

**Board of Trustees**  
Regular Meeting Minutes  
February 20, 2023

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on February 20, 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

A quorum was declared with six members present.

Others in Attendance:  
                                                 Mrs. Kristi Hale, Director  
                                                 Mrs. Mary Hopton, Fiscal Officer  
                                                 Mrs. Tiffany Hiser, Shared Resource Center  
                                                 Mrs. Lauren Vonderheide, Shared Resource Center  
                                                 Mr. Joshua Lounsbury, Former Trustee

**Agenda**  
**2023-017**

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

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

**Minutes**  
**2023-018**

Mrs. Enseleit moved, seconded by Mr. Eling, to approve the minutes of the January 9, 2023 Organizational and Regular Meetings, and the January 31, 2023 Special Meeting.

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

**Public Comment**

Mr. Lounsbury congratulated Mrs. Hopton on her pending retirement and expressed his appreciation for her being the easiest and best fiscal officer he worked with while on the Board of Trustees.

**Staff Comment / Report**

None.

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

- A. Foundation Board met on February 1, 2023.
- B. 2022 Annual Campaign raised \$58,863 from 283 donors.
- C. A donor appreciation event is tentatively scheduled.

**Next Chapter Project**

- A. Expenditure Summary – Amount paid to date is \$4,970,075.22.
- B. Project Budget and Update
  - 1. The current budget is \$5,032,600 and remaining owner’s contingency \$9,374.
  - 2. All HVAC work has been completed and tested.
  - 3. A meeting was held to determine the specs of a replacement terrace door.
  - 4. Landscape replanting will occur in the fall per the library’s request.
  - 5. Listen Anywhere devices require one additional adjustment
  - 6. A meeting has been scheduled to discuss quality of projector board.
  - 7. Remaining electrical issues have been resolved.

**Board of Trustees**  
Regular Meeting Minutes  
February 20, 2023

8. A light fixture in the Children's Room needed to be re-affixed; electricians are reviewing the fixture design.

**Fiscal Officer's Report**

- A. Financial Report – December 2022 & January 2023
- B. Contributions & Donations – January 2023
- C. Then and Now Certification – per ORC 5705.41(D)

**2023-019**

Mrs. Enseleit moved, seconded by Mr. Fulford, to approve the December 2022 and January 2023 Financial Report, Contributions & Donations Report and the Then and Now Certification – per ORC 5705.41(D).

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

**Director's Report – Mrs. Hale**

- A. Library Usage Report and Collection Statistics
  1. Mrs. Hale reviewed 2022 end-of-year and January statistics.
- B. January Library Highlights – addendum
- C. Updates
  1. Facilities
    - a. Gutters near the front door may need to be replaced.
    - b. A flag was installed in the Community Room. A flag will be installed on the front of the building when the weather warms.
    - c. Stairwell flooring has been installed.
    - d. An acoustics quote was received; Mrs. Hale will seek a competitive quote.
  2. Staff
    - a. Several positions are open.
  3. Technology
    - a. Data lines for catalog computers have been installed; hardware is ordered
    - b. Server upgrade is complete
    - c. New cybersecurity measures will be implemented.
  4. Collections, Services, & Programs
    - a. The Fast Reads collection has been refreshed and loan period changed to 14 days.
    - b. The Dayton Literary Peace Prize collection will be moved.
    - c. Mrs. Hale is reviewing use of collection services for delinquent patron accounts.
  5. Community Engagement
    - a. The 2022 Annual Report will be finished soon.
    - b. WMPL staff will appear on WDTN's Living Dayton on Friday, February 24, 2023.
  6. Other Updates
    - a. Mayor Duncan is recovering well from a recent health issue
    - b. Mrs. Hale will visit the new Makerspace at Troy-Miami Township Public Library.
    - c. Mrs. Hale provided an update on the State Biennium Budget proposals.
  7. Community Involvement
    - a. Superintendent Interviews, Jan. 23, 2023
    - b. Rotary Meetings (6)
    - c. OIC Leadership Meetings, Jan. 10 and Feb. 14, 2023
    - d. Woman's Literary Club of Dayton, Jan. 19 and Feb. 9, 2023
    - e. SW Ohio Director's meetings, Feb. 2 and Feb. 16, 2023
    - f. Dayton Foundation meeting, Feb. 3, 2023
    - g. Boy Scout interview, Feb. 9, 2023

**Board of Trustees**  
Regular Meeting Minutes  
February 20, 2023

h. Jewish Federation meeting, Jan. 20, 2023

**New Business**

A. Statement of Qualifications

**2023-020** Mr. Eling moved, seconded by Mrs. Stanley, to approve the Statement of Qualifications.

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

B. Capital Expenditures

1. Stairwell Adhesive Strips Not to Exceed \$1,100

**2023-021** Mrs. Enseleit moved, seconded by Dr. Crowe, to approve the Stairwell Adhesive Strips Not to Exceed \$1,100.

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

C. Wright Memorial Public Library Capital Contributions Amended Agreement

**2023-022** Mr. Eling moved, seconded by Mr. Fulford, to approve the Wright Memorial Public Library Capital Contributions Amended Agreement.

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

D. Appointment of Lauren Vonderheide as Fiscal Officer effective March 1, 2023.

**2023-023** Mrs. Stanley moved, and Mrs. Enseleit seconded, to approve the appointment of Lauren Vonderheide as Fiscal Officer effective March 1, 2023.

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

1. Oath of Office for the Fiscal Officer

Mrs. Kristi Hale, notary public, administered the Oath of Office to Lauren Vonderheide as Fiscal Officer.

E. Resolution Authorizing the Removal of Mary Hopton and the addition of Randale J. Honaker III, Jennifer Enseleit, Joseph Fulford and Lauren Vonderheide on Wright Memorial Public Library's LCNB Insured Cash Sweep Account effective March 1, 2023.

**2023-024** Dr. Crowe moved, and Mr. Eling seconded, to approve the Resolution Authorizing the Removal of Mary Hopton and the addition of Randale J. Honaker III, Jennifer Enseleit, Joseph Fulford and Lauren Vonderheide on the Wright Memorial Public Library's LCNB Insured Cash Sweep Account effective March 1, 2023.

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

F. Resolution for Mrs. Hopton

**Whereas**, Mary Hopton served as the Fiscal Officer of Wright Memorial Public Library from August 2019 to February 2023; and,

**Board of Trustees**  
Regular Meeting Minutes  
February 20, 2023

**Whereas**, the Board of Trustees, Director, and library staff recognize that Mary Hopton has made very significant contributions to the library and to the community by her dedicated service during her tenure at the library; and,

**Whereas**, Mary Hopton was instrumental in improving the library's finances and facilities throughout the planning and completion of the Next Chapter Renovation; and,

**Whereas**, Mary Hopton, on her own initiative and based on decades of experience, put in place new fiscal procedures to more robustly safeguard and efficiently apply public funds going forward; and,

**Whereas**, Mary Hopton, with her deep fiscal expertise and friendly, open communication style, vastly improved the effectiveness of Wright Library's leadership team as she partnered daily with the Director and staff on decisions large and small; and,

**Whereas**, Mary Hopton brought countless new and innovative ideas to the Board; contributed a unique and valuable perspective in strategic planning; and worked to improve the library in countless ways.

Now, therefore, the Board of Trustees and Director wish to formally recognize and thank Mary Hopton for her outstanding services as Wright Library's Fiscal Officer.

**Be it resolved**, that the Board of Trustees and Director, on behalf of the Oakwood community, the staff of Wright Memorial Public Library, and the library patrons, extend to Mary Hopton their sincere thanks for her conscientious service and wish her every good fortune in all future endeavors; and,

**Be it resolved** that Mary Hopton be furnished a copy of this resolution and that a copy of this resolution be made part of the minutes of this regular meeting. Adopted unanimously this twentieth day of February 2023.

**2023-025** Mr. Eling moved, and Mrs. Enseleit seconded, to approve the Resolution for Mrs. Hopton.

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

**Action Items**

**Prior Meeting:**

- A. Book Recommendations – Mrs. Stanley (open)
- B. SOQ for Architect – Mrs. Hopton (closed)

**Current Meeting:**

**Upcoming Meeting Dates & Announcements**

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

**Adjournment**

Mrs. Enseleit moved, seconded by Mr. Fulford to adjourn the meeting at 7:33 p.m.

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

**Board of Trustees**  
Regular Meeting Minutes  
February 20, 2023

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Randale J. Honaker III, President