

Board of Trustees

Regular Meeting Minutes

December 18, 2023

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 18, 2023. President Randale J. Honaker III called the regular meeting to order at 6:04 p.m.

Board of Trustees Present:

Mr. Randale J. Honaker III
Mrs. Jennifer Enseleit
Mrs. Lu Ann Stanley (entered at 6:06pm)
Mr. Darrell Crowe
Mr. Joseph Fulford
Ms. Candise Powell

A quorum was declared with five members present.

Others in Attendance:

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

Agenda

2023-081 Mr. Crowe moved, seconded by Mr. Fulford, to approve the agenda.

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

Minutes

2023-082 Ms. Powell moved, seconded by Mrs. Enseleit, to approve the minutes of the November 20, 2023 Regular Meeting.

Roll Call: Ayes; Honaker, Enseleit, Crowe, Fulford, 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 December 12th meeting, and the minutes were presented.
- C. Nominating Committee – Dr. Crowe- Discussion on 2024 Board and Committee Assignments – no changes.

- 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 –Mrs. Hale

- A. Foundation Board met on December 11, 2023.
- B. Three Board Members completed their terms on the Foundation Board: Elaine Gounaris, Patty Caruso, and Leigh Harrell.
- C. The Foundation’s Annual Campaign appeal has had its best ever fundraising year. Current receipts are \$62,174. The campaign goal was \$50,000.

Fiscal Officer’s Reports – Brenda Oliver

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

2023-83 Mrs. Enseleit moved, seconded by Mrs. Stanley to approve the November 2023 Financial Report, Contributions/Donations, and the Amended Estimated Resources & Annual Appropriations Budget 2023

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

- D. Assign the Foundation Funds held in the General Fund as calculated with interest at year end by the Fiscal Officer for future debt payments

2023-84 Ms. Powell moved, seconded by Mrs. Enseleit to assign Foundation Funds held in the General Fund as calculated with interest at year end by the Fiscal Officer for future debt payments

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

- E. Transfer \$25,000 from the General Fund to the Capital Fund

2023-85 Dr. Crowe moved, seconded by Mr. Fulford to transfer \$25,000 from the General Fund to the Capital Fund for future capital needs

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

- F. Resolution Authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from Montgomery County Auditor during 2024 and until 2025

2023-86 Mrs. Stanley moved, Mrs. Enseleit to approve the Resolution authorizing the Fiscal Officer to Request and Secure Local Property Tax Advances from Montgomery County Auditor during 2024 and until 2025

Roll Call: Honaker-yes, Enseleit-yes, Crowe-yes, Fulford-yes, Stanley-yes, Powell-yes. Resolution passed.

Director’s Report – Mrs. Hale

- A. Library Usage Report and Collection Statistics – addendum
- B. November Library Highlights – addendum
- C. Updates
 - 1. Facilities
 - a. An oak tree was planted near the corner of Telford and Far Hills, in honor of Foundation Board Member Steve Turek.
 - 2. Next Chapter Project
 - a. The recurring issue with Air Handler 5 has been diagnosed and will be resolved.
 - b. Some low voltage light fixtures have malfunctioned. The manufacturer will replace them under warranty.
 - c. Landscaping was replanted under warranty.
 - d. Community Room microphone system has been malfunctioning. Equipment has been sent back to manufacturer for testing.
 - e. The new projector screen has been ordered.
 - 3. Staff
 - a. All positions are currently filled.
 - b. Staff evaluations have been completed and delivered.
 - 4. Technology
 - a. Mrs. Hale has registered WMPL for the Ohio Persistent Cyber Improvement (O-PCI) Program, a free cybersecurity training program for local governments.
 - 5. Collections, Services, & Programs
 - a. WMPL is hosting Teen Exam Breaks this week.
 - b. Equipment for the Memory Preservation Lab is being prepared for use.
 - 6. Community Engagement
 - a. WMPL will use the promotional campaign “Read More in ‘24” throughout 2024.
 - b. WMPL will be adding Library Aware subscription platform for better promotion of the library collection.
 - c. Mrs. Hale has met with Oakwood City School professional staff to discuss collaborative technology programming.
 - 7. Other Updates
 - a. The Ohio Library Council has made recommendations for updating Public Participation at Meetings policies. Mrs. Hale will review and make recommendation to the Policy Committee.
- D. Professional Development
 - 1. Cybersecurity Training for Local Government in Ohio: Free Training Opportunities (webinar)
 - 2. Censorship and Book Banning Update from the Ohio Library Council (webinar)
- E. Community Involvement
 - 1. Rotary Club Meetings, December 1 and 15
 - 2. Oakwood Inclusion Coalition Leadership Meeting, December 5
 - 3. Meeting with Oakwood City Schools professional staff, December 7
 - 4. Dayton Woman’s Literary Club, December 7
 - 5. Retirement reception for Kathy Webb, Dean of University of Dayton’s Roesch Library, December 11

New Business

A. Estimated Resources & Annual Appropriation Budget 2024

2023-87 Mr. Fulford moved, seconded by Mrs. Enseleit to approve the Annual Appropriation Budget for 2024

Roll Call: Honaker-yes, Enseleit-yes, Crowe-yes, Fulford-yes, Stanley-yes, Powell-yes. Resolution passed.

B. Revised 2024 Compensation Schedule

2023-88 Mr. Crowe moved, seconded by Mrs. Stanley to approve the revised 2024 Compensation Schedule

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

C. Expenditures in Excess of \$10,000

1. State Library of Ohio, Ohio Digital Library Agreement – OverDrive, Inc. (Digital Content Consortium Collection MOU – 2024 for \$13,435

2023-89 Mrs. Enseleit moved, seconded by Mr. Fulford to approve the State Library of Ohio, Ohio Digital Library Agreement – OverDrive, Inc. for 2024 of \$13,435

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

D. Capital Expenditures

1. Connect HVAC Unit to Generator panel – not to exceed amount of \$1,900

2023-90 Mrs. Stanley moved, seconded by Mr. Crowe to approve the expenditure to connect the HVAC Unit to Generator panel, not to exceed the amount of \$1,900

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

E. Policies

1. Credit Card Policy
2. Rules of Conduct Policy (Public Policy Manual)
3. Discipline Policy (Employee Manual)
4. Unattended Child Policy (Public Policy Manual)

2023-91 Mrs. Enseleit moved, seconded by Ms. Powell to approve the changes to the Rules of Conduct, Discipline, and Unattended Child Policy

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

- F. Trustee Nomination – Mr. Bob Eling for the term commencing on January 1, 2024 and ending on December 31, 2030

2023-92 Mr. Fulford moved, seconded by Mrs. Stanley to nominate Mr. Bob Eling as a Board of Trustee for the term commencing on January 1, 2024 and ending on December 31, 2030

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

Action Items

Previous Meeting:

- A. Continue to contact the Roku streaming service providers about exempting the library from sales tax. (Mrs. Oliver) – in progress
- B. Review the Credit Card Policy for updates (Mrs. Oliver) – in progress
- C. Review policies related to cannabis (Mrs. Hale) – Complete

Current Meeting:

- A. Book Recommendations – Mrs. Stanley
- B. Qualified Charitable Giving – Mrs. Hale
- C. Facilities Committee Meeting – Spring - Mr. Fulford
- D. Policies Committee Meeting – End of January – Mrs. Enseleit

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Organizational Meeting, Monday, January 22, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library
- B. BOT Meeting – Regular Meeting, Monday, January 22, 2024 @ 6:30 p.m. to be held at Wright Memorial Public Library

Executive Session:

2023-93 Mrs. Stanley moved, seconded by Mrs. Enseleit to go into Executive Session – to review performance of a Public Official

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Fulford – yes, Stanley – yes, Powell – yes. Went into Executive Session at 7:46 p.m.

2023-94 Mrs. Enseleit moved, seconded by Mrs. Stanley to come out of Executive Session – to review performance of a Public Official

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Fulford – yes, Stanley – yes, Powell – yes. Came out of Executive Session at 8:07 p.m.

2023-95 Mr. Crowe moved, seconded by Mr. Fulford to approve the compensation adjustments for the Director and Fiscal Officer as discussed in executive session

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Fulford – yes, Stanley – yes, Powell – yes.

Adjournment

Mrs. Stanley moved, seconded by Ms. Powell to adjourn the meeting at 8:09 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President