

Board of Trustees
Regular Meeting Minutes
December 13, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 13, 2021 held at Wright Memorial Public Library. President Joseph Fulford called the regular meeting to order at 6:12 p.m.

Board of Trustees Present: Mr. Joseph Fulford
 Dr. Darrell Crowe
 Mr. Bob Eling
 Mrs. Jennifer Enseleit

A quorum was declared with four members present.

Others in Attendance:

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

Agenda
2021-085

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

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

Minutes
2021-086

Dr. Crowe moved, seconded by Mrs. Enseleit to approve the minutes of the November 15, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

None.

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

- A. Meeting was delayed until December 16, 2021
- B. The Foundation’s Annual Campaign piece was sent to the community. Mrs. Enseleit encouraged Trustees to make their gift by the end of the month. Mrs. Hale will send an e-mail reminder.
- C. The Foundation Board will accept up to 5 new board members.

Next Chapter Project

- A. Expenditures – paid to date total \$3,923,362.
- B. Capital Projects fund
 - 1. Expenditures up to \$20,000
 - a. Owner’s Costs – Not to exceed \$12,570.
 - b. Owner’s Contingency – Not to exceed \$9,558

2021-078

Mr. Eling moved, seconded by Dr. Crowe to approve owner’s costs not to exceed \$12,570 and owner’s contingency not to exceed \$9,558.

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

C. Project Update

1. Mrs. Hopton reported, as of December 13, 2021, the total budget of \$5,088,919 though a number of costs are yet to be undetermined.
2. The enlarged main level bathroom will not officially meet ADA standards because of construction constraints.
3. Adjustments to the layout and lighting of the Shank Conference Room have been implemented.
4. There have been delays in delivery of some of the new furniture.
5. There is need for additional lighting in Adult Nonfiction area and east stairwell.
6. Mrs. Hale is investigating costs of replacing the weathervane.
7. The new outdoor learning area will be called the Children's Terrace.

Fiscal Officer's Report – Mrs. Hopton

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

2021-088

Mrs. Enseleit moved, seconded by Dr. Crowe to approve the Financial Report, and Contributions & Donations for November 2021, and amend the Estimated Resources & Annual Appropriations Budget 2021.

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

D. Estimated Resources & Annual Appropriations Budget 2022.

2021-089

Dr. Crowe moved, seconded by Mrs. Enseleit approving the Estimated Resources & Annual Appropriations Budget 2022.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
 1. The Institute for Museum and Library Science has requested more granular reporting of program statistics in 2022.
- B. Library Highlights – addendum
 1. Numerous outdoor events had to be cancelled for poor weather.
- C. Updates
 1. Pandemic update – COVID infections surged after Thanksgiving. One WMPL employee contracted COVID. WMPL continues to follow CDC recommendations.
 2. Staff – One new shelver started this week, and posting for a substitute position is anticipated in January.
 3. Technology
 - a. The Holds Pickup Locker has been branded with a vinyl wrap.
 4. Collections, Services, & Programs
 - a. Libraries nationwide are facing increasing numbers of book challenges and threats to intellectual freedom. The Ohio Library Council recommends that libraries review policies on Collection Development, Meeting Room Use, Program Policy Statement, and displays. WMPL will work on policy updates in 2022.
 5. Community Engagement

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- a. The American Library Association arranged for professional photography at WMPL as a case study for the Libraries Transforming Communities grant project on sustainable home gardening.
- 6. Other Updates
 - a. The OIC is developing a strategic plan, and they will issue a statement regarding white supremacist stickers that were posted on traffic signs/posts along Shroyer Rd. last week.
 - b. Mrs. Hale and staff visited Sinclair College to look at a few educational exhibits that might be appropriate for WMPL.
- 7. Community Involvement
 - a. Rotary Meetings, 11/19, 12/3.

New Business

- A. Major Expenditures Exceeding \$10,000
 - 1. State Library of Ohio, Ohio Digital Library Agreement – OverDrive, Inc. (Digital Content Consortium Collection MOU - \$11,779)
 - 2. Marketing Agreement – Great Stories (2022 - \$18,000)
 - 3. Booking & Printing Management Software & Hardware Agreement – TBS (\$6,078/year for 5 year term)
 - 4. Copier & Printer Lease Agreement – Woodhull (\$6,040/year for 5 year term)
 - 5. Security & Fire Alarm Monitoring Agreement – ADT (\$2,616/year for 5 year term)

2021-090 Mr. Eling moved, seconded by Mrs. Enseleit to approve agreement for the State Library of Ohio – Ohio Digital Library with OverDrive, Marketing with Great Stories, Booking & Printing Management Software & Hardware with TBS, Copier & Lease with Woodhull, and Security & Fire Alarm Monitoring with ADT.

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

Action Items

Prior Meeting:

- A. Book Recommendations – Mrs. Stanley (open)
- B. Pay Band Analysis – Mrs. Hale & Mrs. Hopton

Current Meeting:

- A. Template for Trustee Bios for Website – Mrs. Hale
- B. Guidelines from OLC and ALA to Trustees – Mrs. Hale

Executive Session

2021-091 Mrs. Enseleit moved, seconded by Dr. Crowe to enter into Executive Session at 7:33 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, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

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

2021-084 Mrs. Enseleit moved, seconded by Mr. Eling to exit Executive Session and reconvene to Regular Session at 7:43 p.m.

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

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Organizational Meeting, Monday, January 24, 2022 @ 6:00 p.m.
- B. BOT Meeting – Regular Meeting, Monday, January 24, 2022 @ 6:15 p.m.

Adjournment

Dr. Crowe moved, seconded by Mrs. Enseleit to adjourn the meeting at 7:44 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President