

Board of Trustees
Regular Meeting Minutes
July 19, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on June 21, 2021 held at Wright Memorial Public Library. President Joseph Fulford called the regular meeting to order at 6:04 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
2021-046

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

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

Minutes
2021-047

Mrs. Enseleit moved, seconded by Mr. Honaker to approve the minutes of the June 21, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

Finance/Audit Committee – Credit Card Compliance Report June 30, 2021

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

- A. The Foundation Board did not meet In July.
- B. 55 capital campaign donors attended one of the donor sneak peek tours.
- C. Mr. David Flory will visit WMPL and tour the project on July 29, 2021.

Next Chapter Project

- A. Expenditures – paid to date total \$1,181,595.30.
- B. Capital Projects fund
 - 1. Expenditures up to \$20,000
 - a. Owner’s Costs – Not to exceed \$1,697.

2021-048

Mr. Eling moved, seconded by Mrs. Enseleit to approve funds for Owner’s Costs not to exceed \$1,697.

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

2. Expenditures in Excess of \$20,000,
 - a. Owner's Change Orders – Not to exceed \$52,080.

2021-049 Mr. Honaker moved, seconded by Mrs. Stanley to approve Owner's Change Orders not to exceed \$52,080.

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

- C. Project Update
 1. Budget – Mrs. Hopton reported, as of July 5, 2021, the total budget of \$5,109,027 is still fluid as a number of costs are yet to be undetermined.
 2. Phase II Transition – Mrs. Hale reported the Phase II transition is scheduled for the week of August 2.

Fiscal Officer's Report – Mrs. Hopton

- A. Financial Report – June 2021
- B. Donations & Contributions – June 2021
- C. Amended Estimated Resources & Annual Appropriations Budget 2021

2021-050 Mrs. Stanley moved, seconded by Mr. Honaker to accept the Financial Report - June 2021, Contributions & Donations – June 2021, and Amended Estimated Resources & Annual Appropriations Budget 2021.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
- B. Library Highlights - addendum
- C. Updates
 1. COVID-19 Planning –
 - a. Masks are still required from 10 – 11 a.m. daily.
 2. Technology –
 - a. Refresh plan update - WMPL will not need to purchase much hardware this year, but Microsoft Office software will need to be updated in next 1 – 2 years.
 - b. Mrs. Hale reported that WMPL's IT consultant was not impacted by the recent Kaseya security breach.
 - c. The new holds pickup locker is expected to arrive in September. Initial operating hours will be 6 a.m. – Midnight.
 3. Collections, Services, & Programs –
 - a. WMPL is seeking an Emergency Connectivity Grant for the hot spot collection.
 - b. A change in the State Library of Ohio's cargo carrier is causing unusually long delays in delivery of interlibrary loan materials.
 - c. The Aberdeen Room has reopened for public use.
 - d. WMPL is seeking to restore services to Brookdale.
 - e. Summer Reading Club participation for youth and adults is high.
 - f. Patrons are showing preference for in person programs over virtual programs.
 4. Other Updates

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- a. Mr. Fulford received a patron complaint about a displayed book. The book was removed from display, and Mr. Fulford will respond to the patron.
- 5. Community Involvement
 - a. Rotary Weekly Meetings, 7/9/21 and 7/16/21
 - b. Rotary Board Meeting, 7/14/21
 - c. Oakwood Inclusion Coalition Leadership Team Meeting, 7/1/21

New Business

- A. Fine Structure Discussion – Library Board discussed current fine structure. No changes are proposed at this time.

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)

Current Meeting:

- A. Plant Removal West Side Entrance – Mrs. Hale
- B. Follow-up on Donation in Memory of Dale Ransom Skipton – Mrs. Hale

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, August 16, 2021 @ 6:00 p.m. to be held at the Oakwood City Building.

Adjournment

Mr. Lounsbury moved, seconded by Mr. Honaker to adjourn the meeting at 7:34 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President