

Board of Trustees
Regular Meeting Minutes
March 15, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on March 15, 2021 held virtually. President Joseph Fulford called the regular meeting to order at 6:00 p.m.

Board of Trustees Present: Mr. Joseph Fulford
 Mr. Randale J. Honaker III
 Mrs. Lu Ann Stanley
 Mr. Bob Eling
 Mrs. Jennifer Enseleit
 Mr. Joshua Lounsbury

A quorum was declared with six members present.

Others in Attendance:
 Mrs. Kristi Hale, Director
 Mrs. Mary Hopton, Fiscal Officer
 Brian Potts, Operations Coordinator

Agenda
2021-021

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

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

Minutes
2021-022

Mr. Eling moved, seconded by Mrs. Enseleit to approve the minutes of the February 15, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Library Foundation Liaison Report – Mrs. Enseleit

- A. The Foundation Board met virtually on March 3, 2021.
- B. The Library Foundation has raised over \$1.4 million toward the capital campaign goal of \$1.5 million.

Next Chapter Project

- A. Expenditures
- B. Capital Projects fund
 - 1. Change Order – Asbestos Removal for Roof of \$8,000.

2021-023

Mrs. Enseleit moved, seconded by Mr. Lounsbury to approve the Asbestos Removal for Roof Agreement.

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

- 2. Audio Visual Equipment – amount not to exceed \$34,000.

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2021-024 Mr. Eling moved, seconded by Mrs. Stanley to approve the Audio Visual Equipment an amount not to exceed \$34,000.

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

C. Project Update

1. Contingency Procedures – Contingency and Owner’s Costs have the same thresholds.
2. Furniture – Bid package published on website March 17, 2021 and in Dayton Daily News on March 18, 2021. Bids are due back by April 12, 2021. Mrs. Hale presented the final fabrics and finishes for the Children’s and Teen areas.
3. Audio Visual Equipment – Review of bids with team and finalize by end of week.
4. Parking on Aberdeen – WMPL will contract with Bayer Becker for re-plating and the City of Oakwood and Oakwood City Schools will split the cost.
5. Phase 2/3 Cabling – WMPL submitted this for E-Rate and there were no bidders. WMPL will now request bids without E-Rate.

Fiscal Officer’s Report – Mrs. Hopton

- A. Financial Report – February 2021

2021-025 Mr. Lounsbury moved, seconded by Mrs. Stanley to accept the Financial Report - February 2021.

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

Director’s Report – Mrs. Hale

- A. Director’s Report
- B. Library Usage Report and Collection Statistics – addendum
- C. Library Highlights – delayed and will be presented to the Board of Trustees at the April 2021 meeting.
- D. Updates
 1. COVID-19 Planning –
 - a. Building capacity and computer access has been increased and WMPL will resume normal operating hours on Monday – Saturday on April 5, 2021.
 - b. WMPL offers assistance to patrons who need help scheduling a vaccine.
 - c. WMPL is a distribution site for free COVID-19 home antigen tests provided by the state of Ohio.
 2. Facilities – Thermostats on lower level have been adjusted to mitigate energy costs during construction; an exterior sewer cleanout will be installed.
 3. Staff – New Adult Services librarian started on 2/1/21.
 4. Collections, Services, & Programs – Passport processing service restarted on 2/1/21; new mobile hotspots have been ordered to replace lost or broken equipment; Jim Henson museum program scheduled for this week has large registration numbers.
 5. Community Involvement
 - a. Rotary, 1/29/21, 2/5/21, 2/12/21
 - b. Rotary Board Meeting, 2/9/21
 - c. Oakwood Inclusion Coalition Public Meeting, 1/27/21
 - d. Oakwood Inclusion Coalition Leadership Team, 2/1/21
 - e. Donor Meetings, 1/28/21, 2/3/21
 6. Upcoming Events – WMPL Construction Update at City Council on April 5, 2021 at 7:30 p.m.

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New Business

None.

Action Items

Prior Meeting:

- A. Intention of Using Katharine Wright Park – seek pre-approval for use with the City of Oakwood at the February Meeting – Mrs. Hale and Mr. Fulford (open until March)
- B. Tour of Facilities – coordinate with Bob Eling (open)

Current Meeting:

- A. Book Recommendations at end of the Meeting – Mrs. Stanley

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, April 19, 2021 @ 6:00 p.m. to be held virtually.

Adjournment

Mrs. Stanley moved, seconded by Mr. Lounsbury to adjourn the meeting at 6:55 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President