

WRIGHT MEMORIAL PUBLIC LIBRARY

Board of Trustees

Regular Meeting Minutes

January 22, 2024

Wright Memorial Public Library

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on January 22, 2024. President Randale J. Honaker III called the regular meeting to order at 6:15 p.m.

Board of Trustees Present: Mr. Randale J. Honaker III
 Mrs. Jennifer Enseleit
 Dr. Darrell Crowe
 Mr. Bob Eling
 Mr. Joseph Fulford
 Ms. Candise Powell

A quorum was declared with six members present.

Others in Attendance:

Mrs. Kristi Hale, Director
Mrs. Brenda Oliver, Fiscal Officer
Mr. Brian Potts, WMPL Operations Coordinator

Agenda

2024-010 Mr. Eling moved, seconded by Mrs. Enseleit, to approve the agenda.

Roll Call: Ayes; Honaker, Enseleit, Crowe, Eling, Fulford, Powell. Nays; None.

Minutes

2024-011 Mrs. Powell moved, seconded by Dr. Crowe, to approve the minutes of the December 18, 2023 Regular Meeting

Roll Call: Ayes; Honaker, Enseleit, Crowe, Eling, Fulford, Powell. Nays; None.

Public Comment

None.

Staff Comment/Report

None.

Board Committee Reports

- A. Finance/Audit Committee – Mr. Honaker
 - 1. Credit Card Compliance Report
- B. Policy Committee – Mrs. Enseleit – Meeting scheduled for March 4, 2024

Library Foundation Liaison Report – Dr. Crowe and Mrs. Hale

- A. The Wright Library Foundation Board met on January 3, 2024.
- B. New officers were elected: Mrs. Juliet Glaser, President; Mrs. Caitlin Benton, Vice President; Ms. Erin Farnsel, Treasurer.
- C. Five new board members started their first terms; a volunteer advisor was also added.
- D. The 2023 Annual Campaign raised \$72,524, with 244 total donors.
- E. Two grant requests were approved for summer youth programs: Cody Clark Magic Show and Sled Dogs. New grant proposals were discussed.
- F. Mrs. Enseleit is updating donor database with birth years of donors.

Fiscal Officer's Report

- A. Financial Report – December 2023 (Draft)
- B. Contributions & Donations – December 2023

2024-012 Mr. Fulford moved, seconded by Mrs. Powell to approve the December 2023 draft financial statements and contributions & donations

Roll Call: Ayes; Honaker, Enseleit, Crowe, Eling, Fulford, Powell. Nays; None

Director's Report – Mrs. Hale

- A. Library Statistics – December 2023
- B. Library Highlights – December 2023
- C. Updates
 - a. Next Chapter Project
 - i. WMPL incurred no expenses for replacement of Children's Terrace door.
 - ii. Issues with Air Handler 5 have been resolved.
 - iii. Replacement lamp heads for low voltage landscape lighting have been received; replacements will be installed in warmer weather.
 - iv. Issues with Community Room microphones were not able to be replicated by manufacturer; WMPL staff will continue to troubleshoot.
 - v. New projector screen has been installed.
 - b. Technology – Chapel Electric was selected to wire the HVAC unit in the server room to the generator.
 - c. Collections, Services, and Programs
 - i. Morningstar Investment database will be discontinued because of low usage.
 - ii. Winter Reading Challenge runs from January 22 to February 18.
 - iii. Upcoming programs include: Making Sense of the News; Muppets in Moscow author visit; Far Hills Speaker Series lecture about Joe Desch.
 - d. Community Engagement
 - i. Mrs. Hale and Mr. Brian Potts met with City of Oakwood officials to discuss logistics during the total eclipse on April 8, 2024.
 - e. Other Updates
 - i. Mrs. Hale and representatives from Washington-Centerville Public Library requested a meeting with the County Auditor's Office to discuss the Public Library Fund distribution formula.

- ii. Mrs. Hale gave a presentation to the Woman’s Literary Club of Dayton on January 18, 2024.

New Business

Blanket Purchase Orders

2024-013 Mrs. Enseleit moved, seconded by Mr. Fulford to approve Blanket Purchase Orders at a maximum amount of \$10,000, limit one per line-item account, and for a period not beyond the end of the fiscal year

Roll Call: Honaker -yes, Enseleit - yes, Crowe - yes, Eling - yes, Fulford - yes, Powell - yes.
Resolution passed.

Statement of Qualifications for Architect

2024-014 Mr. Eling moved, seconded by Mr. Fulford to approve the Statement of Qualifications

Roll Call: Ayes; Honaker, Enseleit, Crowe, Eling, Fulford, Powell. Nays; None

Action Items

Previous Meeting:

- A. Continue to contact the Roku streaming service providers about exempting the library from sales tax. (Mrs. Oliver) – in progress
- B. Review the Credit Card Policy for updates (Mrs. Oliver) – in progress
- C. Qualified Charitable Giving (Mrs. Hale) - in progress
- D. Facilities Committee Meeting (Mr. Fulford) – Spring
- E. Policies Committee Meeting (Mrs. Enseleit) – March 4th

Current Meeting:

- A. Book Recommendations – Mrs. Enseleit

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, February 19, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

Adjournment

Mr. Eling moved, seconded by Mrs. Enseleit to adjourn the meeting at 7:22 p.m.

Roll Call: Ayes; Honaker, Enseleit, Crowe, Eling, Fulford, Powell. Nays; None

Respectfully submitted,

Jen Enseleit, Vice President

Randale J. Honaker III, President