

Board of Trustees
Regular Meeting Minutes
May 20, 2019

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on May 20, 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
 Mrs. Lu Ann Stanley
 Ms. Debra DiLorenzo

A quorum was declared with all members present.

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

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

Agenda
2019-026

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

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

Minutes
2019-027

Mrs. Enseleit moved, seconded by Mr. Honaker to approve the minutes of the April 15, 2019 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Discussion - Burges & Burges

Trustees asked questions about the Burges & Burges proposal for community research and facilities planning via phone call with Burges & Burges consultant.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. General Updates –
 - 1. Fabric for acoustical panels have arrived and will be installed.
 - 2. Self-checkout tables are being designed
- B. Project Bid Update
- C. Project Contract/Quote Awards & Expenditure Approvals
 - Soundproof Cow – Acoustical Panels (2) \$210.00
 - Vaugh Interior Concepts - Self Checkout Table millwork \$4,980.00

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- B Electric Incorporated – Self Checkout electric outlets \$555.00

2019-028 Mr. Eling moved, seconded by Mrs. DiLorenzo to approve the Project Contract/Quote Awards & Expenditure approvals as follows—

Soundproof Cow – Acoustical Panels (2) \$210.00
Vaugh Interior Concepts - Self Checkout Table millwork \$4,980.00
B Electric Incorporated – Self Checkout electric outlets \$555.00

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

Library Foundation Liaison Report – Ms. DiLorenzo

- A. The Library Foundation Board met on May 1, 2019.
- B. Grant Funded Library Project Status – the Foundation Board approved four new grants:
 1. A travel stipend for WMPL librarian
 2. A new book return
 3. 2019 Far Hills Music Series
 4. Playaway collection for Adult
- C. Other Updates
 1. The Foundation Board is developing their annual campaign mailer.
 2. The Foundation Board and Library Board will have a Summer Reading Challenge Kickoff Party on June 6.
 3. The Foundation Board has invited the Library Board to attend their July 12, 2019 meeting for a Dayton Foundation presentation.

Fiscal Officer's Report

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

2019-029 Mr. Lounsbury moved, seconded by Mrs. DiLorenzo to accept the April 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, Honaker, Lounsbury. Stanley, DiLorenzo, Fulford.
Nays; None.

Director's Report

- A. Director's Report
- B. Library Usage Report and Collection Statistics - *Addendum*
- C. Library Highlights - *Addendum*
- D. Updates
 1. Facilities
 - Vendor reduced quote for new duct furnace. Final price is \$13, 948.
 - Some donations received in memory of Don Drozd will be used to purchase a memorial bench and landscaping around the bench.
 2. Collections, Services, & Programs
 - Oakwood High School yearbooks 1950 – 2016 have been digitized into searchable PDF format. WMPL is missing the 1976 issue.

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- A Foundation-funded computer with preloaded children's games has been installed in the Children's room.
- Mercury 13 exhibit will be on display for another week
- 3. Community Engagement
 - The 2018 annual report is available online and in-library
 - Mercury 13 exhibit will be on display for another week
 - Oakwood Register has sponsored the library with \$350 in in-kind advertising
 - Book Peddler repair was completed by Steven Wright at no charge.
- 4. Other Updates
 - WMPL is not an eligible charity under the Amazon Smile program
 - Mrs. Hale provided an update on the state biennium budget process. Mr. Fulford wrote a letter to his state senator to maintain PLF funding.
 - Mrs. Hale is investigating process for WMPL to become a sponsor charity in the Tour de Gem.

New Business
2019-030

Mr. Eling moved, seconded by Mr. Honaker to approve the Burges & Burges Consulting Agreement for community research and facilities planning at a cost of \$30,000

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

2019-031

Mrs. Stanley moved, seconded by Mr. Lounsbury to approve the Ohio Plan Risk Management, Inc.(Property, Liability, & Umbrella Insurance) – July 1, 2019 to July 1, 2020 at a cost of \$9,414 (\$9,714 less \$300 Safety Allowance)

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

- A. Facilities/Strategic Planning discussion
 - Mr. Lounsbury reviewed AIA contract from LWC and requested changes.
 - Mrs. Hale and library department leaders were interviewed by LWC to learn more about library spaces.
 - The LWC design project will be guided by two members of the Facilities Committee.
- B. PLF Distribution Research – Mrs. Hale
 - a. Mrs. Hale shared information about PLF distribution formulas from Montgomery County and other Ohio counties.
 - b. Mrs. Stanley and Mr. Fulford agreed to join Mrs. Hale to meet with Auditor Keith to discuss the formula.

2019-032

Mrs. Stanley moved, seconded by Mr. Lounsbury to adjourn into Executive Session 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 license, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Roll call: Yeas; Enseleit, Eling, Honaker, Lounsbury. Stanley, DiLorenzo, Fulford.

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Nays; None.

2019-033 Ms. DiLorenzo moved, seconded by Mr. Honaker to reconvene to Regular Session from Executive Session.

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

Action Items

Current Meeting:

- A. 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, June 17, 2019 @ 6:00 p.m. WMPL Community Room
- B. Summer Reading Kickoff Party – Thursday, June 6, 2019 @ 6:00 PM
- C. Personnel Committee Meeting – Friday, June 7, 2019 @ 4:00 PM
- D. Foundation Board Meeting – Wednesday, July 10, 2019 @ 5:30

Adjournment

Mr. Honaker moved, seconded by Mrs. Stanley to adjourn the meeting at 8:07 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President