

**Board of Trustees**  
Regular Meeting Minutes  
October 18, 2021

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on October 18, 2021 held at Wright Memorial Public Library. President Joseph Fulford called the regular meeting to order at 6:06 p.m.

Board of Trustees Present:            Mr. Joseph Fulford  
   Mr. Randale J. Honaker, III  
   Mrs. Lu Ann Stanley (*arrived at 6:11 p.m.*)  
   Dr. Darrell Crowe  
   Mr. Bob Eling  
   Mrs. Jennifer Enseleit (*departed at 6:54 p.m.*)  
   Mr. Joshua Lounsbury (*arrived at 7:13 p.m.*)

A quorum was declared with five members present.

Others in Attendance:

Mrs. Kristi Hale, Director  
Mrs. Mary Hopton, Fiscal Officer  
Mr. Brian Potts, Operations Coordinator

**Agenda**

**2021-065**

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

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

**Minutes**

**2021-066**

Mr. Eling moved, seconded by Mr. Honaker to approve the minutes of the September 20, 2021 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Board Committee Reports**

- A. Policy Committee – Meeting minutes from September 20, 2021.
- B. Communications Committee – Meeting scheduled for Monday, October 25, 2021 at 9:00 a.m.

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

- A. Met on October 6, 2021.
- B. Board is seeking applications for new board members.
- C. Board approved new grants for a Ribbon Cutting Ceremony and a Community Open House. Events will be held in early 2022.
- D. Tour de Gem was a success, raising \$4,265, and the Annual Campaign mailer is being finalized. Board is exploring a legacy giving campaign as a new fundraising strategy
- E. Donor Sneak Peek events will be held on October 23 and October 28.

**Next Chapter Project**

- A. Expenditures – paid to date total \$3,080,695.

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- B. Capital Projects fund
  - 1. Expenditures up to \$20,000
    - a. Owner's Costs – Not to exceed \$2,400.

**2021-067** Mrs. Enseleit moved, seconded by Mrs. Stanley to approve owner's costs for audiovisual equipment not to exceed \$2,400.

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

- 2. Expenditures over \$20,000
  - a. Owner's Contingency – Not to exceed \$27,678
  - b. Owner's Cost – Not to exceed \$72,000

**2021-068** Mrs. Stanley moved, seconded by Dr. Crowe to approve owner's contingency not to exceed \$27,678 and owner's costs not to exceed \$72,000 for signage.

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

- C. Project Update
  - 1. Mrs. Hopton reported, as of October 18, 2021, the total budget of \$5,103,427 is still fluid as a number of costs are yet to be undetermined.
  - 2. Mrs. Hale reported the sidewalk from Telford to Park Entrance will open this week, and front walkways will be closed. Children's Outdoor Area complete, but railing delayed. Flooring in Phase II underway.

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

- A. Financial Report – September 2021
- B. Contributions & Donations – September 2021

**2021-069** Mr. Eling moved, seconded by Mrs. Stanley to approve the Financial Report and Contributions & Donations for September 2021.

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

- C. Fund Transfer – General to Capital Projects fund \$240,000

**2021-070** Mrs. Stanley, seconded by Mr. Honaker to approve the fund transfer from the General to Capital Projects fund of \$240,000.

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

- D. Amended Estimated Resources & Annual Appropriations Budget 2021

**2021-071** Dr. Crowe moved, seconded by Mr. Eling to amend the estimated revenues and annual appropriations budget 2021.

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

**Director's Report – Mrs. Hale**

- A. Library Usage Report and Collection Statistics – addendum
  - 1. Building visitor numbers are estimates, which will be averaged and updated once more data has been collected from the new people counter.
- B. Library Highlights - addendum
- C. Updates

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1. Staff –
  - a. WMPL will hire two shelvers.
  - b. Staff Training Day on October 11 included How to Provide Effective Backup during Patron Conflict, training on calling the policy, cultural sensitivity training, and records maintenance training. Emergency procedure training will occur when the capital project is completed.
2. Technology
  - a. Mr. Potts explained proposal for digital signage package.
  - b. New Mac computers have been deployed using beta version of PC Reservation software.
  - c. After Hours Holds Pickup Locker has been delivered and will be available to the public for contactless pickup in a few weeks.
3. Collections, Services, & Programs
  - a. There are nationwide supply chain issue that is delaying shipments of new books.
  - b. WMPL received a perfect score on its first Passport Acceptance Facility Oversight Visit from the U.S. Department of State.
  - c. WMPL's live outdoor theatre performances were very well attended. Next performance is scheduled for October 24.
3. Other Updates
  - a. The OIC has a new interim Chairperson, Madeline Iseli, Senior VP of Sinclair. Mrs. Hale will continue to serve on the OIC leadership team as the library liaison. WMPL will support the OIC in holding book discussions this fall.
4. Community Engagement
  - a. Mrs. Hale attended a meeting with Dayton Literary Peace Prize organizers to learn more about opportunities for library involvement with authors.
  - b. Mrs. Hale and staff met with Four Seasons Garden Club to discuss a future grant for WMPL's native plant initiative.
5. Community Involvement
  - a. Rotary Meetings 9/24, 10/1, 10/8, and 10/15
  - b. Rotary Board Meeting 10/13
  - c. OIC Leadership Meetings 9/24 and 10/4
  - d. OIC Committee Meeting 10/8
  - e. Public Entities Meetings 9/23 and 10/4
  - f. Four Seasons Garden Club meeting 10/6
6. Upcoming Events
  - a. Donor Tours on October 23 and October 28

**New Business**

## A. Policy Updates - Holidays

**2021-072** Mr. Honaker moved, seconded by Mrs. Stanley to approve the policy updates regarding holidays.

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

## B. Capital Expenditures in Excess of \$10,000.

1. Advertising Equipment and Software – Not to exceed \$10,900

**2021-073** Dr. Crowe moved, seconded by Mr. Honaker to approve the advertising equipment and software not to exceed \$10,900.

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

**Action Items**

**Prior Meeting:**

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

**Current Meeting:**

**Executive Session**

**2021-074**

Dr. Crowe moved, seconded by Mrs. Stanley to enter into Executive Session at 7:48 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, Eling, Lounsbury. Nays; None.

**2021-075**

Mrs. Stanley moved, seconded by Mr. Lounsbury to exit Executive Session and reconvene to Regular Session at 8:14 p.m.

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

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, November 15, 2021 @ 6:00 p.m. to be held at the Library.

**Adjournment**

Mr. Honaker moved, seconded by Mr. Lounsbury to adjourn the meeting at 8:16 p.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