

**Board of Trustees**  
Regular Meeting Minutes  
August 19, 2019

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on August 19, 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:           Mrs. Jennifer Enseleit  
  Mr. Randale J. Honaker III  
  Mr. Joshua Lounsbury - arrived at 6:15 p.m.  
  Mrs. Lu Ann Stanley  
  Ms. Debra DiLorenzo

Board Trustees Excused: Mr. Bob Eling and Mr. Joseph Fulford. A quorum was declared with 4 members present.

Others in Attendance:  
      Mrs. Kristi Hale, Director  
      Mrs. Mary Hopton, Fiscal Officer  
      Mr. Brian Potts, Adult Services Coordinator  
      Ms. Jacqui Taylor, Youth Services Coordinator  
      Ms. Robyn Case, Technical Service Coordinator  
      Mr. John Fabelo, LWC, Inc.  
      Ms. Jill Billman-Royer, Burges & Burges

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

**2019-054**           Mrs. Stanley moved, seconded by Mrs. Enseleit to appoint Mrs. Mary Hopton as Fiscal Officer.

Roll call: Ayes; Enseleit, Honaker, Stanley, DiLorenzo. Nays; None.

Mrs. Kristi Hale, notary public, administered the Oath of Office to Mrs. Mary Hopton as Fiscal Officer.

**Resolution of Recognition for Interim Fiscal Officer Asha Vyas**

**2019-055**           Mrs. Enseleit moved, seconded by Ms. DiLorenzo to recognize Interim Fiscal Officer Asha Vyas

Roll call: Ayes; Enseleit, Honaker, Stanley, DiLorenzo. Nays; None.

**Agenda**

**2019-056**           Mrs. Stanley moved, seconded by Ms. DiLorenzo to approve the agenda.

Roll call: Ayes; Enseleit, Honaker, Stanley, DiLorenzo. Nays; None.

**Minutes**

**2019-057**           Mrs. Enseleit moved, seconded by Ms. DiLorenzo to approve the minutes of the July 15, 2019 Regular Meeting and July 31, 2019 Special Meeting.

Roll call: Ayes; Enseleit, Honaker, Stanley, DiLorenzo. Nays; None.

**Public Comment**

None.

**Board of Trustees**  
Regular Meeting Minutes  
August 19, 2019

**Staff Comment / Report**

Ms. Jacqui Taylor, Youth Services Coordinator, on the success of the Children's Summer Reading Club for 2019.

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

- A. General Updates – (No changes)
- B. Project Bid Update (No changes)
- C. Project Contract/Quote Awards & Expenditure Approvals (No changes)

**Library Foundation Liaison Report – Ms. DiLorenzo and Mrs. Hale**

- A. The Library Foundation Board approved 5 grants requests at their August 14 , 2019
- B. Mrs. Hale provided an update on the Foundation's Annual Campaign

**LWC, Inc. Presentation and Discussion – Mr. John Fabelo**

Mr. Fabelo presented facility program ideas that incorporated staff and Trustee feedback from the July presentation.

**Facilities/Strategic Planning – Consultant Discussion - Ms. Jill Billman-Royer**

- A. Burges & Burges consultant Ms. Billman-Royer provided an oral update on the community research process; a written report of findings from community interviews will provided.
- B. Ms. Billman-Royer reviewed community communications needs.

**Credit Card Compliance Officer's Report through June 30, 2019 – Mr. Lounsbury**

Reviewed the semi-annual report.

**Fiscal Officer's Report – Mrs. Hopton**

- A. Financial Report –July 2019
- B. Contributions/Donations

**2019-058**

Mrs. Stanley moved, seconded by Ms. DiLorenzo to accept the July 2019 Financial Report, and Contributions/Donations.

Roll call: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

**Director's Report – Mrs. Hale**

- A. Director's Report
- B. Library Usage Report and Collection Statistics
- C. Library Highlights
- D. Updates
  - a) Facilities
    - o The furnace that heats the front reading rooms was replaced
    - o Upstairs carpet was cleaned; downstairs carpet will be cleaned soon.
    - o Tree sprouts have being treated; mowing more frequently
    - o Dead bushes were cut out of the landscape behind the exterior book drop
    - o Landscaping for the new memorial bench has begun; landscaping outside the north reading room needs to be addressed; Mrs. Stanley suggested the library consider discontinuation of using pesticides on lawn.
  - b) Collections, Services, & Programs
    - o Collection –
      - Hotspots were added and the lending period shortened to two weeks.
      - The Miami Valley Astronomical Society received a grant for a telescope, and they wish to donate it to the library for circulation.

**Board of Trustees**  
Regular Meeting Minutes  
August 19, 2019

- Programs –
  - Adult and Children’s Summer Reading Clubs were very successful.
- c) Community Engagement
  - New Library Ambassadors will be inaugurated on 8/21/19
- d) Other Updates
  - The four library systems of Montgomery County will meet on 8/27/19 to discuss the Montgomery County Public Library Fund distribution formula. Mrs. Hale, Mr. Lounsbury, Mr. Honaker, and Mrs. Hopton will attend.
  - Ms. Hale and Ms. Hopton will attend the Montgomery County Budget Commission will meet on 8/29/19.

**Executive Session**

**2019 – 059** Mr. Lounsbury moved, seconded by Mrs. Stanley to enter into Executive Session at 8:53 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: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

**2019 – 060** Mr. Lounsbury moved, seconded by Mrs. Enseleit to reconvene to Regular Session from Executive Session at 9:00 p.m.

Roll call: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

**New Business**

**A.** Resolution Authorizing the Removal of Asha Vyas, Stephen Maag, Lu Ann Stanley, and Melissa Wolcott and the addition of Joseph Fulford, Randale Honaker III, and Mary Hopton to the Wright Memorial Public Library’s LCNB Checking and Insured Cash Sweep Account.

**2019 – 061** Mr. Lounsbury moved, seconded by Mrs. Enseleit to approve resolution to remove Ms. Vyas, Mr. Maag, Mrs. Stanley and Ms. Wolcott, and add Mr. Fulford, Mr. Honaker III and Mrs. Hopton to bank authorization.

Roll call: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

- B.** Technology Refresh Plan 2019 (Capital Projects Fund), \$26,305.88
1. SSI – 2019 E-Rate Discounted Hardware: 8 Meraki Wireless Access Points w/5 yr. controller licenses and 2 Cisco switches, \$6,666.45 (eRate refund)
  2. Lorrie Germann – State eRate Consulting Fee, \$688.00
  3. SSI – Extended Warranty for Backup Server. \$776.00
  4. SSI – Optiplex 3070 Micro PCs (7), Optiplex 5270 AIO PCs (2), Latitude 3500 Laptops (3), and Configuration Costs, \$13,694.10
  5. SSI – Printer (1), Barcode Scanners (4), Receipt Printer (1), Apple iPad Air Tablet (1), \$1,906.78
  6. SSI – Barracuda Backup, 1 Yr. Subscription, and Configuration Costs, \$2,574.55

**2019 – 062** Mr. Lounsbury moved, seconded by Ms. DiLorenzo to approve the Technology Refresh Plan 2019 as previously outlined.

**Board of Trustees**  
Regular Meeting Minutes  
August 19, 2019

Roll call: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

**Action Items**

**Current Meeting:**

- A. Communications Committee meeting to convene a meeting to review draft language for the Wright Memorial Public Library story – Mrs. Hale.
- B. Lawn care contract option for not using pesticides – Mrs. Hale.
- C. Reminder e-mail to Trustees who have not yet donated to the Foundation’s Annual Campaign – Mrs. Hale.

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting - Regular Meeting, Monday, September 16, 2019 @ 6:00 p.m. WMPL Community Room
- B. BOT Meeting – Special Meeting, Monday, September 23, 2019, time still pending WMPL Community Room.

**Adjournment**

Mr. Lounsbury moved, seconded by Ms. DiLorenzo to adjourn the meeting at 9:09 p.m.

Roll call: Ayes; Enseleit, Honaker, Lounsbury, Stanley, DiLorenzo. Nays; None.

Respectfully submitted,

---

Lu Ann Stanley, Secretary

---

Joseph Fulford, President