

Board of Trustees
Regular Meeting Minutes
December 17, 2018

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 17, 2018 at the Wright Memorial Public Library Community Room. President Joshua Lounsbury called the regular meeting to order at 6:01 p.m.

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

A quorum was declared with all members present.

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

Agenda
2018-112

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

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

Oath of Office for Newly Appointed Board Trustee - Bob Eling (Term 12/10/18-12/31/23)

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mr. Bob Eling as Board of Trustee Member effective December 10, 2018 for the unexpired term of Katie Hill-Gottesman, January 1, 2017 through December 31, 2023.

Linda Deitz, Board of Trustee Recognition Resolution
2018-113

Mr. Honaker moved, seconded by Mrs. Stanley to approve following resolution recognizing Linda Deitz, Board of Trustee for the Wright Memorial Public Library, for her service.

Resolution of the Board of Trustees of
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Linda Deitz served on the Board of Trustees of Wright Memorial Public Library from February 2012 to December 2018; and,

Whereas, the Board of Trustees, Director and Fiscal Officer recognize that Linda Deitz has made significant contributions to the Library and to the community by her dedicated service during her tenure on the Board; and,

Whereas, Linda Deitz brought new and innovative ideas to the Board; was instrumental in maintaining the financial health of the library; contributed a unique and valuable perspective in facility planning; and worked to improve the library in countless ways.

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Now, therefore, the Board of Trustees, Director and Fiscal Officer wish to formally recognize and thank Linda Deitz for her outstanding service as Chair of the Finance/Audit Committee, and as a member of the Facilities Committee and Nominating Committee.

Be it resolved, that the Board of Trustees, Director and Fiscal Officer, on behalf of the Oakwood Community, the staff of Wright Memorial Public Library, and library patrons, extend to Linda Deitz their sincere thanks for her conscientious service and wish her every good fortune in all future endeavors; and,

Be it resolved that Linda Deitz be furnished a copy of this resolution and that a copy of this resolution be made a part of the minutes of this regular meeting.

Adopted unanimously this seventeenth day of December 2018.

Roll Call Vote:

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

Minutes
2018-114

Mrs. Deitz moved, seconded by Ms. DiLorenzo-Gorman to approve the minutes of the November 19, 2018 Regular Meeting.

Roll Call Vote:

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. General Updates - Heapy Engineering sent a team to WMPL to look at the HVAC location for the Aberdeen Room.
- B. Project Budget Update - The alabaster lens for the foyer light fixture was \$225. Other remaining costs that are pending are cabling, acoustics, and glass wall treatment.
- C. Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals

2018-115

Mrs. Stanley moved, seconded by Mr. Eling to approve the Project Change Order Log and Project Contract/Quote Awards & Expenditure Approvals.

Project Change Order Log

- 1. Alabaster Glass Lens For Foyer Light \$225.00

Project Contract/Quote Awards & Expenditure Approvals

- 1. LCNB VISA-Dickman Supply, Inc. - Alabaster Glass Lens For Foyer Light \$225.00

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Roll Call Vote:

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

Board Committee Assignments (New Board Member & Changes)

2018-116

Mrs. Deitz moved, seconded by Mrs. Stanley to approve the Board Committee Assignments (New Board Member & Changes).

- A. Bob Eling (Katie Hill-Gottesman’s January 22, 2018 Organizational Meeting Committee Assignments)
 - 1. Strategic Planning Committee Chair
 - 2. Levy Communications Committee Member
 - 3. Personnel Committee Member
- B. Strategic Planning Committee Changes
 - 1. Joshua Lounsbury - Remove As Interim Chair

Roll Call Vote:

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

Facilities Committee Report – Mr. Fulford

- A. The Committee met on December 13, 2018. Minutes attached.
- B. Facilities/Levy Strategic Planning
 - 1. At the December 13, 2018 meeting, the committee met with architect John Fabelo, LWC, who suggested next steps in planning modest but comprehensive facility renovations.
 - 2. The Facility Committee recommends that the Board move forward with this step in order to align needed renovations with infrastructure upgrades that must be completed over the next few years.
 - 3. The Board discussed the Committee’s recommendation and decided to place it on the January 2019 Board Agenda.

Library Foundation Liaison Report – Mrs. Stanley

- A. The Library Foundation Board met on December 5, 2018.
- B. Mrs. Penni Morris will end her 2nd term on the Board at the end of 2018. She served the Board with distinction and will be greatly missed.
- C. The Foundation Board’s executive committee for 2019 will be Elaine Gounaris, President; Mark Harman, Vice-President; Kirk Johnsen, Treasurer; and Amy Deal, Secretary.
- D. The Foundation Board is planning a Donor Thank You Event, featuring guest speaker Sharon Rab of the Dayton Literary Peace Prize. The event is to take place in March, and date will be determined soon.
- E. The Foundation’s Annual Campaign has generated \$28,610 in donations, and they hope to reach their \$30,000 campaign goal.

Fiscal Officer’s Report

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

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- E. Financial Policies
 - 1. Credit Card Policy
 - 2. Deposit of Public Funds Policy – Earnings on Investments

2018-117 Mrs. Stanley moved, seconded by Mr. Fulford to accept the November 2018 Financial Report, Contributions/Donations, ORC 5705.41(D) Purchase Order Certification (Then and Now), Amended Estimated Revenue & Annual Appropriations Budget 2018, and Financial Policies - Credit Card Policy & Deposit of Public Funds Policy-Earnings on Investments.

Roll Call Vote:

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

Director’s Report

- A. Library Usage Report & Collection Statistics
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - Extermital treated chairs in common areas for bedbugs. Elevator passed inspection its annual inspection.
 - 2. Staff
 - All open positions have been filled.
 - 3. Technology
 - New self-checkout machines were installed on December 3rd.
 - 4. Collections, Services & Programs
 - Two new digital platforms will be added in early 2019. Acorn TV is a streaming service for British television series, and Kanopy is a streaming film service that features more than 30,000 documentaries, classic films, and indie films, as well as Great Courses. Content is accessible from any device.
 - 5. Community Engagement
 - Plans for a year-long celebration of Wright Library’s 80th Birthday are underway.

New Business

- A. Compensation System 2018 Pay Scale (Maximum Pay Rates +2.10%)
- B. Compensation System 2019 Pay Scale (Maximum Pay Rates +2.75%)

2018-118 Mrs. Stanley moved, seconded by Mr. Eling to approve the Compensation System 2018 Pay Scale (Maximum Pay Rates +2.10%) and the Compensation System 2019 Pay Scale (Maximum Pay Rates +2.75%).

Roll Call Vote:

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

- C. Request Statements of Qualifications: Architect, Engineer or Surveyor Services (In order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.)

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2018-119 Mr. Fulford moved, seconded by Mrs. Stanley to approve to Request Statements of Qualifications: Architect, Engineer or Surveyor Services. (In order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.)

Roll Call Vote:

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

D. Facilities/Levy Strategic Planning (See Facilities Committee Report.)

Records Commission

In accordance with Ohio Revised Code Section 149.411, Library Records Commission, Wright Memorial Public Library’s Records Commission consist of the members of the board of library trustees and the Fiscal Officer. The president of the library board shall serve as chair of the commission. The commission shall meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Ohio Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule.

- A. Records Commission Meeting
 - 1. December 18, 2017
 - a. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)
- B. Records Retention
 - 1. Review of Records Retention Schedule (RC-2)
 - 2. Approval of Certificate of Records Disposal (RC-3) (No records requested for disposal.)

Executive Session

2018-120 Mrs. Stanley moved, seconded by Mr. Honaker to enter into Executive Session at 7:30 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. Honaker	- aye
Ms. DiLorenzo-Gorman	- aye	Mr. Lounsbury	- aye
Mr. Eling	- aye	Mrs. Stanley	- aye
Mr. Fulford	- aye		

2018-121 Mrs. Stanley moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 7:55 p.m.

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Roll Call Vote:

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

New Business

2018-122 A. Director Salary For 2019
Mr. Honaker moved, seconded by Mr. Eling to approve the Director salary for Kristi Hale for 2019 effective with the first pay in 2019.

Roll Call Vote:

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

Action Items

Current Meeting:

- A. Strategic Planning Committee to convene a meeting to review and discuss tentative goals. - Mrs. Hale (Carried Forward)
- B. Send current Committee assignment details to Mr. Lounsbury. - Mr. Maag
- C. Contact Trustees about their Committee assignment preferences for 2019. - Mr. Lounsbury
- D. Send contact information for new Trustee Jen Enseleit to Mr. Lounsbury. - Mrs. Hale

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Annual Organizational Meeting, Monday, January 28, 2019 @ 6:00 p.m. WMPL Community Room
- B. BOT Meeting - Regular Meeting, Monday, January 28, 2019 @ 6:00 p.m. WMPL Community Room

Adjournment

Mr. Honaker moved, seconded by Mrs. Deitz to adjourn the meeting at 7:57 p.m.

Roll Call Vote:

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joshua Lounsbury, President