

**Board of Trustees**  
Regular Meeting Minutes  
February 21, 2022

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on February 21, 2022. Secretary Lu Ann Stanley called the regular meeting to order at 6:12 p.m.

Board of Trustees Present:           Mrs. Lu Ann Stanley  
  Dr. Darrell Crowe  
  Mrs. Jennifer Enseleit  
  Mr. Joshua Lounsbury

A quorum was declared with four members present.

Others in Attendance:  
      Mrs. Kristi Hale, Director  
      Mrs. Mary Hopton, Fiscal Officer  
      Brian Potts, Operations Coordinator

**Oath of Office for Officers 2021**

Mrs. Kristi Hale, notary public, administered the Oath of Office to Lu Ann Stanley as Secretary.

**Agenda**  
**2022-012**

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

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

**Minutes**  
**2022-013**

Dr. Crowe moved, seconded by Mr. Lounsbury to approve the minutes of the January 24, 2022 Organizational Meeting.

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

**2022-014**

Mr. Lounsbury moved, seconded by Dr. Crowe to approve the minutes of the January 24, 2022 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

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

- A. Foundation Board met on February 2, 2022.
- B. The Foundation’s Annual Campaign raised \$43,214 from 203 donors, surpassing their goal.
- C. A committee of the Foundation Board has been formed to explore a legacy giving campaign.
- D. A donor appreciation event has been planned for Sunday, April 3. Invitations will be mailed soon, and Trustees are encouraged to attend.
- E. Mrs. Hale provided onboarding training to new Foundation Board members.

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**Next Chapter Project**

- A. Expenditure Summary – Amount paid to date is \$4,551,420.
- B. Capital Projects Fund
  - 1. Expenditures under \$20,000
    - a. Owner’s Contingency – not to exceed \$14,744
    - b. Owner’s Costs – not to exceed \$5,400
    - c. Owner’s Costs – ORC 5705.41(D) Then and Now Certificate for \$3,100

**2022-015** Mr. Lounsbury moved, seconded by Mrs. Enseleit to approve the Owner’s Contingency not to exceed \$14,744, Owner’s Costs not to exceed \$5,400, and Then and Now Certificate for \$3,100.

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

- C. Project Budget and Update
  - 1. The current budget is \$5,109,379.
  - 2. Integrated technology in the Community Room has been delayed.
  - 3. One historic chair is in need of being upholstered.
  - 4. Several events are being planned to celebrate the project completion.
    - a. Ribbon Cutting event and Staff Celebration on Friday, March 18.
    - b. Community Open House on Saturday, April 2.

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

- A. Financial Report – January 2021
- B. Amended Estimated Resources & Annual Appropriations Budget 2022

**2022-016** Dr. Crowe moved, seconded by Mrs. Enseleit to accept the Financial Report - January 2021, and the Amended Estimated Resources & Annual Appropriations Budget 2022.

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

**Director’s Report – Mrs. Hale**

- A. Library Usage Report and Collection Statistics – addendum
  - 1. Statistical categories have been updated to reflect those required by the State Library of Ohio.
  - 2. 2% of physical circulation occurred at the Holds Pickup Locker. That statistical category will be added going forward.
  - 3. Wi-Fi statistics will likely decrease due to improved and more accurate reporting method that is now available.
- B. Library Highlights - addendum
- C. Updates
  - 1. Pandemic update – WMPL eased the mask policy for patrons to “masks encouraged,” in response to decreased community spread and a change in Oakwood City School policy to “masks optional” for all grades, including pre-K.
  - 2. Facilities
    - a. A range of shelving was removed to better provide customer service to adult computer users.
    - b. Additional cleaning services have been contracted in preparation for the March 18 Ribbon Cutting ceremony.

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- c. A local resident seeking naturalist certification will create a landscape design for northwest area of the building.
- 3. Technology
  - a. New catalog computers will feature wayfinding, program promotion, and room reservations, in addition to traditional catalog searching.
- 4. Collections, Services, & Programs
  - a. Interlibrary loan service – the State Library of Ohio will be returning to Priority Dispatch for ILL deliveries, which should improve delivery times. Increased delays are expected while the transition occurs.
  - b. WMPL will hold its first in-person program in the Community Room on February 20.
- 5. Community Engagement
  - a. Planning is underway for the Ribbon Cutting and Open House events.
- 6. Community Involvement
  - a. OIC Meetings, 2/1/22 and 2/16/22
  - b. Rotary Meetings, 1/28, 2/4, 2/11, and 2/18
  - c. Rotary Board Meeting, 2/9
  - d. Building tours for Rotary Club, 2/16
  - e. New Foundation Board orientation, 2/17
- 7. Upcoming Events
  - a. Board of Trustee Workshop, Saturday, March 12

**New Business**

- A. Legislative Update
  - a. HB 51 – signed by the Governor of Ohio taking effect immediately allowing virtual meetings until July 1, 2022.
  - b. HB 327 – pending in the State and Local Government Committee regarding teaching or promoting of divisive concepts. The Ohio Library Council encourages library administrators to write their representatives to explain collection development policies, and how this bill might impact library practices.

**Action Items**

**Prior Meeting:**

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

**Current Meeting:**

**Upcoming Meeting Dates & Announcements**

- A. Ribbon Cutting Ceremony – Friday, March 18, 2022 @ 9:00 a.m. & 2 p.m.
- B. BOT Meeting – Regular Meeting, Monday, March 21, 2022 @ 6:00 p.m.
- C. Public Open House – Saturday, April 2, 2022 @ 1 p.m. & 2 p.m.
- D. Foundation Donor Appreciation Event – Sunday, April 3, 2022 @ 5:00 p.m.

**Adjournment**

Mr. Lounsbury moved, seconded by Mrs. Eneleit to adjourn the meeting at 7:23 p.m.

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

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Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President