

**Board of Trustees**  
Regular Meeting Minutes  
August 16, 2021

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on August 16, 2021 held at Oakwood Municipal Building. President Joseph Fulford called the regular meeting to order at 6:06 p.m.

Board of Trustees Present:           Mr. Joseph Fulford  
  Mrs. Lu Ann Stanley  
  Dr. Darrell Crowe – *arrived at 6:51 p.m.*  
  Mr. Bob Eling  
  Mrs. Jennifer Enseleit

A quorum was declared with five members present.

Others in Attendance:  
  Mrs. Kristi Hale, Director  
  Mrs. Mary Hopton, Fiscal Officer

**Agenda**  
**2021-051**

Mrs. Enseleit moved, seconded by Mrs. Stanley to approve the agenda.

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

**Minutes**  
**2021-052**

Mr. Eling moved, seconded by Mrs. Enseleit to amend and approve the minutes of the July 19, 2021 Regular Meeting.

Roll call: Ayes; Fulford, Stanley, Eling, Enseleit. 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. Met on August 11, 2021.
- B. Renewed donor management software license
- C. Approved a grant for the 2020-21 Write@Wright program series (\$850)
- D. The fall Annual Fund mailer and winter donor event are being planned
- E. Trustees were asked to support the Tour De Gem, either by joining the team or sponsoring a rider.
- F. The Foundation Board passed a resolution for distributing capital campaign funds to the library annually.

**Next Chapter Project**

- A. Expenditures – paid to date total \$1,621,669.93
- B. Capital Projects fund
  - 1. Expenditures up to \$20,000
    - a. Owner’s Costs – Not to exceed \$2,795.
    - b. Owner’s Contingency – Not to exceed \$4,101.

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**2021-053** Mr. Eling moved, seconded by Mrs. Enseleit to approve funds for Owner's Costs not to exceed \$2,795 and Owner's Contingency not to exceed \$4,101.

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

C. Project Update

1. Mrs. Hopton reported, as of August 12, 2021, the total budget of \$5,109,027 is still fluid as a number of costs are yet to be undetermined.
2. Mrs. Hale reported the Park level was opened to patrons on Monday, August 16, and patron response was very positive. The park level operations will be intermittent for a few days for remaining shelving installation. On August 19, the new park entrance will open permanently, and the main entrance will close for construction.
3. Mrs. Hale reported a new bench in memoriam to Paul McClain will be installed using private gifts.

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

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

**2021-054** Mrs. Stanley moved, seconded by Mrs. Enseleit to accept the Financial Report - July 2021, and Amended Estimated Resources & Annual Appropriations Budget 2021.

Roll call: Ayes; Fulford, Stanley, Eling, Enseleit. 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 requested of all patrons and required by all staff due to the rising spread of the Delta variant.
  2. Facilities –
    - a. Patron traffic shows signs of increasing.
    - b. WMPL staff are working out processes for the new park level service desk.
  3. Staff –
    - a. WMPL welcomed new part-time Youth Services Associate Heather Jackson.
  4. Collections, Services, & Programs
    - a. Patron demand for COVID-19 home tests has steeply increased; WMPL is restocking as needed.
    - b. WMPL is getting remaining Oakwood City School yearbooks digitized.
    - c. WMPL added video tutorials to its website that assist patrons with accessing library resources.
    - d. WMPL was selected as one of four case studies to be conducted on grantees of the most recent Libraries Transforming Communities grant from the American Library Association.
  5. Other Updates
    - a. Mr. Fulford updated the Trustees on his response to a patron with a complaint about a displayed book.
    - b. Mrs. Hale shared information and determination regarding a patron request to purchase.

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- c. The Trustees and Mrs. Hale identified policies for review by staff and the Policy Committee.
- 6. 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

**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 (closed)
- B. Tour of Facilities – coordinate with Bob Eling (closed)
- C. Book Recommendations – Mrs. Stanley (open)
- D. Plant Removal West Side Entrance – Mrs. Hale (closed)
- E. Follow-up on Donation in Memory of Dale Ransom Skipton – Mrs. Hale (open)

**Current Meeting:**

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, September 20, 2021 @ 6:00 p.m. to be held at Wright Memorial Public Library.

**Adjournment**

Dr. Crowe moved, seconded by Mr. Eling to adjourn the meeting at 7:42 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President