

Board of Trustees
Regular Meeting Minutes
April 15, 2019

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on April 15, 2019 at the Wright Memorial Public Library Community Room. President Joseph Fulford called the regular meeting to order at 6:00 p.m.

Board of Trustees Present: Mrs. Jennifer Enseleit
 Mr. Bob Eling
 Mr. Joseph Fulford
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury – arrived at 6:06 pm
 Mrs. Lu Ann Stanley – arrived at 6:06 pm

Ms. Debra DiLorenzo was 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, Eling, Honaker, Fulford. Nays; None.

Agenda
2019-020

Mr. Eling moved, seconded by Mr. Honaker to approve the agenda as presented.

Roll call: Yeas; Enseleit, Eling, Honaker, Fulford. Nays; None.

Minutes
2019-021

Mrs. Enseleit moved, seconded by Mr. Eling to approve the minutes of the March 18, 2019 Regular Meeting.

Roll call: Yeas; Enseleit, Eling, Honaker, Fulford. Nays; None.

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

A. General Updates –

1. Minor repairs were completed to the information desk.
2. Claim for a round table outside the Aberdeen Conference Room.
3. Fabric for acoustical panels for the Aberdeen Conference Room are under review.
4. LWC has created several options for self-checkout for Facilities Committee review.

Finance Committee/Strategic Planning Committee – Mr. Lounsbury

- A. The Committee met on April 8, 2019. Minutes attached.

Strategic Planning Committee – Mr. Eling

- A. The Committee met on March 13, 2019. Minutes attached.

Library Foundation Liaison Report – Ms. DiLorenzo

- A. The Library Foundation Board met on April 11, 2019.
- B. Grant Funded Library Project Status –
 - a. The Foundation Board approved two new grants:

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1. A new computer for the Children's Room, which will offer educational games for kids ages 4 – 12. Cost is not to exceed \$3,648.
2. Summer Reading Club book prizes. Cost not to exceed \$1,200
- b. Upcoming grant proposals will include a Travel Stipend grant to send a WMPL librarian to PenOhio state competition as coach to an Oakwood H.S. student.
- C. Other Updates
 - a. The Foundation Board expressed support for the library's planning process as presented to them by Mrs. Hale.
 - b. The Foundation Board has invited the Library Board to attend their July 12, 2019 meeting. The Dayton Foundation will present information on planned giving strategies and the Foundation Board will host a Pizza Party for the Library Board.
 - c. The Foundation Board is planning their 2019 Annual Giving campaign with goal to raise \$35,000.

Fiscal Officer's Report

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

2019-022

Mrs. Stanley moved, seconded by Mr. Eling to accept the March 2019 Financial Report, Contributions/Donations, Amended Estimated Revenue & Annual Appropriations Budget 2019, and ORC 5705.41(D) Purchase Order Certification (Then and Now)

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

Director's Report

- A. Director's Report
- B. Library Usage Report and Collection Statistics
- C. Library Highlights – (Correction - The Anti-racism book discussion had 25 attendees).
- D. Updates
 1. Facilities
 - i. One duct furnace needs to be replaced: battery-operated CO detectors will be purchased as an added safety measure.
 - ii. Repairs to front handicap door mechanism were completed
 - iii. Roof gutters were cleaned and new gutter guards installed _ \$1,260
 - iv. Slate roof repairs finished - \$582.
 2. Collections, Services, & Programs
 - i. Collection –
 1. New children's Playaway collection shows strong circulation
 2. Mobile hotspot demand continues to be high: more devices will be added.
 - ii. Programs –
 1. Mercury 13 exhibit will be installed in May.
 3. Community Engagement
 - i. The 2018 Annual Report is being finalized
 - ii. National Library Week was celebrated 4/7/19 to 4/13/19
 - iii. Book Peddler made its spring debut in the community on 4/10/19
 4. Other Updates
 - i. Friends of Mr. Don Drozd are collecting donations to purchase a bench for the library in his memory.
 - ii. Friends of recently passed library employee are collecting donations in her memory and wish it spent on library services to children.
 - iii. Mrs. Hale is researching the PLF Distribution Formulas in Montgomery County and other counties to see how they compare.

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- iv. Mrs. Emrick and Mrs. Hale met with Ohio legislators in Columbus on 4/9. The Ohio House is working on the state's biennium budget; four bipartisan amendments have been submitted to increase PLF funding.

New Business

2019-023

Mr. Lounsbury moved, seconded by Mrs. Enseleit to approve the Strategic Plan from 2019 through 2022 as presented.

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

2019-024

Mr. Lounsbury moved, seconded by Mrs. Stanley to approve the revised Records Retention Schedule as presented.

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

2019-025

Mrs. Enseleit moved, seconded by Mr. Eling to approve the replacement of the Front Lobby Furnace up to a cost of \$20,000

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

A. Facilities/Strategic Planning discussion

- The Facilities Committee will meet with the architect from LWC on 4/17/19
- Mrs. Hale spoke with the consultant to request a proposal for community research.

Action Items

Current Meeting:

- A. Send LWC AIA contract to Mr. Eling, Mrs. Stanley and Mr. Lounsbury for review. – Mrs. Hale
- B. Research best practices for the amount of minimum cash balances – Mrs. Hale/Ms. Emrick. GFOA recommends 3 months of cash reserves.

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Regular Meeting, Monday, May 20, 2019 @ 6:00 p.m. WMPL Community Room

Adjournment

Mrs. Stanley moved, seconded by Mr. Lounsbury to adjourn the meeting at 7:50 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President