.
- 4. Collections, Services, & Programs
  - Mrs. Hale shared information about upcoming programs and plans for new services in 2019.
- 5. Community Engagement
  - Mrs. Hale shared an article from the Dayton Daily News about Wright Library’s designation as a four-star library in Library Journal’s 2018 Star Library Report.
  - Planning is continuing for the Library’s 80th Birthday celebrations in 2019.
- 6. Other Updates
  - Mrs. Hale shared information provided by the Ohio Library Council about Ohio’s Public Library Funding and messaging for 2019.
  - Mrs. Hale shared information about HB 736.

**New Business**

**2018-108** A. Compensation System 2019 Pay Scale (No change to salary/pay rates.)  
Mr. Honaker moved, seconded by Mrs. Stanley to approve the Compensation System 2019 Pay Scale (No change to salary/pay rates.)

Roll Call Vote:

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

**2018-109** B. Major Expenditures Exceeding \$10,000  
1. State Library of Ohio, Ohio Digital Library – OverDrive, Inc. (Digital Content Consortium Collection – 2019 MOU) \$11,526.00  
Mrs. Stanley moved, seconded by Mr. Honaker to approve Major Expenditures Exceeding \$10,000: 1. State Library of Ohio, Ohio Digital Library – OverDrive, Inc. (Digital Content Consortium Collection – 2019 MOU) \$11,526.00.

Roll Call Vote:

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

- C. Facilities/Levy Strategic Planning
  - 1. Mrs. Hale sent previous building plans and community feedback to LWC, Inc. for their review, and a Facilities Committee meeting will be scheduled once LWC has an initial proposal to discuss.
  - 2. Mrs. Hale will call a Strategic Planning Committee meeting to share a draft of an updated Strategic Plan developed by Library leadership.

**Executive Session**

**2018-110** Mr. Honaker moved, seconded by Mrs. Stanley to enter into Executive Session at 7:08 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.

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Roll Call Vote:

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

**2018-111** Mr. Honaker moved, seconded by Ms. DiLorenzo-Gorman to exit Executive Session and reconvene to Regular Session at 7:20 p.m.

Roll Call Vote:

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

**Action Items**

**Current Meeting:**

- A. Facilities Committee to convene a meeting to discuss LWC questions and tentative proposal for services. - Mrs. Hale
- B. Strategic Planning Committee to convene a meeting to review and discuss tentative goals. - Mrs. Hale

**Upcoming Meeting Dates & Announcements**

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

**Adjournment**

Mr. Honaker moved, seconded by Ms. DiLorenzo-Gorman to adjourn the meeting at 7:21 p.m.

Roll Call Vote:

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joshua Lounsbury, President