

Board of Trustees
Regular Meeting Minutes
September 20, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on September 20, 2021 held at Wright Memorial Public Library. President Joseph Fulford called the regular meeting to order at 6:08 p.m.

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

A quorum was declared with six members present.

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

Agenda
2021-055

Mrs. Enseleit moved, seconded by Dr. Crowe to approve the agenda.

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

Minutes
2021-056

Dr. Crowe moved, seconded by Mrs. Enseleit to approve the minutes of the August 16, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

- A. Policy Committee – Meeting held on September 20, 2021 at 4:30 p.m. to discuss new Juneteenth federal holiday. Recommend Library close to the public on Juneteenth federal holiday and give employees one additional paid holiday. Policies amendments for Trustee approval on the October 18, 2021 meeting.
- B. Strategic Planning Committee – Mrs. Hale provided an update of completed objectives in the 2019-2022 Strategic Plan.

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

- A. Met on September 1, 2021.
- B. Board approved grant for two theatrical performances (\$1,375)
- C. Additional capital campaign gifts were received, bringing fundraising total to \$1,537,605
- D. Board will host a donor sneak peek of Phase II construction in late October, and a donor event in spring 2022 to celebrate the end of the project.
- E. WMPL will seek Foundation grant support for a ribbon cutting and community open house to celebrate project completion.

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- F. Trustees were asked to support the Tour De Gem, either by joining the team or sponsoring a rider.

Next Chapter Project

- A. Expenditures – paid to date total \$2,670,380.93.
- B. Capital Projects fund
 - 1. Expenditures up to \$20,000
 - a. Owner’s Costs – Not to exceed \$6,950.

2021-057 Mrs. Enseleit moved, seconded by Mr. Lounsbury to approve owner’s costs not to exceed \$6,950.

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

- 2. Expenditures over \$20,000
 - a. Owner’s Cost – Not to exceed \$74,800 (base of \$68,000 plus 10% contingency).

2021-058 Dr. Crowe moved, seconded by Mr. Honaker to approve owner’s costs not to exceed \$74,800 for signage and authorize the Director to sign the lowest qualifying bid.

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

- C. Project Update
 - 1. Mrs. Hopton reported, as of September 13 2021, the total budget of \$5,176,532 is still fluid as a number of costs are yet to be undetermined.
 - 2. Mrs. Hale reported remaining shelving is scheduled to arrive this week. Some punch list and modifications of park level are still in process. Phase II demolition is underway.

Fiscal Officer’s Report – Mrs. Hopton

- A. Financial Report – August 2021
- B. Contributions & Donations – August 2021
- C. Amended Estimated Resources & Annual Appropriations Budget 2021

2021-059 Mr. Lounsbury moved, seconded by Mrs. Stanley to accept the Financial Report - August 2021, Contributions & Donations – August 2021, and Amended Estimated Resources & Annual Appropriations Budget 2021.

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

- D. Resolution Accepting the Montgomery County Public Library Fund Entitlement and Distribution Formula for 2022 as Determined and Set Forth by Montgomery County Budget Commission.

2021-060 Dr. Crowe moved, seconded by Mrs. Stanley to accept the Montgomery County Public Library Fund Entitlement and Distribution Formula for 2022 as Determined and Set Forth by Montgomery County Budget Commission.

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

Director’s Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
- B. Library Highlights - addendum

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- C. Updates
 - 1. Technology
 - a. Mrs. Hale reviewed hardware and software updates needed. New patron copier and digital signage packages are being reviewed. The remote locker has been delayed and is expected to arrive next week. Mrs. Hale shared the locker design.
 - 2. Collections, Services, & Programs
 - a. Demand for COVID-19 testing has remained very high, and WMPL is ordering new shipments regularly. However, shortages can be expected.
 - b. WMPL has additional sustainable gardening and yard maintenance events scheduled.
 - c. New class of Library Ambassadors were inaugurated on Sunday, September 19.
 - 3. Other Updates
 - a. Mrs. Hale provided testimony at the annual Montgomery County Budget Commission hearing. Mr. Fulford also attended.
 - b. Mrs. Hale and Mrs. Hopton updated the Trustees on pending Open Records requests.
 - c. Mrs. Hale, Mrs. Hopton, and trustees discussed development of a communications strategy that affirms WMPL's mission to provide information and resources that represent all points of view. The Communications Committee will meet to further discuss.
 - d. Mrs. Hale provided with e-mail with the WMPL domain for each Trustee.
 - 4. Community Involvement
 - a. Rotary Weekly Meetings, 8/27/21, 9/3/21, 9/10/21, 9/17/21
 - b. Rotary Board Meeting, 9/8/21
 - c. Oakwood Inclusion Coalition Leadership Team Meeting, 8/31/21

New Business

- A. Expenditures in Excess of \$10,000.
 - 1. Software and SearchOhio Invoices (Innovative Services Not to Exceed \$46,350).

2021-061 Mrs. Stanley moved, seconded by Mr. Lounsbury to approve the Software and SearchOhio expenditures not to exceed \$46,350.

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

- B. Capital Expenditures
 - 1. Tech Refresh 2021 – Not to Exceed \$5,300.

2021-062 Dr. Crowe moved, seconded by Mrs. Enseleit to approve the Tech Refresh 2021 not to exceed \$5,300.

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

Action Items

Prior Meeting:

- A. Book Recommendations – Mrs. Stanley (open)
- B. Follow-up on Donation in Memory of Dale Ransom Skipton – Mrs. Hale (closed)

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Current Meeting:

- A. Director and Fiscal Officer Evaluations begin when self and staff evaluations submitted to the Trustees – Mr. Honaker
- B. Slate of Officer for 2022 – Dr. Crowe
- C. Re-Nomination of Mr. Honaker for another term on November agenda – Mrs. Hopton
- D. Board and Committee Assignments – Mr. Fulford
- E. Charitable Checking Account Donations/Dayton Foundation – Mrs. Stanley
- F. Communications Committee Meeting – Mrs. Stanley/Mrs. Hale

Executive Session

2021-063 Mrs. Enseleit moved, seconded by Mr. Honaker to enter into Executive Session at 8:06 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

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

2021-064 Mrs. Enseleit moved, seconded by Mr. Lounsbury to exit Executive Session and reconvene to Regular Session at 8:22 p.m.

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

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, October 18, 2021 @ 6:00 p.m. to be held at Oakwood City Building – Council Chambers.

Adjournment

Mr. Lounsbury moved, seconded by Mr. Honaker to adjourn the meeting at 8:23 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President