

**Board of Trustees**  
Regular Meeting Minutes  
November 21, 2022

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on November 21, 2022. President Joseph Fulford called the regular meeting to order at 6:04 p.m.

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

A quorum was declared with six members present.

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

**Agenda**  
**2022-070**

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

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

**Minutes**  
**2022-071**

Dr. Crowe moved, seconded by Mrs. Stanley, to approve the minutes of the October 17, 2022 Regular Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

**Board Committee Reports**

- A. Finance/Audit Committee – Mr. Lounsbury
  - 1. Meeting on November 9, 2022
- B. Nominating Committee – Dr. Crowe
  - 1. Meeting on November 7, 2022
  - 2. Meeting on November 14, 2022
  - 3. Meeting on November 15, 2022
- C. Personnel Committee – Mr. Honaker
  - 1. Meeting on November 7, 2022
- D. Strategic Planning Committee – Mr. Eling and Mrs. Hale
  - 1. The Committee did not meet; however, the Trustee workshop with a planning consultant from the State Library will be held on December 1, 2022. A staff workshop will be held on December 6, 2022. The Community Survey is open.

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

- A. Foundation Board met on November 2, 2022.
- B. Annual Campaign has raised \$28,000 so far. End-of-year letters to donors have been mailed. Trustees are encouraged to give.

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- C. Mrs. Hale expects to submit several grants at the December 2022 Foundation Board Meeting.
- D. Mrs. Enseleit suggested developing a list of projects the library would like funded in the future.

**Next Chapter Project**

- A. Expenditure Summary – Amount paid to date is \$4,933,770.32.
- B. Project Budget and Update
  - 1. The current budget is \$5,032,600 and remaining owner's contingency \$8,527.
  - 2. The cabinet heater in the north stairwell has been installed
  - 3. VFD for air handler 5 will be removed so that the unit will run at a constant volume. This modification will not nullify the warranty.
  - 4. Technology in the Community Room continues to be tweaked.
  - 5. A new Children's Terrace door has been proposed and will be reviewed by the project team. The lead time for the door is 24 weeks.

**Fiscal Officer's Report**

- A. Financial Report – October 2022

**2022-064**

Dr. Crowe moved, seconded by Mr. Eling, to approve the October 2022 Financial Report.

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

**Director's Report – Mrs. Hale**

- A. Library Usage Report and Collection Statistics – addendum
- B. October Library Highlights – addendum
- C. Updates
  - 1. Facilities
    - a. Sewage ejector alarm with electrical work has been ordered.
    - b. Water fountain bottle filler was repaired.
    - c. WMPL will seek pricing to add acoustical treatment to the Eichelberger Desk area, the Aberdeen Room, and the Shank Room.
    - d. The southeast bench will be cleaned and sealed and dedicated in memory of former City Manager Mike Kelly by a local community group.
    - e. Two Johnny Appleseed trees will be donated and planted this fall.
    - f. WMPL will seek Foundation funding for two plant beds.
    - g. A cantilevered umbrella has been purchased for the Children's Terrace.
    - h. A flag has been purchased and will be mounted to the front exterior.
  - 2. Staff
    - a. Mrs. Hale proposed a change to the 2023 holiday schedule to be closed on Saturday, December 23.
    - b. Staff evaluations have been completed
  - 3. Technology
    - a. Catalog computers are being configured.
  - 4. Collections, Services, & Programs
    - a. An Open Records Request requesting documentation related to Requests for Reconsideration has been fulfilled.
    - b. WMPL will start communicating changes in fine structure to patrons in December.
    - c. WMPL's first hosting of a Dayton Literary Peace Prize author was very successful.

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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. New Madison Public Library Trustee Tour, 10/21/22
  - b. Donor discussion, 10/31/22
  - c. New Resident Breakfast, 11/5/22
  - d. Dayton Literary Peace Prize Gala, 11/13/22
  - e. OIC Leadership Meeting, 11/1/22
  - f. OIC subcommittee meeting, 11/16/22
  - g. Rotary Meetings, 10/21, 11/4, 11/11, 11/18
  - h. Woman's Literary Club of Dayton, 11/3/22, 11/17/22
7. Upcoming Events
  - a. Superintendent Profile Development and Input Focus Group, 11/29/22
  - b. WMPL Strategic Planning Board Workshop, 12/1/22 @ Noon
  - c. WMPL Strategic Planning Staff Workshop, 12/6/22 @ 8:30 a.m.

**New Business**

- A. Compensation Pay Scale 2023
- B. Health Insurance Rates 2023

**2022-073** Mr. Lounsbury moved, seconded by Mrs. Enseleit, to approve the 2023 Compensation Scales and Health Insurance Rates.

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

- C. Estimated Resources & Annual Appropriations Budget 2023

**2022-074** Mr. Lounsbury moved, seconded by Mrs. Enseleit, to approve the Estimated Resources & Annual Appropriations Budget 2023.

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

- D. Expenditures in Excess of \$10,000
  1. State Library of Ohio, Ohio Digital Library Agreement – OverDrive, Inc (Digital Content Consortium Collection MOU – 2023 \$12,223)
  2. Marketing Agreement – Great Stories, LLC (2023 \$20,700)
  3. Software Agreement – Innovative Interfaces Inc./Clarivate (3 Year Agreement)

**2022-075** Mrs. Enseleit moved, seconded by Mrs. Stanley, to approve agreements for State Library of Ohio, Ohio Digital Library, Marketing with Great Stories and Software with Innovative Interfaces Inc./Clarivate for 3 years.

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

- E. Capital Expenditures
  1. Stairwell Flooring – Weiffenbach Marble & Tile Co. not to exceed \$9,900.

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**2022-076** Dr. Crowe moved, seconded by Mr. Eling, to approve the Stairwell Flooring – Weiffenbach Marble & Tile Co. not to exceed \$9,900.

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

F. Trustee Nomination – Term Commencing on January 1, 2023 and ending on December 31, 2029.

**2022-077** Mrs. Enseleit moved, seconded by Mr. Lounsbury, to approve the Trustee Nomination of Candise Powell for a term commencing on January 1, 2023 and ending on December 31, 2029.

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

G. December 2022 Regular Meeting Date

**2022-078** Mr. Lounsbury moved, seconded by Mrs. Stanley, to approve moving the regular December meeting to December 12, 2022 at 6:00 p.m.

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

**Action Items**

**Prior Meeting:**

- A. Book Recommendations – Mrs. Stanley (open)
- B. Template for Trustee Bios for Website – Mrs. Hale (open)
- C. December Regular Meeting Date – Mr. Fulford (closed)

**Current Meeting:**

- A. SOQ for Engineer – Mrs. Hopton
- B. Committee Assignments – Mr. Fulford
- C. Personnel Committee Meeting – Mrs. Hale
- D. Fiscal Officer Ad Placement – Mrs. Hale & Mrs. Hopton

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, December 12, 2022 @ 6:00 p.m.

**Executive Session**

**2022-079** Mr. Eling moved, seconded by Mrs. Stanley to enter Executive Session at 7:48 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; Fulford, Stanley, Crowe, Eling, Enseleit, Lounsbury. Nays; None.

**2022-080** Mr. Eling moved, seconded by Mrs. Stanley to exit Executive Session and reconvene to Regular Session at 8:07 p.m.

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

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**Adjournment**

Mr. Eling moved, seconded by Mrs. Stanley to adjourn the meeting at 8:08 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President