

Board of Trustees
Regular Meeting Minutes
February 18, 2019

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on February 18, 2019 at the Wright Memorial Public Library Community Room. President Joseph Fulford called the regular meeting to order at 6:04 p.m.

Board of Trustees Present: Mrs. Jennifer Enseleit
 Mr. Joseph Fulford
 Ms. Debra DiLorenzo
 Mr. Joshua Lounsbury – arrived at 6:10 pm
 Mrs. Lu Ann Stanley

Mr. Randal J. Honaker III and Mr. Bob Eling were absent.

A quorum was declared with four members present.

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

Roll call: Yeas; Enseleit, DiLorenzo, Fulford, Stanley. Nays; None.

Agenda
2019-014

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

Roll call: Yeas; Enseleit, DiLorenzo, Fulford, Stanley. Nays; None.

Minutes
2019-015

Mrs. Stanley moved, seconded by Ms. DiLorenzo to approve the minutes of the January 28, 2019 Organizational Meeting and the January 28, 2019 Regular Meeting.

Roll call: Yeas; Enseleit, DiLorenzo, Fulford, Stanley. Nays; None.

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

A. General Updates –

1. Work was completed on the Aberdeen Room HVAC system, and noise levels have been successfully reduced to industry standards. Cost of work was covered by Heapy Engineering.

Communications Committee – Mrs. Stanley

A. The Committee met on February 11, 2019. Minutes attached.

Library Foundation Liaison Report – Ms. DiLorenzo

- A. The Library Foundation Board met on February 6, 2019 and planned the upcoming Donor Event on March 3, 2019. Trustees are encouraged to attend.
- B. Grant Funded Library Projects Status – The Foundation approved the following grants:
 1. Sponsorship of WYSO’s Book Nook program.
 2. A collaborative project with the Boonshoft Museum & Discovery Center.

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Fiscal Officer's Report

- A. Financial Report – January 2019
- B. Contributions/Donations
- C. Amended Estimated Revenue & Annual Appropriations Budget 2019

2019-016 Mr. Lounsbury moved, seconded by Mrs. Enseleit to accept the January 2019 Financial Report, Contributions/Donations, and Amended Estimated Revenue & Annual Appropriations Budget 2019.

Roll call: Yeas; Enseleit, DiLorenzo, Fulford, Lounsbury, Stanley. Nays; None.

Director's Report

- A. Library Usage Report and Collection Statistics - Mrs. Hale reviewed changes made to the 2019 statistics spreadsheet and shared plans to address decreased circulation statistics.
- B. Library Highlights
- C. Updates
 - 1. Facilities
 - i. Roof repairs will be completed when the weather improves.
 - ii. Restoration of the library's historic metal sign in front of the building was completed.
 - iii. Magazines have been moved back to their pre-construction location until a plan is developed for that area.
 - 2. Staff
 - i. Staff signed a thank you card to the Board for the bonus in commemoration of the library's 80th Anniversary.
 - ii. An employee was injured on 2/10 while leaving work after closing
 - 3. Collections, Services, & Programs
 - i. WMPL has sent Oakwood High School Year Books 1950-2016 to be digitized.
 - ii. Website updates are underway, with drop-down menus for improved navigation.
 - iii. 80th Anniversary celebrations were a huge success
 - iv. 80th Anniversary Reading Challenge is open through the end of 2019.
 - v. WMPL's first tech class will be offered 2/27 in the Aberdeen Room
 - vi. Think TV is an enthusiastic partner on the American Creed project
- D. Community Engagement
 - vii. Made business connections at Rotary Vocation Day on 2/1
 - viii. Highlighted Makerboxes at Tech Fest on 2/16 and 2/17 at Sinclair
 - ix. Made appearances in numerous news local outlets to support literacy and promote library events.
 - x. Partnered with Oakwood Safety Department's new ACORN Program with WMPL's Wright To Your Home book delivery program.

New Business

- A. Facilities/Levy Strategic Planning was discussed.
- B. Fiscal Five Year Planning – Finance Committee Meeting will be scheduled

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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 (completed) – Mrs. Hale
- C. Contact LWC regarding the schematics on the south side of the building (completed) – Mrs. Hale
- D. Schedule a Communication Committee meeting (completed) - Mrs. Hale and Mrs. Stanley
- E. Send LWC AIA contract to Mr. Eling, Mrs. Stanley and Mr. Lousbury for review. – Mrs. Hale

Upcoming Meeting Dates & Announcements

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

Adjournment

Mr. Lousbury moved, seconded by Ms. DiLorenzo to adjourn the meeting at 8:15 p.m.

Roll call: Yeas; Enseleit, DiLorenzo, Fulford, Lousbury, Stanley. Nays; None.

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President