

Board of Trustees
Regular Meeting Minutes
December 12, 2022

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 12, 2022. President Joseph Fulford called the regular meeting to order at 6:41p.m.

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

A quorum was declared with seven members present.

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

Agenda
2022-081

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

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

Minutes
2022-082

Mr. Eling moved, seconded by Dr. Crowe, to approve the minutes of the November 21, 2022 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Board Committee Reports

- A. Nominating Committee – Dr. Crowe
 - 1. Discussion of proposed committee assignments.
- B. Personnel Committee – Mr. Honaker
 - 1. Meeting on December 12, 2022 to discuss Fiscal Officer/Business Manager applicants and interviews.
- C. Strategic Planning Committee – Mr. Eling and Mrs. Hale
 - 1. Meeting on December 1, 2022 with planning consultant from the State Library.

Library Foundation Liaison Report – Mrs. Hale

- A. Foundation Board met on December 7, 2022.
- B. Grants were approved for: WYSO Book Nook Sponsorship renewal; Children's Room computer; Newport Aquarium Penguin program; Legos; and educational toys.
- C. Capital Campaign funds were transferred to WMPL in accordance with agreed upon formula; funds were used to make annual debt payment on WMPL's ten-year note.

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- D. Mr. Mark Harman's term expires at month end; Mr. Mike Armstrong will be elected President in 2023.
- E. A brochure for planned giving is under development.
- F. Annual Campaign has surpassed goal, with more than \$43,000 in gifts.

Next Chapter Project

- A. Expenditure Summary – Amount paid to date is \$4,939,185.79.
- 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 continues to be tweaked. The blurriness of the projector screen is being investigated.
 - 3. The cabling map provided by ESI is not accurate and needs updating.

Fiscal Officer's Report

- A. Financial Report – November 2022
- B. Contributions & Donations – November 2022

2022-083

Mr. Lounsbury moved, seconded by Mrs. Stanley, to approve the November 2022 Financial Report and Contributions & Donations Report.

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

- C. Amend Estimated Resources & Annual Appropriations Budget 2022

2022-084

Dr. Crowe moved, seconded by Mr. Eling, to amend the Estimated Resources & Annual Appropriations Budget 2022.

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

- D. Resolution Authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from Montgomery County Auditor during 2023 and until the 2024 Organization Meeting.

2022-085

Mrs. Enseleit moved, seconded by Mr. Honaker, to authorize the Fiscal Officer to Request and Secure Local Property Tax Advances from Montgomery County Auditor during 2023 and until the 2024 Organizational Meeting.

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

Director's Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
 - 1. Circulation numbers continue to improve.
- B. November Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. Sewage ejector alarms and handrail in east stairwell were installed.
 - b. Entrance door controls have been connected to the generator.
 - c. Two trees were planted: an oak near the bus stop and a maple on the north lawn.

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- d. LWC provided needed calculations to proceed with quotes for acoustical treatment at the Eichelberger Desk area, the Aberdeen Room, and the Shank Room.
 - e. New flooring in the east stairwell will be installed the week of Dec. 26, 2022.
 - f. A new flag will be installed when weather permits; installer will repair damaged bricks from old flag and darken letters on the Far Hills sign.
2. Staff
 - a. A new Customer Services Associate has been hired.
3. Technology
 - a. Data lines and computing devices are needed for the Catalog computers.
 - b. The library's internet connection will be upgraded by OPLIN in summer 2023.
 - c. Additional remote locker tower is expected to be delivered on Dec. 21, 2022.
4. Collections, Services, & Programs
 - a. Borrowing limits for Kanopy and Hoopla have been raised for December 2022.
 - b. WMPL has started communicating changes in fine structure to patrons.
 - c. Puppet show program on December 11, 2022 exceeded attendance expectations.
5. Community Engagement
 - a. Promotions have focused on the Foundation's Annual Campaign, the Community Survey, and WMPL's holiday help tips.
6. Community Involvement
 - a. Superintendent Profile Development and Input Focus Group, 11/29/22
 - b. OIC Leadership Meeting, 12/6/22
 - c. Rotary Meetings, 12/2 and 12/9
 - d. Woman's Literary Club of Dayton, 12/8
 - e. Meeting with Jewish Federation, 12/9

Action Items**Prior Meeting:**

- A. Book Recommendations – Mrs. Stanley (open)
- B. Template for Trustee Bios for Website – Mrs. Hale (open)
- C. SOQ for Architect – Mrs. Hopton (open)
- D. Committee Assignments – Mr. Fulford (closed)
- E. Personnel Committee Meeting – Mrs. Hale (closed)
- F. Fiscal Officer Ad Placement – Mrs. Hale & Mrs. Hopton (closed)

Current Meeting:**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Organizational Meeting, Monday, January 9, 2023 @ 6:00 p.m.
- B. BOT Meeting – Regular Meeting, Monday, January 9, 2023 @ 6:30 p.m.

New Business

- A. Capital Expenditures
 1. Network Date Drops – ESI not to exceed \$1,900
 2. Catalog Computer Project – not to exceed \$3,000

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2022-086 Mr. Eling moved, seconded by Dr. Crowe, to approve the Network Data Drops – ESI not to exceed \$1,900 and Catalog Computer Project – not to exceed \$3,000.

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

B. Resolution for Mr. Lounsbury

Whereas, Josh Lounsbury served on the Board of Trustees of Wright Memorial Public Library from June 2012 to December 2022; and,

Whereas, the Board of Trustees, Director and Fiscal Officer recognize that Josh Lounsbury has made significant contributions to the Library and to the community by his leadership and dedicated service during his tenure on the Board; and,

Whereas, Josh Lounsbury faithfully lead Wright Library as Vice President and President during renovations to the library's historic reading rooms – renovations which were completely accomplished with philanthropic resources.

Whereas, Josh Lounsbury was instrumental in maintaining the financial health of the library, contributed a unique and valuable perspective in facility, personnel, and service planning; provided sound general legal counsel; and worked to improve the library in countless ways.

Now, therefore, the Board of Trustees, Director and Fiscal Officer wish to formally recognize and thank Josh Lounsbury for his outstanding service as Chair of the Finance/Audit Committee, and as member of the Personnel Committee and Nominating Committee.

Be it resolved, that the Board of Trustees, Director and Fiscal Officer, on behalf of the Oakwood Community, the staff of Wright Memorial Public Library, and library patrons, extend to Josh Lounsbury their sincere thanks for his conscientious service and wish him every good fortune in all future endeavors; and,

Be it resolved that Josh Lounsbury be furnished a copy of this resolution and that a copy of this resolution be made part of the minutes of this regular meeting.

2022-087 Mr. Honaker moved, seconded by Mrs. Stanley, to approve the resolution honoring Mr. Josh Lounsbury.

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

Executive Session

2022-088 Mrs. Enseleit moved, seconded by Mr. Lounsbury to enter Executive Session at 8:02 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.

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

2022-089 Mr. Eling moved, seconded by Mr. Honaker to exit Executive Session and reconvene to Regular Session at 8:22 p.m.

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

C. Compensation

2022-090 Mr. Honaker moved, seconded by Mr. Eling, to approve the compensation for the Director and Fiscal Officer.

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

Adjournment

Mr. Lounsbury moved, seconded by Mrs. Stanley to adjourn the meeting at 8:23 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President