

Board of Trustees
Regular Meeting Minutes
September 25, 2023

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on September 25, 2023. President Randale J. Honaker III called the regular meeting to order at 6:00 p.m.

Board of Trustees Present:

Mr. Randale J. Honaker III
Mrs. Jennifer Enseleit
Mrs. Lu Ann Stanley
Dr. Darrell Crowe
Mr. Joseph Fulford
Ms. Candise Powell

A quorum was declared with six members present.

Others in Attendance:

Mrs. Kristi Hale, Director
Mrs. Lauren Vonderheide, Shared Resource Center
Mr. Brian Potts, WMPL Operations Supervisor
Mrs. Brenda Oliver

Agenda

2023-056

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

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

Minutes

2023-057

Dr. Crowe moved, seconded by Mrs. Stanley, to approve the minutes of the August 21, 2023 Regular Meeting.

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

Public Comment

Staff Comment / Report

Special Committees

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 –August 2023
- B. Then & Now Certification

2023-58

Mrs. Enseleit moved, seconded by Dr. Crowe, to approve the August 2023 Financial Report and the Then & Now Certification

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

- C. Resolution Accepting the Amounts and Rates for Tax Year 2023/Collection Year 2024 as determined by the Montgomery County Budget Commission.

2023-59

Mrs. Stanley moved, seconded by Ms. Powell to approved the Resolution Accepting the Amounts and Rates for Tax Year 2023/Collection Year 2024 as determined by the Montgomery County Budget Commission.

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

Director’s Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
- B. August Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. Landscaping: native plant bed near book drop has been planted; Oakwood City arborist identified several locust trees that should be removed.
 - b. Elevator issues have persisted; construction contractor is investigating air flow.
 - 2. Next Chapter Project
 - b. The Children’s Terrace door is being replaced this week.
 - c. Community Room chair rail and door jamb protection quote was received.
 - d. Options for installation of a manual projector screen were discussed.
 - 1. Staff
 - a. Michele Schoen has been selected as the Youth Services Coordinator; she will start on October 2, 2023.
 - b. A Facilities Technician and shelver position are open.
 - c. Staff training day will be held on October 9, 2023.
 - 2. Technology
 - i. IT consultant provided summary of July 2023 email security breach and have taken action to ensure password protocols are followed.
 - ii. The HVAC unit in the server room can be added to the generator with some additional electrical work. Mrs. Hale has requested a quote.
 - 3. Collections, Services, & Programs
 - a. The Library of Things has expanded and now includes a collection of devices with subscription streaming services, board games, and additional Doorway to Dayton passes.
 - b. WMPL will host Miami University’s Freedom Summer exhibit during the month of October.
 - 4. Other Updates – Mrs. Hale shared a thank you note from a patron.

New Business:

- A. Capital Expenditures
 - 1. Manual pull-down projector screen, equipment and labor – AVI Systems, not to exceed \$2,950.

2023-60

Mr. Fulford moved, seconded by Ms. Powell to approve the Manual pull-down projector screen, equipment and labor – AVI Systems, not to exceed \$2,950.

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

2. Community Room Chair Rail – Hit the Spot Construction, not to exceed \$4,000

2023-61 Mrs. Stanley moved, seconded by Mrs. Enseleit to approve the Community Room Chair Rail -Hit the Spot Construction, not to exceed \$4,000.

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

- B. Appointment of Fiscal Officer effective October 9, 2023.

2023-62 Dr. Crowe moved, seconded by Mrs. Enseleit to approve the appointment of Brenda Oliver as Fiscal Officer effective October 9, 2023

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

1. Oath of Office

- C. Resolution authorizing the removal of Lauren Vonderheide and the addition of Brenda Oliver, Randale J. Honaker III, Jennifer Enseleit, and Joseph Fulford on Wright Memorial Public Library’s LCNB Insured Cash Sweep Account on October 9, 2023.

2023-63 Ms. Powell moved, seconded by Mrs. Stanley to approve the resolution authorizing the removal of Lauren Vonderheide and the addition of Brenda Oliver, Randale J. Honaker III, Jennifer Enseleit, and Joseph Fulford on Wright Memorial Public Library’s LCNB Insured Cash Sweep Account on October 9, 2023.

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

Action Items:

Previous Meeting:

- A. Summary of IT security issue from IPPathways – Mrs. Hale (complete)
- B. Confirm how the chair rail will be installed around the electrical covers – Mrs. Hale (complete)
- C. Book Recommendations – Mrs. Stanley (open)

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, October 16th, 2023 @ 6:00 p.m. to be held at Wright Memorial Public Library

Adjournment

Mrs. Enseleit moved, seconded by Mrs. Stanley to adjourn the meeting at 6:56 p.m.

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

Respectfully submitted,

WRIGHT MEMORIAL PUBLIC LIBRARY

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Lu Ann Stanley, Secretary

Randale J. Honaker III, President