WRIGHT MEMORIAL PUBLIC LIBRARY
Board of Trustees
Regular Meeting Minutes
August 15, 2022

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on August 15, 2022. 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
Dr. Darrell Crowe
Mr. Bob Eling
Mrs. Jennifer Enseleit
Mr. Joshua Lounsbury *(arrived at 7:28)*

A quorum was declared with six members present.

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

Agenda

2022-045 Mrs. Stanley moved, seconded by Mrs. Enseleit to approve the agenda.

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

Minutes

2022-046 Mr. Eling moved, seconded by Dr. Crowe, to approve the amended minutes of the July 18, 2022 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

A. Policy Committee
    1. Meeting July 25, 2022

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

A. Foundation Board met on August 3, 2022.
B. Annual Campaign mailer was finalized and will be mailed to all residents by end of August.
C. Two Foundation grants were awarded: $800 for the 2022-23 Write@Wright program series, and $362.25 for a Rocket Launch program.
D. A Planned Giving strategy continues to be developed.
E. The Tour de Gem bicycling team has 19 riders.
F. A Battle of the Boards pizza party will be hosted by the Foundation on September 18, 2022.

Next Chapter Project

A. Expenditure Summary – Amount paid to date is $4,923,305.36

B. Capital Projects Fund
   1. Expenditures under $20,000
      a. Owner's Construction Costs – not to exceed $1,770.

2022-047 Mrs. Enseleit moved, seconded by Dr. Crowe to approve the Owner's Construction Costs not to exceed $1,770.

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

C. Project Budget and Update
   1. The current budget is $5,032,527 and remaining owner's contingency $9,027.
   2. Remaining signs will be installed by August 19, 2022
   3. Electrical and lighting work has been completed.
   4. Flexible monitor arms for the adult computer area have been ordered, and cost will be taken out of construction contingency
   5. Installation of technology in the Community Room has been delayed.
   6. Wi-Fi access point for Shank Conference Room has been installed.
   7. Water issue of Children's Terrace sidelights has not yet been resolved. Board discussed next steps.

Fiscal Officer's Report – Mrs. Hopton

A. Financial Report – July 2022
B. Contributions & Donations – July 2022

2022-048 Mrs. Stanley moved, seconded by Mr. Honaker, to approve the July 2022 Financial Report and Contributions & Donations.

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

C. PLF Distribution Formula 2023

2022-049 Mr. Eling moved, seconded by Mrs. Enseleit, to accept the approve the PLF Distribution Formula 2023.

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

Director's Report – Mrs. Hale

A. Library Usage Report and Collection Statistics – addendum
   1. Mrs. Hale noted areas of usage that have reached or exceeded 2019 levels.
   2. Passport processing surpassed previous monthly record.
B. July Library Highlights – addendum
C. Updates
   1. Facilities
      a. Facilities Committee will meet to discuss landscaping, sewage ejectors, stairwell flooring, and shade for Children's Terrace.
      b. The Native Sun Garden signage and brick path have been installed, and a Monarch butterfly was photographed in the garden by a patron.
   2. Technology
      a. WMPL's Tech consulting firm SSI, Inc. will be changing ownership, but operations are expected to continue without disruption.
      b. WMPL will implement multifactor authentication for staff using a VPN.
      c. Add-Savvy is working on getting library's catalog onto purchased hardware.

3. Collections, Services, & Programs
   a. Dayton Literary Peace Prize collection will have its own shelves near Fiction.
   b. Summer Reading Club was popular with patrons and had strong business support.
   c. Wright Library Music Series is going well. Future events will be planned around other community events.
   d. Mrs. Hale shared information about the Vestiges of Redlining: Mapping Equity exhibit and related programs. The Oakwood Inclusion Coalition and the Sinclair Geography Foundation are event and exhibit sponsors.
4. Community Engagement
   a. Insomnia Cookies donated cookie bookmarks and cookies for library distribution. They will also donate cookie coupons for Library Card Sign-Up Month in September.
   b. The City of Oakwood will issue a proclamation honoring Library Card Signup Month at the City Council meeting on September 19th.
5. Community Involvement
   a. Jewish Federation meeting, 7/20/22
   b. Rotary Meetings, 7/22/22
   c. Foundation Planned Giving Committee Meeting, 8/2/22
   d. OIC Leadership Meeting, 8/2/22
6. Upcoming Events
   a. Budget Commission Hearing, 8/25/22
   b. Dayton Women's Club Presentation on changing roles of libraries, 8/31/22
   c. Vestiges of Redlining Exhibit Open House, 9/6/22 at 6:30
   d. Library Ambassadors Induction, 9/17/22 at 2PM
   e. Battle of the Boards Pizza Party, 9/18/22 at 5:30 PM

New Business

A. Policies
   1. Collection Development Policy

2022-050 Mrs. Enseleit moved, seconded by Mr. Honaker, to approve the Collection Development Policy as submitted.

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

2. Internet Use Policy

2022-051 Mr. Honaker moved, seconded by Dr. Crowe, to approve the Internet Use Policy as submitted.

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

3. Display & Exhibit Policy

2022-052 Dr. Crowe moved, seconded by Mrs. Enseleit, to approve the Display & Exhibit Policy as submitted.

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

4. Program Policy

2022-053 Mr. Eling moved, seconded by Mrs. Stanley, to approve the Program Policy as submitted.

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

5. Library Card Policy

2022-054 Dr. Crowe moved, seconded by Mrs. Enseleit, to approve the Library Card Policy removing fines for the regular collection, and the wording "no billed items" from the patron account in good standing, with a policy effective date of January 1, 2023.

Roll call: Ayes; Fulford, Honaker, Crowe, Eling, Enseleit, Lounsbury. Nays; Stanley.

Action Items

Prior Meeting:

A. Book Recommendations – Mrs. Stanley (open)
B. Template for Trustee Bios for Website – Mrs. Hale (open)
C. IT Security Items – Mrs. Hale (open)

Current Meeting:

A. Potential Letter to Sierra Pacific – Mrs. Hale

Upcoming Meeting Dates & Announcements

A. BOT Meeting – Regular Meeting, Monday, September 19, 2022 @ 6:00 p.m.

Adjournment

Mrs. Enseleit moved, seconded by Mr. Lounsbury to adjourn the meeting at 7:48 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President