

# WRIGHT MEMORIAL PUBLIC LIBRARY

## Board of Trustees

Regular Meeting Minutes

March 18, 2024

Wright Memorial Public Library

### Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on March 18, 2024. President Randale J. Honaker III called the regular meeting to order at 6:00 p.m.

Board of Trustees Present:      Randale J. Honaker III, President  
   Mrs. Jennifer Enseleit, Vice President  
   Mrs. Lu Ann Stanley, Secretary  
   Mr. Bob Eling  
   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

**2024-019**    Mrs. Enseleit moved, seconded by Mrs. Stanley, to approve the agenda.  
                 Roll Call: Ayes; Honaker, Enseleit, Stanley, Eling, Powell. Nays; None.

### Minutes

**2024-020**    Mr. Eling moved, seconded by Ms. Powell, to approve the February 19,2024 regular meeting minutes  
                 Roll Call: Ayes; Enseleit, Stanley, Honaker, Powell, Eling. Nays; None.

### Public Comment

None.

### Staff Comment/Report

Operations Coordinator Brian Potts presented information on the new Memory Digitization Lab equipment.

### Board Committee Reports

#### Standing Committees:

- A. Facilities Committee – Mr. Fulford - None
- B. Finance/Audit Committee – Mr. Honaker - None
- C. Nominating Committee – Ms. Powell - None
- D. Personnel Committee – Dr. Crowe - None
- E. Policy Committee – Mrs. Enseleit – Meeting scheduled April 22, 2024

**Special Committees:**

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

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

- A. The Wright Library Foundation Board met on March 6, 2024
- B. One grant request was approved for \$4,000 to purchase youth book prizes for the 2024 Summer Reading Club
- C. The Foundation Board has established some Committees to further their capacity for fundraising.

**Fiscal Officer’s Reports**

- A. Financial Report – February 2024
- B. February Appropriation Transfers
- C. Contributions & Donations – February

**2024-021** Mr. Eling moved, Mrs. Stanley seconded to approve the February 2024 Financial Report, February appropriation transfers, and February contributions and donation.

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

**Director’s Report**

- A. Library Statistics – February 2024
- B. Library Highlights
- C. Updates
  - a. Facilities
    - i. A cover for the fire alarm pull station was installed in the Storytime area to prevent accidental activation.
    - ii. A keypad door handle has been ordered for the Youth Services office.
    - iii. Architect LWC, Inc. submitted a Statement of Qualifications for Professional Services.
  - b. Staff
    - i. There is one open position for a part-time shelver.
    - ii. Ten employees will attend the Public Library Association Conference in Columbus, OH on April 3 – 5, 2024.
  - c. Technology
    - i. The Community Room projector has lost connection with the room PC; a tech integrator will be contacted for repair.
    - ii. A cybersecurity training subscription will be implemented this year.
  - d. Collections, Services, and Programs
    - i. Eclipse glasses have been distributed to community partners and patrons, and eclipse-related programs have been popular. WMPL will close for one hour on April 8 during the eclipse, with a viewing area in Katharine Wright Park.
    - ii. WMPL will pick up the cost of the LinkedIN Learning when the state contract expires June 30, 2024.
  - e. Community Engagement
    - i. The WMPL Annual Report is under development.

f. Community Involvement

- i. That Day In May planning, Feb. 21
- ii. Woman’s Literary Club of Dayton, Feb. 22
- iii. Green Oakwood/Dayton Foundation meeting, March 11
- iv. Rotary Club meetings, March 1 and 15
- v. Rotary Club Board meeting, March 13

**New Business**

A. Records Commission Annual Meeting

**2024-022** Mrs. Stanley moved, Ms. Powell seconded to approve the revised Records Retention Schedule

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

**Action Items**

Previous Meeting:

- A. Facilities Committee Meeting (Mr. Fulford) – to be scheduled
- B. Policies Committee Meeting (Mrs. Enseleit) – Scheduled April 22, 2024

Current Meeting:

- A. Book Recommendations – Mrs. Stanley

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, Monday, April 15, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

**Adjournment**

Mrs. Enseleit moved, seconded by Ms. Powell to adjourn the meeting at 7 p.m.

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

Respectfully submitted,

---

Lu Ann Stanley, Secretary

---

Randale J. Honaker III, President