

Board of Trustees
Regular Meeting Minutes
January 9, 2023

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on January 9, 2023. President Randale J. Honaker III called the regular meeting to order at 6:20 p.m.

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

A quorum was declared with seven members present.

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

Agenda
2023-009

Mrs. Enseleit moved, seconded by Mr. Fulford, to approve the agenda.

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

Minutes
2023-010

Mrs. Enseleit moved, seconded by Mr. Fulford, to approve the minutes of the December 12, 2022 Regular Meeting.

Roll Call: Ayes; Honaker, Enseleit, Stanley, 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. Personnel Committee – Dr. Crowe
 - 1. Meeting on December 12, 2023
 - 2. Meeting on January 5, 2023.

Library Foundation Liaison Report – Dr. Crowe

- A. Foundation Board met on January 4, 2023.
- B. 2023 Foundation plans were discussed
- C. Grant was approved for native plant landscaping near book drop and Far Hills sign.
- D. Most Swag Shop items sold well in December.
- E. A business donor is interested in library sponsorship opportunities in 2023. Mrs. Hale will develop proposals.
- F. 2022 Annual Campaign surpassed goal, with more than \$53,000 in gifts.

Next Chapter Project

- A. Expenditure Summary – Amount paid to date is \$4,939,185.79.

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- B. Project Budget and Update
 - 1. The current budget is \$5,032,600 and remaining owner's contingency \$8,520.
 - 2. Technology in the Community Room – additional configuration must be done to get Listen Anywhere technology to fully function.
 - 3. One outlet not working; DANIS will review.

Fiscal Officer's Report

- A. Financial Report (draft) – December 2022
- B. Contributions & Donations – December 2022

2023-011 Mrs. Stanley moved, seconded by Mrs. Enseleit, to approve the December 2022 Financial Report (draft) and Contributions & Donations Report.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics
 - 1. End of year statistics will be reported at the February 2023 meeting.
 - 2. 2023 monthly statistics report will include 2019, 2022, and 2023 data.
- B. December Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. East Stairwell flooring installation started on January 9, 2023. North stairwell flooring installation will begin the week of January 17.
 - b. Mullions on the Park Entrance door have split and come away from the glass pane. A temporary solution is holding it in place.
 - 2. Staff
 - a. Several positions are open.
 - 3. Technology
 - a. Additional remote locker tower has not yet arrived.
 - 4. Collections, Services, & Programs
 - a. Changes to fine structure were implemented, and patron response has been positive.
 - b. "Novel Tea" Winter Reading Challenge begins on January 17, 2023.
 - 5. Community Engagement
 - a. The 2022 Annual Report to the community will be a smaller publication, with QR codes to additional information.
 - 6. Community Involvement
 - a. SW Ohio Library Director Meetup, December 15, 2022
 - b. Superintendent and School Board President Reception, December 19, 2022
 - c. Rotary Meetings, December 16, 2022 and January 6, 2023

Executive Session

2023-012 Mrs. Stanley moved, seconded by Mrs. Enseleit, to enter Executive Session at 7:07 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; Honaker, Enseleit, Stanley, Crowe, Eling, Fulford, Powell. Nays; None.

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2023-013 Mrs. Enseleit moved, seconded by Mr. Eling, to exit Executive Session and reconvene to Regular Session at 7:35 p.m.

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

Action Items

Prior Meeting:

- A. Book Recommendations – Mrs. Stanley (open)
- B. Template for Trustee Bios for Website – Mrs. Hale (closed)
- C. SOQ for Architect – Mrs. Hopton (open)

Current Meeting:

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, February 20, 2023 @ 6:00 p.m. to be held at Wright Memorial Public Library.

Adjournment

Mrs. Enseleit moved, seconded by Mrs. Stanley to adjourn the meeting at 7:42 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President