

**Board of Trustees**  
Regular Meeting Minutes  
April 19, 2021

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on April 19, 2021 held virtually. President Joseph Fulford called the regular meeting to order at 6:02 p.m.

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

A quorum was declared with six members present.

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

**Agenda**  
**2021-026**

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

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

**Minutes**  
**2021-027**

Mrs. Stanley moved, seconded by Mr. Eling to approve the minutes of the March 15, 2021 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

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

- A. The Foundation Board met virtually on April 7, 2021.
- B. The Library Foundation has raised \$1,453,915 million toward the capital campaign goal of \$1.5 million.

**Next Chapter Project**

- A. Expenditures – paid to date total \$658,181.86.
- B. Capital Projects fund
  - 1. Expenditures up to \$20,000
    - a. IT Consulting Services – Danis \$3,000
    - b. Cabling – Swango Testing \$1,337 and Phase 1 \$16,109

**2021-028**

Mr. Lounsbury moved, seconded by Mr. Honaker to approve the IT Consulting Services of \$3,000 for Danis and Cabling Testing and Phase 1 for a total of \$17,446 for Swango.

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

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2. Expenditures in Excess of \$20,000,
  - a. Furniture Bid from Elements IV not to exceed \$180,600
  - b. A/V Equipment bid from NEWT A/V

**2021-029** Mr. Eling moved, seconded by Dr. Crowe to approve the Furniture Bid from Elements IV not to exceed \$180,600 and the A/V Equipment from NEWT A/V.

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

**C. Project Update**

1. Budget – Mrs. Hopton reported, as of April 14, 2021, the total budget of \$5,120,677 is still fluid as a number of costs are yet to be undetermined. Owner contingency has not been used.
2. East Entrance – Mrs. Hale reported a red oak tree was omitted from the site drawings in error, and the current site plan will damage critical roots. The City arborist believes the tree can be preserved with proper treatment and a retaining wall. Cost of retaining wall is to be determined. Mrs. Stanley asked that the site engineers review their errors and omissions policy to see if the cost of the retaining wall would be covered under their policy.
3. Parking on Aberdeen – Mrs. Hale sent a letter to Aberdeen neighbors about proposed angled handicap parking on Aberdeen. Neighbors have been invited to a meeting at WMPL on Tuesday, April 27<sup>th</sup> at 7:00 p.m. to discuss the proposal. Some residents have expressed concerns to a City Council member and on Oakwood social media forums about impact to street parking and green space. Mr. Fulford, Mr. Eling, Mrs. Hopton, and Mrs. Hale will host the neighbor meeting, along with project partners from LWC, Inc. and Danis.
4. Phase 1 Cabling – Mrs. Hopton stated details are being finalized with Swango.

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

- A. Financial Report – March 2021
- B. Contributions & Donations – March 2021
- C. CARES Act – Appropriation of \$1,337.85
- D. Amended Estimated Resources & Annual Appropriations Budget 2021

**2021-030** Dr. Crowe moved, seconded by Mrs. Stanley to accept the Financial Report - March 2021, Contributions & Donations – March 2021, CARES Act Appropriation of \$1,337.85, and Amended Estimated Resources & Annual Appropriations Budget 2021.

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

**Director's Report – Mrs. Hale**

- A. Director's Report
- B. Library Usage Report and Collection Statistics – addendum
- C. Library Highlights
  1. February 2021
  2. March 2021
- D. Updates
  1. COVID-19 Planning –
    - a. WMPL restored full evening hours on April 5<sup>th</sup>.
    - b. WMPL reduced the quarantine period for returned materials based on recently revised health information on how the virus is spread.
  2. Facilities – WMPL is now offering a selection of weeded materials for sale.
  3. Staff –

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- a. Brian Potts attended Computers in Libraries Conference.
- b. Five staff members attended a four-part workshop on diversity.
- c. WMPL has hired two substitute customer service associates.
4. Collections, Services, & Programs –
  - a. WMPL is now a COVID-19 home test distribution site.
  - b. WMPL added Wall Street Journal Online. Patrons may checkout three-day passes.
  - c. WMPL’s grant-funded Community Read of Nature’s Best Hope has been very well received by the community, and it has been an opportunity for new community partnerships.
  - d. Summer Reading Club programs for youth will be a mix of in person and virtual programs. In person programs will take place in community parks.
5. Community Engagement –
  - a. 2020 Annual Report was delivered to the community.
  - b. National Library Week events were modified for COVID restrictions.
  - c. WMPL has established a process for sharing new patron contact information with the Wright Library Foundation and Citizens for Wright Library. New patrons may opt out of this sharing.
  - d. The Oakwood Inclusion Coalition will host its second public meeting on 4/28/21. WMPL has supported the OIC with “Diversify Your Reading and Viewing” lists of recommended titles. Mrs. Hale shared 10-year demographic changes based on student enrollment in Oakwood.
6. Community Involvement
  - a. Rotary, 3/26 and 4/2
  - b. Two donor meetings
  - c. Meeting with State Rep. Andrea White on 3/26/21
  - d. Oakwood Inclusion Coalition Leadership Team Meetings, 3/22/21 and 4/6/21
  - e. City Council Update, 4/5/21

**New Business**

- A. Special Revenue Fund - #2001 State Grants Fund

**2021-031**

Mrs. Stanley moved, seconded by Mr. Eling to Approve the Creation of Special Revenue fund #2001 – State Grants fund.

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

- B. Records Commission Annual Meeting – In accordance with the Ohio Revised Code Section 149.411, the Library Records Commission consists of the board of the library and the Fiscal Officer. The president of the library board shall serve as the chair of the commission. The commission shall meet at least once every twelve months. No change requested to the current Records Retention Schedule.

**Action Items**

**Prior Meeting:**

- A. Intention of Using Katharine Wright Park – seek pre-approval for use with the City of Oakwood at the February Meeting – Mrs. Hale and Mr. Fulford (open until March)
- B. Tour of Facilities – coordinate with Bob Eling (open)
- C. Book Recommendations – Mrs. Stanley (open)

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**Current Meeting:**

None.

**Upcoming Meeting Dates & Announcements**

- A. Oakwood Inclusion Coalition – Meeting, April 28, 2021 @ 7:00 p.m. to be held virtually.
- B. Community Read: Author Visit with Douglas Tallamy, April 29, 7:00 p.m. to be held virtually.
- C. BOT Meeting – Regular Meeting, Monday, May 17, 2021 @ 6:00 p.m. to be held virtually.

**Adjournment**

Mr. Lounsbury moved, seconded by Mr. Eling to adjourn the meeting at 7:20p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President