

Board of Trustees
Regular Meeting Minutes
July 15, 2019

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on July 15, 2019 at the Wright Memorial Public Library Community Room. President Joseph Fulford called the regular meeting to order at 6:05 p.m.

Board of Trustees Present: Mr. Bob Eling
 Mrs. Jennifer Enseleit
 Mr. Joseph Fulford
 Mr. Randale J. Honaker III
 Mr. Joshua Lounsbury - arrived at 6:17 p.m.
 Mrs. Lu Ann Stanley
 Ms. Debra DiLorenzo

A quorum was declared with all members present.

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

Agenda
2019-046

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

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

Minutes
2019-047

Mr. Eling moved, seconded by Mrs. Stanley to approve the minutes of the June 17, 2019 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Eichelberger Foundation Grant Project Update – Mrs. Hale

- A. General Updates –
 - 1. One final 2018 architect invoice was unpaid before the Purchase Order was closed in March 2019. A new Purchase Order and approval will be added to a future agenda once final invoice is issued.
- B. Project Bid Update (No changes)
- C. Project Contract/Quote Awards & Expenditure Approvals (No changes)

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Personnel Committee Report – Mr. Honaker

- A. The Committee met on July 1, 2019. Minutes attached.
- B. The Committee met on July 9, 2019. Minutes attached.
- C. The Committee met on July 11, 2019. Minutes attached.

Library Foundation Liaison Report – Mrs. Hale

- A. The Library Foundation Board met on July 10, 2019
- B. The Dayton Foundation presented information on planned giving strategies.

Fiscal Officer’s Report – Ms. Vyas

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

2019-048

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

Roll call: Yeas; Eling, Enseleit, 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. Usage Task Force Report - *Addendum*
- D. Library Highlights - *Addendum*
- E. Updates
 - 1. Facilities
 - The burglar siren was replaced.
 - Annual fire inspection was passed.
 - High-traffic carpet areas have been scheduled to be cleaned.
 - A puppet theater will be added to the Children’s Room in memory of retired staff member Marilyn Welling with private donations.
 - 2. Technology
 - Mrs. Hale is investigating cybersecurity training for staff.
 - 3. Collections, Services, & Programs
 - Additional mobile hotspots have been ordered to meet demand, and the loan period will be changed to 2 weeks.
 - Summer Reading Club participation for kids and adults are exceeding last year’s numbers.
 - 4. Community Engagement
 - The Book Peddler can now be reserved from the Library’s website.
 - Library staff continue to collaborate with the Oakwood City Schools’ Technology Director in the roll out of the school’s 1:1 tech for 5th graders.
 - A Miami University exhibit entitled “Telling People’s Story: African American Children’s Illustrated Literature” will be on display from 8/11/19 – 10/5/19, with related programs.
 - Wright Library received a \$350 in-kind donation from the Oakwood Register to advertise summer programs.
 - 5. Other Updates
 - WMPL received \$33,757.04 as beneficiary of two investments from Ronald Shimovetz and were funds were deposited on 7/15/19.

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- The Ohio legislature did not finalize the biennium budget by 6/30/19 as required by law and approved an emergency extension. The Public Library Fund was automatically reverted back to permanent law rate of 1.66%, a reduction from 1.68%. Trustees and administration were encouraged to contact their representatives to advocate for increasing the PLF to 1.7%

Executive Session

2019 – 049

Ms. Stanley moved, seconded by Mr. Eling to enter into Executive Session at 6:50 p.m. 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; Eling, Enseleit, Fulford, Honaker III, Lounsbury, Stanley, and DiLorenzo. Nays; None

2019 – 050

Ms. Stanley moved, seconded by Ms. Enseleit to reconvene to Regular Session from Executive Session at 7:15 p.m..

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

New Business

A. Resolution Authorizing the Removal of Tammy Emrick and the Addition of Joseph Fulford, Randal Honaker III, Joshua Lounsbury, and Asha Vyas on WMPL’s LCNB Insured Cash Sweep (ICS) Account.

2019 – 051

Mr. Lounsbury moved, seconded by Mr. Eling to approve resolution to remove Ms. Emrick and add Mr. Fulford, Mr. Honaker, Mr. Lounsbury, and Ms. Vyas to bank authorization.

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

B. Facilities/Strategic Planning

- Facilities Planning
 - o LWC architect presentation scheduled for the July 15, 2019 Board Meeting was postponed. A Special Board Meeting will be scheduled for the presentation.
 - o Mr. Eling remarked on the positive process that LWC has employed so far in the planning.
 - o Mrs. Hale met with Oakwood City Schools Superintendent Kyle Ramey and School Treasurer Julie Belden to discuss the library’s planning process and timeline.
- Funding Strategies
 - o Members of the Dayton Foundation met with Mrs. Hale to discuss allowable Foundation support for consultant fees.
- Community Research
 - o Consultants will finalize personal interview list and interview guide, and interviews will begin on 7/22/19.

C. U.S. Senate Certificate of Recognition by U.S. Senator Sherrod Brown – Recognition Presented to Wright Memorial Public Library as a National Endowment

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of the Humanities American Creed Community Conversations Initiative Awardee.

- D.** Letter of Congratulations from Michael R. Turner, Member of Congress, on Being Selected by the American Library Association to Screen the PBS Documentary, American Creed, at the Wright Memorial Public Library.
- 2019– 052 F.** Motion to Offer Fiscal Officer Position to Mrs. Mary Hopton.
Ms. Stanley moved, seconded by Mr. Eling to approve motion to offer the position of Fiscal Officer to Ms. Mary Hopton.

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

Action Items

Current Meeting:

- A. Provide graphs for 3 years of the following data points: Circulation, Building Visits, Computer Use, Programs, and Program Attendance – Mrs. Enseleit and Mrs. Hale (Carried Forward)
- B. Schedule a Special Board Meeting for LWC presentation – Mrs. Hale
- C. Extend Fiscal Officer position to selected candidate – Mr. Honaker III
- D. Contact local resident about cybersecurity training – Mrs. Hale

Upcoming Meeting Dates & Announcements

- A. BOT Meeting - Regular Meeting, Monday, August 19 15, 2019 @ 6:00 p.m. WMPL Community Room

Adjournment

Mrs. Enseleit moved, seconded by Mr. Lounsbury to adjourn the meeting at 7:28 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President