

# WRIGHT MEMORIAL PUBLIC LIBRARY

## Board of Trustees

Regular Meeting Minutes

February 19, 2024

Wright Memorial Public Library

### Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on February 19, 2024. 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, President  
   Mrs. Lu Ann Stanley, Secretary  
   Mr. Bob Eling  
   Mr. Joseph Fulford

A quorum was declared with four members present.

Others in Attendance:

    Mrs. Kristi Hale, Director  
    Mrs. Brenda Oliver, Fiscal Officer  
    Mr. Brian Potts, WMPL Operations Coordinator

### Agenda

**2024-015**    Mrs. Stanley moved, seconded by Mr. Eling, to approve the agenda.

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

### Minutes

**2024-016**    Mr. Fulford moved, seconded by Mr. Eling, to approve the January 22, 2024 organizational and regular meeting minutes

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

### Public Comment

None.

### Staff Comment/Report

Operations Coordinator Brian Potts reported that there is patron demand for additional streaming services, but these services only allow individual memberships, not organizational memberships, so they would charge sales tax that may not be reimbursable from the State of Ohio. Mr. Potts sought verbal support from the Trustees for moving forward with additional streaming services. The trustees agreed to allow WMPL to add streaming services to meet customers' requests. Mrs. Oliver will request sales tax reimbursement from the State of Ohio annually.

### Board Committee Reports

#### Standing Committees:

- A. Facilities Committee – Mr. Fulford – None
- B. Finance/Audit Committee – Mr. Honaker – None

- C. Nominating Committee – Ms. Powell – None
- D. Personnel Committee – Dr. Crowe – None
- E. Policy Committee – Mrs. Enseleit – Need to reschedule meeting

**Special Committees:**

- F. Communications Committee – Mrs. Stanley – None
- G. Strategic Planning Committee – Mr. Eling – None

**Library Foundation Liaison Report – Kristi Hale**

- A. The Wright Library Foundation Board met on February 7, 2024
- B. Three grant requests were approved:
  - a. Subscription (1 year) to Beanstack Patron Reading Tracker App for \$1,200
  - b. Book Peddler upgrades for \$4,250
  - c. Honorarium and travel expenses for Signposts of Dying program presenter for \$750

**Fiscal Officer’s Reports**

- A. Financial Report – Year-End 2023 & January 2024
- B. Contributions & Donations – January 2024
- C. January Appropriation Transfers

**2024-017** Mr. Eling moved, seconded by Mr. Fulford to approve the year-end 2023 and January 2024 financial report, January contributions & donations, and January appropriation transfers

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

**Director’s Report – Mrs. Hale**

- A. Library Statistics – January 2024
- B. Library Highlights
- C. Updates
  - a. Facilities
    - i. Elevator timer was not compatible and could not be programmed; vendor has ordered a replacement.
    - ii. Mrs. Hale is investigating sustainability practices and policies as part of the WMPL strategic plan.
    - iii. Mrs. Hale is investigating window applications for interior windows between public and staff spaces.
    - iv. Issue with Community Room microphones has been resolved.
  - b. Technology
    - i. The HVAC unit in the server room is now connected to the generator.
  - c. Collections, Services, and Programs
    - i. Winter Reading Challenge was very popular with patrons.
    - ii. Paws to Read program will restart in late February.
    - iii. OPLIN will cease providing access to LinkedIN Learning database later this year; Mrs. Hale is investigating cost to continue.
    - iv. A local scout is developing several Makerboxes as an Eagle Award project.
  - d. Community Engagement
    - i. WMPL participated in Tech Fest at Sinclair Community College on February 17 and 18, 2024.

- ii. WMPL distributed free eclipse glasses to many community partners as part of a grant.
- iii. On March 4, 2024, Oakwood City Council will pass a proclamation in honor of National Library Week in April.
- e. Other Updates
  - i. Mrs. Hale and other area library Director met with a representative of the County Auditor’s Office to discuss the Public Library Fund distribution formula.
  - ii. Mrs. Hale is training to handle reference desk duties while most professional staff attend the Public Library Association Conference in Columbus, Ohio April 3 – 5.

Mr. Fulford announced that the City Council will present a Proclamation for Joseph Desch at the May meeting and the day before there will be something at the Historical Society, and they are also looking for a place to put a monument.

**New Business**

**Memorandum of Understanding regarding Property Maintenance**

**2024-018** Mr. Fulford moved, seconded by Mrs. Stanley to approve the memorandum of understanding regarding property maintenance

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

**Action Items**

Previous Meeting:

- A. Facilities Committee Meeting (Mr. Fulford) - Spring
- B. Policies Committee Meeting (Mrs. Enseleit) – Postponed

Current Meeting:

- A. Book Recommendations – Mrs. Stanley

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, March 18, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

**Adjournment**

Mr. Eling moved, seconded by Mrs. Stanley to adjourn the meeting at 6:59 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Randale J. Honaker III, President