

**Board of Trustees**  
Regular Meeting Minutes  
January 24, 2022

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on January 24, 2022. President Joseph Fulford called the regular meeting to order at 6:22 p.m.

Board of Trustees Present:           Mr. Joseph Fulford  
  Mr. Randale J. Honaker III  
  Dr. Darrell Crowe  
  Mr. Bob Eling  
  Mr. Joshua Lounsbury

A quorum was declared with five members present.

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

**Agenda**  
**2022-008**

Mr. Lounsbury moved, seconded by Mr. Honaker to approve the agenda.

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

**Minutes**  
**2022-009**

Mr. Eling moved, seconded by Mr. Lounsbury to approve the minutes of the December 13, 2021 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Finance/Audit Committee – Mr. Lounsbury**

A. Mr. Lounsbury reviewed the Credit Card Compliance Report.

**Library Foundation Liaison Report – Mrs. Hale**

- A. Foundation Board met on January 5, 2022.
- B. The Foundation’s Annual Campaign raised \$43,214 from 203 donors, surpassing their goal.
- C. The Foundation Board has 5 new board members: Wes Boord, Leigh Harrell, Caitlin Benton, Annie Davis, and Julio Quintero.

**Next Chapter Project**

- A. Expenditure Summary
  - 1. Amount paid to date is \$4,252,275.65;
  - 2. Owner Change Order #4 was processed, resulting in a credit of \$70,000 to the GMP reflected in the current numbers.
- B. Capital Projects Fund
  - 1. Expenditures under \$20,000
    - a. Owner’s Contingency – not to exceed \$4,520
    - b. Owner’s Costs – not to exceed \$2,500

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**2022-010** Mr. Lounsbury moved, seconded by Dr. Crowe to approve the Owner's Contingency not to exceed \$4,520 and the Owner's Costs not to exceed \$2,500.

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

C. Project Budget and Update

1. The current budget is \$5,109,379.
2. The front door and North Reading Room reopened to the public on 1/19/22.
3. The fireplace is fully installed in the South Reading Room.
4. The Shank Conference Room furnishings are installed. Two additional chairs will be ordered.
5. Technology hardware in the Community Room is delayed.
6. Additional fabric for historic chair upholstery will be ordered for future use.
7. Configuration of adult computer countertop is being reviewed.
8. Children's Terrace will be open for patron use when weather is 50 -85 degrees.
9. Invitations will be sent to project partners and major donors for March 18 Ribbon Cutting.

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

- A. Financial Report – December 2021
- B. Contributions & Donations – December 2021

**2022-011** Mr. Lounsbury moved, seconded by Mr. Eling to accept the Financial Report - December 2021, and Contributions & Donations – December 2021.

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

**Director's Report – Mrs. Hale**

- A. Library Usage Report and Collection Statistics – addendum
  1. Usage and building visits are making a slow comeback; a few areas of usage exceeded 2019 figures.
- B. Library Highlights - addendum
- C. Updates
  1. Pandemic update – WMPL continues to follow CDC guidelines.
  2. Facilities
    - a. A weathervane will be ordered, with total installed cost of under \$1000
    - b. WMPL will continue native plant education in 2022, including a native plant garden.
  3. Staff – Several shelving positions remain unfilled. Staff evaluations and pay increases were delivered.
  4. Technology
    - a. Four adult computers are deployed in the renovated main floor. New task chairs have been delayed.
  5. Collections, Services, & Programs
    - a. WMPL's first in-person program in the new Community Room will be a Far Hills Speaker Series event on Feb. 20, 2022.
  6. Community Engagement
    - a. Media messages have focused on main floor reopening and Foundation success.
    - b. Plans are underway for a celebratory Ribbon Cutting of the Next Chapter Renovation.
  7. Other Updates

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- a. Oakwood Inclusion Coalition members joined the Martin Luther King march in Dayton.
- b. Mrs. Hale is gathering bios and photos from Board Members for the WMPL website.
8. Community Involvement
  - a. Dayton Literary Peace Prize, 12/15/21
  - b. That Day In May Meeting, 1/4/22
  - c. Public Entities Meeting, 1/4/22
  - d. OIC Meetings, 1/4/22 and 1/20/22
  - e. OIC MLK Day March, 1/17/22
  - f. Rotary Meetings, 12/17, 1/7/22 (Presenter), 1/14/22
  - g. Rotary Board Meeting, 1/13/22
  - h. Historical Society Meeting, 1/21/22
9. Upcoming Events
  - a. Board of Trustee Workshop, Saturday, March 12

**Action Items**

**Prior Meeting:**

- A. Book Recommendations – Mrs. Stanley (open)
- B. Pay Bank Analysis March/April – Mrs. Hale & Mrs. Hopton (open)
- C. Template for Trustee Bios for Website – Mrs. Hale (open)

**Current Meeting:**

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, February 21, 2022 @ 6:00 p.m.

**Adjournment**

Mr. Lounsbury moved, seconded by Mr. Eling to adjourn the meeting at 7:21 p.m.

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

Respectfully submitted,

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Randale J. Honaker III, Vice President

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Joseph Fulford, President