

Board of Trustees
Regular Meeting Minutes
August 21, 2023

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on August 21, 2023. President Randale J. Honaker III called the regular meeting to order at 6:05 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. Tiffany Hiser, Shared Resource Center
Mrs. Lauren Vonderheide, Shared Resource Center
Mr. Brian Potts, WMPL Operations Supervisor

Agenda

2023-045

Dr. Crowe moved, seconded by Mr. Fulford, to approve the agenda.

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

Minutes

2023-046

Mrs. Stanley moved, seconded by Ms. Powell, to approve the minutes of the July 17, 2023 Regular Meeting.

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

Public Comment

Staff Comment / Report

Resolution Recognizing Native Plant & Pollinator Garden Volunteers and Community Groups

2023-047

Mrs. Enseleit moved, seconded by Dr. Crowe to approve the Resolution Recognizing Native Plant & Pollinator Garden Volunteers and Community Groups.

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

Special Committees

Board Committee Reports

Standing Committees

- A. Personnel Committee – Dr. Crowe
 - 1. Meeting on July 31, 2023
 - 2. Meeting on August 15, 2023

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Library Foundation Liaison Report –Mrs. Hale

- A. Foundation Board met on August 2, 2023.
- B. Grants were approved for expansion of “Doorway to Dayton” museum passes; equipment for a memory digitization lab; and a new AWE Children’s Early Learning computer.
- C. The Foundation’s Tour de Gem team is registered and riders are being sought.
- D. The Foundation Board has received some board member applications.

Fiscal Officer’s Report – Tiffany Hiser

- A. Financial Report –July 2023
- B. Amended Estimated Resources & Annual Appropriations Budget 2023

2023-48 Mrs. Stanley moved, seconded by Mr. Eling, to approve the July 2023 Financial Report and Amended Estimated Resources & Annual Appropriations Budget 2023

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

Director’s Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
- B. July Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. Masonry work was completed: foundation repair, Far Hills sign repair, and sealing around the window above the info desk.
 - b. Elevator has been overheating; construction contractor is investigating air flow.
 - c. Generator testing was conducted on July 20, 2023.
 - 2. Next Chapter Project
 - b. The Dayton Builders Exchange issued an award to WMPL for the best masonry project.
 - c. WMPL has received additional spare master keys.
 - d. The Children’s Terrace door is scheduled for replacement the week of September 11, 2023.
 - e. Bids for the Community Room chair rail and door jamb protection were too high; LWC, Inc. is looking for alternate vendors.
 - 3. Staff
 - a. Youth Services Coordinator interviews are underway.
 - b. The Custodian position is vacant and a Facilities Technician position has been advertised.
 - 4. Technology - An attempted security breach occurred on WMPL’s Office 365 account. The issue has been resolved, and no fraudulent activity was detected.
 - 5. Collections, Services, & Programs
 - a. WMPL will be adding a collection of streaming television subscription services and a new video game format.
 - b. WMPL will end the Tumblebooks database of children’s ebooks due to low usage.
 - c. WMPL will host a candidate forum on October 12, 2023.
 - d. The registration link for the Braver Angels “Red Blue” workshop on October 7 is available.
 - 6. Community Engagement - Two recent WMPL social media posts gained positive attention and reached more than 1 million people.

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- 7. Other Updates - Mr. Tom Morrow of the Oakwood Historical Society volunteered his time to digitize all of WMPL's Board of Trustee meeting minutes.

New Business:

- A. New Job Description and revised Compensation Schedule

2023-49 Mrs. Enseleit moved, seconded by Mrs. Stanley to approve the Facilities Technician Job Description and revised 2023 Compensation Schedule.

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

- B. Capital Expenditures

- 1. Snow Guards on Slate Roof – Enterprise Roofing for \$4,500

2023-50 Mrs. Enseleit moved, seconded by Mr. Fulford to approve the Snow Guards for \$4,500.

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

- 2. Tech Refresh 2023 – Not to exceed \$29,900

2023-51 Mr. Eling moved, seconded by Mrs. Stanley to approve the 2023 Tech Refresh not to exceed \$28,600

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

- C. Expenditures in Excess of \$10,000

- 1. Software & Resource Sharing Invoices – Innovative Interfaces, Inc. Not to Exceed \$37,619.00

2023-52 Mrs. Stanley moved, seconded by Dr. Crowe to approve software & resource sharing Invoices for Innovative Interfaces, Inc. not to exceed \$37,619

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

Executive Session:

2023-53 Mrs. Stanley moved, seconded by Mrs. Enseleit, to enter Executive Session at 7:07 p.m. to consider the appointment, employment, or compensation of a public employee or official.

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

Trustees came out of executive session at 7:40 p.m. and made the following motions:

2023-54 Mr. Fulford moved, seconded by Ms. Powell, to approve the recommendation put forth during Executive Session by the Personnel Committee; Ms. Powell seconded the motion.

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

2023-55 Mrs. Stanley made a motion, seconded by Mr. Eling, to terminate the contract with the Shared Resource Center upon offer acceptance of a fiscal officer candidate.

Roll call: Ayes: Ayes: Honaker, Enseleit, Stanley, Fulford, Crowe, Eling, Powell. Nays:

None

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Action Items:

Current Meeting:

- A. Summary of security issue from IPPathways – Mrs. Hale
- B. Book Recommendations – Mrs. Stanley (open)

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, September 25, 2023 @ 6:00 p.m. to be held at Wright Memorial Public Library
- B. Request an IPPathways summary of cybersecurity incident (Hale)
- C. Make an offer to preferred Fiscal Officer candidate (Crowe)

Adjournment

Mrs. Enseleit moved, seconded by Mr. Eling to adjourn the meeting at 7:49 p.m.
Roll Call: Ayes; Roll Call: Ayes, Honaker, Enseleit, Stanley, Fulford, Crowe, Eling, Powell. Nays: None

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President