

Board of Trustees

Regular Meeting Minutes

November 20, 2023

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on November 20, 2023. President Randale J. Honaker III called the regular meeting to order at 6:01 p.m.

Board of Trustees Present:

Mr. Randale J. Honaker III
Mrs. Jennifer Enseleit
Mrs. Lu Ann Stanley
Mr. Darrell Crowe
Mr. Bob Eling
Mr. Joseph Fulford (entered at 6:03pm)
Ms. Candise Powell

A quorum was declared with six members present.

Others in Attendance:

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

Agenda

2023-069 Mr. Eling moved, seconded by Mr. Crowe, to approve the agenda.

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

Minutes

2023-070 Mrs. Stanley moved, seconded by Ms. Powell, to approve the minutes of the October 16, 2023 Regular Meeting.

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

Public Comment

None

Staff Comment/Report

None

Board Committee Reports

Standing Committees:

- A. Facilities Committee – Mr. Fulford – none
- B. Finance/Audit Committee – Mr. Honaker discussed the October 17th meeting, and the minutes were presented.
- C. Nominating Committee – Ms. Powell - none

- D. Personnel Committee – Dr. Crowe - none
- E. Policy Committee – Mrs. Enseleit - none

Special Committees:

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

Library Foundation Liaison Report –Dr. Crowe and Mrs. Hale

- A. Foundation Board met on November 1 2023.
- B. Two grants were approved: a grant to send WMPL staff to the 2024 Public Library Association conference in Columbus, OH and a grant to renew WMPL’s WYSO sponsorship for 2024.
- C. The Foundation’s Annual Campaign appeal has raised \$31,600

Fiscal Officer’s Reports – Brenda Oliver

- A. Financial Reports – October 2023
- B. Contributions/Donations
- C. Amended Estimated Resources & Annual Appropriations Budget 2023

2023-71 Mrs. Enseleit moved, seconded by Mr. Eling to approve the October 2023 Financial Report, Contributions/Donations, and the Amended Estimated Resources & Annual Appropriations Budget 2023

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

- D. Resolution to transfer from Professional Services to Salaries & Benefits for new FO

2023-72 Mr. Fulford moved, seconded by Mr. Crowe to approve the Resolution to transfer from Professional Services to Salaries & Benefits for new FO

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. October Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. North side low voltage exterior lights have been repaired.
 - b. Issues with Air Handler 5 are still being investigated.
 - c. Picnics tables and trash cans were installed in Katharine Wright Park.
 - d. Community Room chair rail was installed.
 - 2. Next Chapter Project
 - b. The Children’s Terrace door has been stained and door replacement is now complete.
 - c. A project close-out meeting has been scheduled.
 - 1. Staff
 - a. Facilities Technician and shelver positions have been filled.
 - b. A part-time circulation position is open.
 - 2. Collections, Services, & Programs
 - a. WMPL will offer Dayton Live tickets for four performances in winter and spring 2024; tickets will be paid for with a Library Foundation grant.

- b. WMPL’s Dayton Literary Peace Prize author event and Artificial Intelligence Panel Discussion were well attended.
 - c. WMPL Youth Services Coordinator is providing monthly storytimes to Harman and Smith School classrooms.
 - d. WMPL will close for one hour during the eclipse on April 8, 2024.
3. Other Updates
- i. Mrs. Hale discussed recent changes in Ohio’s gun laws with the County Prosecutor’s Office and the Chief of the Oakwood Safety Dept. Both affirmed the right of Ohio public libraries to set a policy prohibiting deadly weapons inside library buildings.
 - ii. Library Journal has paused the America’s Star Libraries Report this year.
- D. Community Involvement
- a. Rotary Club Meetings, October 27, November 3, 10, and 17
 - b. Rotary Club Board Meeting, November 1 and 8
 - c. Meeting with Smith principal, October 25
 - d. Dayton Woman’s Literary Club, October 19, November 2 and 9
 - e. Oakwood Historical Society Annual Meeting, November 9
 - f. Meeting with Jewish Federation, November 10

New Business

A. Compensation Pay Scale 2024

2023-73 Mrs. Enseleit moved, seconded by Mrs. Stanley to approve the 2024 Compensation Pay Scale

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

B. Health Insurance Rates 2024

2023-74 Mr. Fulford moved, seconded by Mr. Eling to approve the 2024 Health Insurance rates, Including adjusting the library’s share to 60% for family coverage and removing the PPO plan option moving forward for new employees

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

C. Expenditures in Excess of \$10,000

- 1. Marketing Agreement – Great Stories, LLC (2024 \$21,900)

2023-75 Mrs. Enseleit moved, seconded by Ms. Powell to approve the 2024 Marketing Agreement with Great Stories, LLC for \$21,900 with the changes for pro-rata reimbursement upon cancellation

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

D. Policies

1. Credit Card Policy – Resolution to retroactively exempt Roku Streaming Device Services sales tax from the Credit Card Policy requirement of reimbursement of sales tax from the cardholder

2023-76 Mrs. Stanley moved, seconded by Mr. Crowe to approve the Resolution to retroactively exempt Roku Streaming Device Services sales tax from the Credit Card Policy requirement of reimbursement of sales tax from the cardholder

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

2. Rules of Conduct Policy

2023-77 Mr. Fulford moved, seconded by Mr. Crowe to approve the changes to the Rules of Conduct Policy, adding “as defined by Ohio Revised Code”

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

- E. Resolution regarding the MVCC Generation Supply Agreement effective 5/1/24

2023-78 Mr. Fulford moved, seconded by Mr. Eling to approve the Agreement for MVCC Generation Supply Amendment effective 5/1/24 through 12/31/26

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

Action Items

Previous Meeting: None.

Current Meeting:

1. Contact the Roku streaming service providers about exempting the library from sales tax. Follow up with the State if they don't exempt the library (Mrs. Oliver)
2. Review the Credit Card Policy for updates (Mrs. Oliver)
3. Review policies related to cannabis (Mrs. Hale)

- A. Book Recommendations – Mrs. Stanley

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, December 18, 2023 @ 6:00 p.m. to be held at Wright Memorial Public Library

Executive Session:

2023-79 Mrs. Stanley moved, seconded by Mrs. Enseleit to go into Executive Session – to consider Compensation of a Public Official

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Eling – yes, Fulford – yes, Stanley – yes, Powell – yes. Went into Executive Session at 7:10pm.

2023-80 Mrs. Enseleit moved, seconded by Mr. Eling to come out of Executive Session – to consider Compensation of a Public Official

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Eling – yes, Fulford – yes, Stanley – yes, Powell – yes. Came out of Executive Session at 7:28pm.

Adjournment

Ms. Enseleit moved, seconded by Mr. Eling to adjourn the meeting at 7:29 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President