

Board of Trustees
Regular Meeting Minutes
January 28, 2019

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on January 28, 2019 at the Wright Memorial Public Library Community Room. President Joseph Fulford called the regular meeting to order at 6:19 p.m.

Board of Trustees Present: Mrs. Jennifer Enseleit
 Mr. Joseph Fulford
 Ms. Debra DiLorenzo-Gorman
 Mr. Randal J. Honaker III
 Mr. Bob Eling
 Mr. Joshua Lounsbury
 Mrs. Lu Ann Stanley

A quorum was declared with all members present.

Others in Attendance:
 Mrs. Kristi Hale, Director
 Ms. Tammy Emrick, Fiscal Officer
 Ms. Jacqui Taylor, Youth Services

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

Steve Maag, Fiscal Officer Recognition Resolution

2019-008

Mr. Lounsbury moved, seconded by Mrs. DiLorenzo-Gorman to approve the following resolution recognizing Steve Maag, Fiscal Officer for the Wright Memorial Public Library, for his service.

Resolution of the Board of Trustees of
WRIGHT MEMORIAL PUBLIC LIBRARY

Whereas, Stephen Maag served as the Fiscal Officer of Wright Memorial Public Library from January 2015 to January 2019; and,

Whereas, the Board of Trustees, Director, and Fiscal Officer recognize that Stephen Maag has made significant contributions to the Library and to the community by his dedicated service during his tenure at the Library; and,

Whereas, Stephen Maag 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.

Now, therefore, the Board of Trustees, Director, and Fiscal Officer wish to formally recognize and thank Stephen Maag for his outstanding service as Wright Library's Fiscal Officer.

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 Stephen Maag their sincere thanks for his conscientious service and wish him every good fortune in all future endeavors; and,

Be it resolved that Stephen Maag 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 twenty-eighth day of January 2019.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

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Agenda

2019-009 Mr. Lounsbury moved, seconded by Mr. Eling to approve the agenda as presented.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

Minutes

2019-010 Mr. Eling moved, seconded by Mrs. Stanley to approve the minutes of the December 17, 2018 Regular Meeting with the correction of Sharon Rab's name.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

A. General Updates –

1. Heapy Engineering is waiting for a part that has been ordered before work can commence on the Aberdeen Room HVAC.
2. An alabaster lens was installed in the central light fixture by Mr. Fulford.
3. APG has ordered replacement conference room chair; they had difficulty finding a vendor for the upholstery, which caused a delay.
4. Three small tables were refinished.
5. \$1,200 had been reserved for film and lettering on the glass wall of the Aberdeen Room. Mrs. Stanley and Mrs. Hale feel that treatment of the glass wall is unnecessary, so those funds will be released back to the project.
6. Self-checkout location is not providing a good patron experience. Mrs. Hale and Mr. Fulford consulted with LWC, Inc. and will get pricing to install small tables in front of the information desk near the pillars.

B. Project Budget Update – None

Library Foundation Liaison Report – Mrs. Stanley

A. The Library Foundation Board met on January 2, 2019

1. Two new trustees were elected to the Foundation Board: Steve Turek and Elysse Winget.
2. The Foundation Board will be sending invitations soon to select donors for the March 3, 2019 donor event
3. The Foundation Board's 2018 Annual Campaign was very successful, surpassing their campaign goal and raising a record-breaking \$33,590. This reflects a 25% increase in donors over the previous year and a 5% increase in donors.

B. Grant Funded Library Projects Status

1. A grant request will be submitted to the Foundation to sponsor WYSO's Book Nook program, which provides WMPL with publicity throughout the year.
2. A grant request will be submitted to the Foundation for a collaborative project with the Boonshoft Museum & Discovery Center.

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Fiscal Officer's Report

- A. Financial Report – December 2018
- B. Contributions/Donations
- C. ORC 5705.41(D) Purchase Order Certification (Then and Now)
- D. Amended Estimated Revenue & Annual Appropriations Budget 2019

2019-011

Mr. Eling moved, seconded by Mr. Enseleit to accept the December 2018 Financial Report, Contributions/Donations, and Amended Estimated Revenue & Annual Appropriations Budget 2019.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

Director's Report

- A. Library Usage Report and Collection Statistics - Mrs. Hale reviewed 2018 year end data
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - i. A roof leak occurred and will be repaired at a cost of \$600; no materials were damaged.
 - ii. Restoration of the library's historic metal sign in front of the building has not yet been completed but is expected soon. Mr. Fulford discovered in his research that the sign was designed by the library's original architect and installed in 1946.
 - iii. The magazines will be moved back to their pre-construction location until a plan is developed for that area.
 - 2. Technology
 - i. Mrs. Hale is seeking eRate funding under Category 2 to upgrade the library's wireless infrastructure, managed services and basic maintenance. A consultant is being used to apply for and manage the eRate process.
 - ii. Telephone service has been changed, and the new service allows for direct phone numbers for key staff positions.
 - 3. Collections, Services, & Programs
 - i. New digital streaming services debuted in January: Acorn TV and Kanopy.
 - ii. Some In-house maker tools will soon be available for patron use: button makers and Ellison die machine.
 - iii. Playaways will be added as a new audiobook format for Children's titles.
 - iv. The U.S. Department of State has approved WMPL to move forward with its Passport Processing Agency application.
 - v. WMPL was one of 50 libraries to be selected for an American Library Association grant to support programs and events about *American Creed: Community Conversations*. ThinkTV will be a community partner, as well as a professor of history at Miami University.
- D. Community Engagement
 - 1. Postcard invitations were mailed to community leaders for the 80th Anniversary Open House on Feb. 9 and the 80th Anniversary Commemoration on Feb. 14.
 - 2. Work has begun on the library's 2018 Annual Report to the community

New Business

- A. Facilities/Levy Strategic Planning was discussed.

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2019-012 Mr. Honaker, III moved, seconded by Mrs. Stanley to approve the contract with LWC architects for the schematic design at a cost of \$49,500.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Honaker III, Lounsbury, Stanley. Nays; None.

Mr. Honaker, III left at 7:39 pm.

2019-013 Mr. Lounsbury moved, seconded by Mr. Eling to approve an \$80 bonus for all employees employed as of January 1, 2019.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Lounsbury, Stanley.
Nays; None.

Action Items

Current Meeting:

- A. Strategic Planning Committee to convene a meeting to review and discuss tentative goals. - Mrs. Hale (Carried Forward)
- B. Call Heapy regarding the part we have been waiting on – Mrs. Hale
- C. Contact LWC regarding the schematics on the south side of the building – Mrs. Hale
- D. Schedule a Communication Committee meeting - Mrs. Hale and Mrs. Stanley
- E. Send LWC AIA contract to Mr. Eling, Mrs. Stanley and Mr. Lounsbury for review. – Mrs. Hale

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Regular Meeting, Monday, February 18, 2019 @ 6:00 p.m. WMPL Community Room

Adjournment

Mrs. Stanley moved, seconded by Mrs. Enseleit to adjourn the meeting at 8:15 p.m.

Roll call: Yeas; Enseleit, Di-Lorenzo-Gorman, Eling, Fulford, Lounsbury, Stanley.
Nays; None.

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President