

Board of Trustees
Regular Meeting Minutes
November 15, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on November 15, 2021 held at Wright Memorial Public Library. President Joseph Fulford called the regular meeting to order at 6:05 p.m.

Board of Trustees Present: Mr. Joseph Fulford
 Mr. Randale J. Honaker, III
 Mrs. Lu Ann Stanley
 Mr. Bob Eling
 Mrs. Jennifer Enseleit
 Mr. Joshua Lounsbury (*arrived at 6:07 p.m.*)

A quorum was declared with five members present.

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

Agenda
2021-076

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

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

Minutes
2021-077

Mr. Honaker moved, seconded by Mr. Eling to approve the minutes of the October 18, 2021 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

- A. Finance/Audit Committee – Meeting minutes from November 8, 2021.
- B. Communications Committee – Meeting minutes from October 25, 2021.

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

- A. Met on November 3, 2021.
- B. Tentative plans are underway for a grand opening and donor event in the spring.
- C. The Foundation’s Annual Campaign mailer will be mailed soon. Mrs. Enseleit encouraged Trustees to make their gift this month.
- D. The Foundation Board received 7 applications for new board members.
- E. Donor tours on Phase II construction were well-attended
- F. Tour de Gem raised a final total of \$4,350
- G. Foundation Board approved \$1,600 to renew the library’s WYSO Book Nook sponsorship.
- H. Foundation will explore Legacy giving strategy in 2022

Next Chapter Project

- A. Expenditures – paid to date total \$3,538,215.
- B. Capital Projects fund

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1. Expenditures up to \$20,000
 - a. Owner's Costs – Not to exceed \$10,833.
 - b. Owner's Contingency – Not to exceed \$8,989.

2021-078 Mr. Eling moved, seconded by Mrs. Stanley to approve owner's costs not to exceed \$10,833 and owner's contingency not to exceed \$8,989.

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

C. Project Update

1. Mrs. Hopton reported, as of November 15, 2021, the total budget of \$5,103,427 is still fluid as a number of costs are yet to be undetermined.
2. The project transition from Phase I to Phase II has been underway for the past week. Some service disruptions have been necessary, but the upstairs will reopen this week.
3. Minor change orders are expected, and the project is experiencing minor supply chain issues.
4. Ribbon cutting will likely be delayed until spring because of delays in the sign package.

Fiscal Officer's Report – Mrs. Hopton

A. Financial Report – October 2021

2021-079 Mr. Lounsbury moved, seconded by Mrs. Enseleit to approve the Financial Report October 2021.

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

B. Resolution Authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from Montgomery County Auditor during 2022 and until the 2023 Organizational Meeting.

2021-080 Mrs. Stanley, seconded by Mr. Lounsbury authorizing the Fiscal Officer to request and secure local property tax advances from Montgomery County Auditor during 2022 and until the 2023 Organizational Meeting.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
 1. Some usage statistics have rebounded from the pandemic, especially kids and teen materials.
- B. Library Highlights - addendum
- C. Updates
 1. Pandemic update – WMPL is following CDC recommendations for areas of high transmission, which include asking staff and patrons to wear masks in the building.
 2. Staff – One shelver was hired, with an additional pending offer.
 3. Technology
 - a. Most IT equipment has been relocated into the new server room.
 - b. The Holds Pickup Locker is in use by patrons, but the vinyl wrap has been delayed.
 4. Collections, Services, & Programs

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- a. WMPL’s adult collection has returned from storage, but Adult Fiction is unavailable until the end of the construction project.
 - b. COVID-19 home tests continue to be in demand, with request rates mirroring infection rates.
 - c. Curbside pickup process has been streamlined through the WMPL mobile app.
 - d. Passport processing has shown an increase in demand.
 - e. WMPL is planning the return of in person programs for kids >5 years of age now that vaccines are available to that demographic.
 - f. Winter programs will include a Smithsonian Poster Exhibit on women inventors, a winter reading club, and a mental health discussion series.
5. Community Engagement
- a. The American Library Association is using WMPL as a case study for the Libraries Transforming Communities grant project on sustainable home gardening. A new community group focused on local ecology and sustaining biodiversity has been started as a result of WMPL’s programs on these topics.
6. Other Updates
- a. The OIC has selected “The Righteous Mind” by Haidt as its fall Big Read. Trustees are encouraged to participate.
 - b. Mrs. Hale noted the passing of the anonymous donor, who donated historic furniture and stained glass in 2020.
7. Community Involvement
- a. Rotary Meetings, 10/22, 11/5, and 11/12
 - b. Tour De Gem post-event meeting, 11/3
 - c. Rotary Board Meeting, 11/10
 - d. OIC Leadership Meetings, 11/10
 - e. OIC Book Discussion, 11/11
 - f. Dayton Literary Peace Prize Gala, 11/14/21

New Business

- A. Compensation Pay Scale 2022
- B. Health Insurance Rates 2022

2021-081

Mr. Eling moved, seconded by Mr. Honaker to approve the compensation pay scale and health insurance rates 2022.

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

- C. Trustee Nomination – Mr. Randale J. Honaker III for the term commencing on January 1, 2022 and ending on December 31, 2028

2021-082

Mr. Lounsbury moved, seconded by Mrs. Stanley to approve the trustee nomination of incumbent Mr. Randale J. Honaker III for the term commencing January 1, 2022 and ending on December 31, 2028.

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

Action Items

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Prior Meeting:

- A. Book Recommendations – Mrs. Stanley (open)
- B. Re-Nomination of Mr. Honaker for another term on November agenda – Mrs. Hopton (closed)
- C. Board and Committee Assignments – Mr. Fulford (closed)

Current Meeting:

- A. Pay Band Analysis – Mrs. Hale & Mrs. Hopton
- B. Meeting Regarding Art Piece – Mrs. Hale

Executive Session

2021-083

Mrs. Enseleit moved, seconded by Mr. Eling to enter into Executive Session at 7:26 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, Eling, Enseleit, Lounsbury. Nays; None.

2021-084

Mrs. Enseleit moved, seconded by Mr. Eling to exit Executive Session and reconvene to Regular Session at 7:46 p.m.

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

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, December 13, 2021 @ 6:00 p.m. to be held at the Library.

Adjournment

Mrs. Stanley moved, seconded by Mr. Lounsbury to adjourn the meeting at 7:47 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President