

**Board of Trustees**  
Regular Meeting Minutes  
June 17, 2019

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on June 17, 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:            Mr. Bob Eling  
   Mr. Joseph Fulford  
   Mr. Randale J. Honaker III  
   Mr. Joshua Lounsbury  
   Mrs. Lu Ann Stanley  
   Ms. Debra DiLorenzo

Board of Trustees Excused:            Mrs. Jennifer Enseleit

A quorum was declared with six members present.

Others in Attendance:  
   Mrs. Kristi Hale, Director  
   Ms. Asha Vyas, Interim Fiscal Officer

**Appointment and Oath of Office for Interim Fiscal Officer**

**2019-039**        Mr. Honaker III moved, seconded by Mrs. Stanley to appoint Ms. Asha Vyas as interim Fiscal Officer until a permanent Fiscal Officer is appointed.

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

Mrs. Hale, notary public, administered the Oath of Office to Ms. Vyas as Fiscal Officer.

**Agenda**

**2019-040**        Mr. Lounsbury moved, seconded by Mr. Eling to approve the agenda with a change to Article XIV, New Business, Section A: SSI Services Agreement end date should read June 30, 2020.

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

**Minutes**

**2019-041**        Mr. Eling moved, seconded by Mr. Lounsbury to approve the minutes of the May 20, 2019 Regular Meeting.

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

**2019-042**        Ms. Stanley moved, seconded by Ms. DiLorenzo to approve the minutes of the May 28, 2019 Special Meeting.

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

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**Public Comment**

None.

**Staff Comment / Report**

None.

**Eichelberger Foundation Grant Project Update – Mrs. Hale**

A. General Updates –

1. Fabric for acoustical panels have been installed.
2. Self-checkout tables are being re-designed for additional support; additional costs may be proposed.

B. Project Bid Update (No changes)

C. Project Contract/Quote Awards & Expenditure Approvals (No changes)

**Facility Committee Report – Mr. Fulford**

- A. The Committee met on April 27, 2019. Minutes attached.

**Personnel Committee Report – Mr. Honaker**

- A. The Committee meeting scheduled for June 7, 2019 was rescheduled to July 1, 2019 at 5 p.m.

**Library Foundation Liaison Report – Ms. DiLorenzo**

- A. The Library Foundation Board did not meet.
- B. The Library Foundation held a work session on June 12, 2019 to prepare the annual campaign mailer.

**Fiscal Officer's Report – Ms. Vyas**

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

**2019-043**

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

Roll call: Yeas; Eling, Fulford, Honaker III, Lounsbury, Stanley, and DiLorenzo. 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
    - A bench in memory of Mr. Don Drozd has been ordered with donations from Mr. Drozd's friends and family.
    - A new book return has been ordered and will be installed in fall 2019.
    - Public areas were inspected and treated by Extermital.
    - Mrs. Hale recommends purchasing new public computer chairs.
  2. Staff

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- The Fiscal Officer position was reposted, and applications have been received.
- 3. Technology
  - Renewal contract for IT consultants reflects an increase over last year's contract due to normal inflation and an increase in number of library servers.
- 4. Collections, Services, & Programs
  - The Cloud Library app now offers a virtual card to users, which can be used instead of a physical card at any checkout location.
  - A Miami University travelling exhibit entitled "Telling a People's Story: African American Children's Illustrated Literature" will be on display at the library in August.
- 5. Community Engagement
  - The Book Peddler is making appearances at the Farmer's Market every other Saturday, and also appeared at the Shopping on the Avenues event on June 7, 2019.
- 6. Other Updates
  - Mr. Fulford and Mrs. Hale met with County Auditor Karl Keith on June 12, 2019 to discuss the equitable distribution formula of Public Library Funds in Montgomery County. Mrs. Hale met with another Montgomery County library director for additional information. The topic will be tabled until 2020 or later.
  - Mrs. Hale provided an update on the state biennium budget process.
  - The Library was named the beneficiary on investments belonging to Mr. Ronald Shimovetz; Mrs. Hale will complete the application process for distribution of the funds.
  - Mrs. Hale, Mr. Eling, and Mrs. Enseleit attended an Ohio Library Council workshop on Ballot Issues.

**New Business**

**2019 – 044**      **A.** Sophisticated Systems, Inc. (SSI) Managed Services Agreement (Technology Support) – July 1, 2019 – June 30, 2020, \$47,124 (Major Expenditure)  
Mr. Lounsbury moved, seconded by Mr. Honaker III to approve the SSI Managed Services Agreement (Technology Support) – July 1, 2019 – June 30, 2020, \$47,124 (Major Expenditure).

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

**2019-045**      **B.** Resolution authorizing the Director, Administrative Services Coordinator, and Board President to have access to the LCNB Safety Deposit Box.  
Mr. Lounsbury moved, seconded by Mr. Eling to approve the Resolution authorizing the Director, Administrative Services Coordinator, and Board President to have access to the LCNB Safety Deposit Box.

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

**C.** Facilities/Strategic Planning

- Facilities Planning
  - o AIA contract with LWC was signed by Mrs. Hale.

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- Work sessions with architects, staff, Mr. Fulford, Mr. Eling, and Mrs. Hale are underway; design options will be presented to the Board of Trustees at the July 15, 2019 meeting.
- Funding Strategies
  - Mrs. Hale attended a Dayton Foundation grants orientation workshop and learned about availability of discretionary grants for capital projects and capital campaigns.
- Community Research
  - Consultants have begun community research on behalf of the library.
  - The consultants will present findings and recommendations at a Special Meeting of the Board of Trustees in late September.

**Action Items**

**Current Meeting:**

- A. Investigate tax implication of acknowledging contract discount as an in-kind donation – Mrs. Stanley
- B. Provide graphs for 3 years of the following data points: Circulation, Building Visits, Computer Use, Programs, and Program Attendance – Mrs. Enseleit and Mrs. Hale
- C. Gather comparison data of circulation trends from other area libraries – Mrs. Hale

**Upcoming Meeting Dates & Announcements**

- A. Personnel Committee Meeting – Monday, July 1, 2019 @ 5:00 PM
- B. Foundation Board Meeting – Wednesday, July 10, 2019 @ 5:30
- C. BOT Meeting - Regular Meeting, Monday, July 15, 2019 @ 6:00 p.m. WMPL Community Room

**Adjournment**

Mrs. Stanley moved, seconded by Ms. DiLorenzo to adjourn the meeting at 7:05 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President