

Board of Trustees
Regular Meeting Minutes
June 21, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on June 21, 2021 held virtually. Vice President Randale J. Honaker III called the regular meeting to order at 6:00 p.m.

Board of Trustees Present: Mr. Randale J. Honaker III
 Dr. Darrell Crowe
 Mr. Bob Eling
 Mrs. Jennifer Enseleit
 Mr. Joshua Lounsbury

A quorum was declared with five members present.

Others in Attendance:

 Mrs. Kristi Hale, Director
 Mrs. Mary Hopton, Fiscal Officer
 Brian Potts, Operations Coordinator

Agenda

2021-039

Mrs. Enseleit moved, seconded by Mr. Lounsbury to approve the agenda.

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

Minutes

2021-040

Mr. Eling moved, seconded by Mr. Lounsbury to approve the minutes of the May 17, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

Finance/Audit Committee – May 20, 2021

Library Foundation Liaison Report – Mrs. Enseleit and Mrs. Hale

- A. The Foundation Board met virtually on June 2, 2021.
- B. The Library Foundation’s capital campaign has raised \$1,517,150 in gifts and pledges. Donors to the capital campaign will be invited to a sneak peek tour of the lower level on July 15 and July 17. Mrs. Stanley, Mr. Eling, and Mrs. Hale will provide the tours. All Trustees are encouraged to participate.
- C. The Foundation Board approved two grant requests”
 1. SRC Book Prizes in the amount of \$2,021
 2. Falconry program for \$400
- D. Mike Armstrong will be the 2022 Foundation Board President.
- E. The Foundation will participation in the Tour De Gem fundraising event this fall, and the Library Board is encouraged to participate.

Next Chapter Project

- A. Expenditures – paid to date total \$950,971.20.

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- B. Capital Projects fund
 - 1. Expenditures up to \$20,000
 - a. Furniture, Fixtures & Equipment not to exceed \$8,700.
 - b. IT Services for SSI not to exceed \$884.

2021-041 Mrs. Enseleit moved, seconded by Mr. Lounsbury to approve funds for Furniture, Fixtures & Equipment not to exceed \$8,700 and for IT Services from SSI not to exceed \$884.

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

- 2. Expenditures in Excess of \$20,000,
 - a. Owner Contingency Items – West Side Improvements for \$29,421

2021-042 Mr. Lounsbury moved, seconded by Mr. Eling to approve the West Side Improvements for \$29,421.

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

- C. Project Update
 - 1. Budget – Mrs. Hopton reported, as of June 9, 2021, the total budget of \$5,109,027 is still fluid as a number of costs are yet to be undetermined.
 - 2. Parking – Mrs. Hale reported the project team met with Aberdeen neighbors on May 25, 2021 to discuss construction logistics of angled Aberdeen parking spaces.
 - 3. Phase I – Mrs. Hale reported Phase I construction is expected to be completed by end of July. The transition to Phase II is scheduled for the week of August 2.

- D. Capital Campaign Funds
 - 1. At the May 20, 2021 the Finance Committee agreed the Board of Trustees and the Foundation Board would need to approve the Next Chapter Project Capital Campaign Funds Guidelines.

2021-043 Mrs. Enseleit moved, seconded by Mr. Lounsbury to accept the Next Chapter Project Capital Campaign Funds Guidelines.

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

Fiscal Officer's Report – Mrs. Hopton

- A. Financial Report – May 2021
- B. Amended Estimated Resources & Annual Appropriations Budget 2021

2021-044 Mr. Eling moved, seconded by Mr. Lounsbury to accept the Financial Report - May 2021, and Amended Estimated Resources & Annual Appropriations Budget 2021.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
 - 1. Mrs. Hale noted that interlibrary loan statistics were incorrectly reported last month.
- B. Library Highlights - addendum

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- C. Updates
1. COVID-19 Planning –
 - a. Sunday hours were restored on June 6.
 - b. Masks are still required from 10 – 11 a.m. daily. Other times, masks are no longer required for vaccinated patrons.
 2. Facilities – Pine tree at southwest corner is in poor health and will be removed.
 3. Staff – 88% of WMPL staff self-reported that they have been vaccinated.
 4. Technology – Mrs. Hale reviewed security features that protect WMPL’s computers and servers from ransomware and other security breaches.
 5. Community Engagement –
 - a. The Oakwood Inclusion Coalition is hosting a summer Big Read of the book “Caste” by Wilkerson.
 6. Other Updates
 - a. Library Board Meetings may need to return to physical meetings in July. Mrs. Hale will look for alternate meeting locations during library construction.
 7. Community Involvement
 - a. Rotary Weekly Meetings, 5/21/21, 6/4/21, 6/11/21, 6/18/21
 - b. Rotary Board Meeting, 6/8/21
 - c. Oakwood Inclusion Coalition Leadership Team Meeting, 6/7/21
 - d. Aberdeen Neighbor parking update, 5/25/21
 - e. Sen. Antani and Montgomery County Library Director’s meeting, 5/21/21

New Business

- A. Expenditures in Excess of \$10,000
1. Managed IT Services Agreement for July 1, 2021 to June 30, 2022 – Sophisticated Systems (SSI)
 2. Liability Insurance Policy for July 1, 2021 to June 30, 2022 – Ohio Plan Risk Management, Broker: Hylant Administrative Services, LLC.

2021-045

Dr. Crowe moved, seconded by Mr. Lounsbury to Approve Managed IT Services Agreement for July 1, 2021 to June 30, 2022 with Sophisticated Software Systems (SSI) and Liability Insurance Policy for July 1, 2021 to June 30, 2022 with the Ohio Plan Risk Management, Broker Hylant Administrative Services, LLC.

Roll call: Ayes; Honaker, Crowe, Eling, Enseleit, Lounsbury. Nays; 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)
- B. Tour of Facilities – coordinate with Bob Eling (open)
- C. Book Recommendations – Mrs. Stanley (open)
- D. Historical News Articles about Katharine Wright Park and Dayton Daily News Article about Wright Memorial Public Library – Mr. Fulford (closed)

Current Meeting:

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, July 19, 2021 @ 6:00 p.m. to be held virtually or at Wright Memorial Public Library.

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Adjournment

Mr. Lounsbury moved, seconded by Mrs. Enseleit to adjourn the meeting at 6:52 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, Vice President