

WRIGHT MEMORIAL PUBLIC LIBRARY

Board of Trustees

Regular Meeting Minutes

May 20, 2024

Wright Memorial Public Library

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on May 20, 2024. President Randale J. Honaker III called the regular meeting to order at 6:07 p.m.

Board of Trustees Present: Randale J. Honaker III, President
 Mrs. Jennifer Enseleit, Vice President
 Mrs. Lu Ann Stanley, Secretary
 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. Brenda Oliver, Fiscal Officer

Agenda

2024-027 Mrs. Enseleit moved, seconded by Mrs. Stanley, to approve the agenda.

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

Minutes

2024-028 Mr. Fulford moved, seconded by Mrs. Enseleit, to approve the April 15 ,2024 regular meeting minutes

Roll Call: Ayes; Enseleit, Stanley, Honaker, Powell, Fulford, Crowe. 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 – Meeting to be scheduled
- C. Nominating Committee – Ms. Powell - None
- D. Personnel Committee – Dr. Crowe - None
- E. Policy Committee – Mrs. Enseleit – April 22, 2024 Policy Meeting Minutes

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. The Wright Library Foundation Board met on May 1, 2024
- B. The donor appreciation event held on April 21, 2024 was well attended.
- C. Mrs. Hale will seek a Foundation grant to continue the circulating Roku collection.
- D. The Foundation has developed sub-committees, including the Annual Campaign, Legacy Giving, Marketing and Promotion, and Tour de Gem.
- E. The Battle of the Boards Summer Reading Challenge will officially begin on June 1, 2024.

Fiscal Officer's Reports

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

2024-029 Dr. Crowe moved, Ms. Powell seconded to approve the April 2024 Financial Report, April appropriation transfers, and April Contributions & Donations.

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

Director's Report

- A. Library Statistics – April 2024
- B. Library Highlights – April 2024
- C. Updates
 - a. Facilities – WMPL has been treated for termites; a locust tree will be removed for poor health; vinyl treatment for windows into staff areas has been ordered; one toilet ring seal was replaced, and toilet was shimmed.
 - b. Staff – Two open F-T Librarian positions and one P-T circulation associate position have been posted.
 - c. Technology – WMPL has subscribed to a cybersecurity training program for all users with an @wrightlibrary email address. Mrs. Hale is following up on additional cybersecurity recommendations from WMPL's insurance provider.
 - d. Collections, Services & Programs
 - i. Signposts of Dying program on May 4 was well attended and very well received.
 - ii. Summer Reading Challenge will run June 1 – July 31, and patrons may record their progress through an app or by traditional paper method. Patron registration began on May 20, 2024, and 528 users have already registered.
 - iii. WMPL received one informal verbal complaint and one informal verbal suggestion about book displays in the Children's Room. Mrs. Hale provided the Board with information about the suggestions and the actions taken to investigate and respond. No books were removed from display.
 - e. Community Engagement

- i. WMPL was well represented at the That Day in May parade and festival.
 - ii. The Book Peddler will make regular appearances at the Farmer’s Market and other community events.
 - iii. WMPL has subscribed to a reader’s advisory service that provides subscription reading newsletters to subscribers.
 - f. Other Updates
 - i. Mrs. Hale and Mrs. Oliver attended Legislative Day in Columbus on April 24, 2024, and met with Rep. Andrea White on May 10, 2024, to speak with legislators about reductions to the Public Library Fund.
 - ii. Mrs. Hale, Mrs. Oliver, and Mr. Honaker attended the Southwest Ohio Trustee Dinner on April 25, 2024, sponsored by the Ohio Library Council.
 - iii. There have been no updates from the County Auditor’s office about the 2024 Montgomery County Public Library Fund distribution.
- D. Professional Development
 - a. Mrs. Hale attended “AI and Libraries, Part II” webinar
- E. Community Involvement
 - a. That Day In May planning, April 17 and May 15
 - b. Rotary Club of Oakwood Scholarship Committee, April 16
 - c. Internet Safety Program Planning with OCS, April 22
 - d. Oakwood Inclusion Coalition Annual Meeting, April 30
 - e. Nick Raines, Exec. Director of Dayton Literary Peace Prize, May 1
 - f. Oakwood Inclusion Coalition Leadership Team Meeting, May 7
 - g. Rotary Board, May 8
 - h. Woman’s Literary Club of Dayton, May 2
 - i. Rotary Club, April 19 & 26, May 3, 10, and 17

New Business

- A. Policies
 - a. Employee Manual – New, Update & Delete

2024-030 Dr. Crowe moved, Mr, Fulford seconded to approve the Employee Manual policies new, updates and deletion as follows: Acceptable Use of Library Technology, Confidentiality of Patron records, Credit Union (Delete) , Fair Labor Standards Act Classification, Environmentally Responsible Paper Purchasing, Holidays, Ohio Public Employment Retirement System, Personal Use of Facilities and Equipment, Driving Personal Vehicles on Work Time, Personnel Records, Privacy, Public Records, Recycling, Reimbursement of Travel, Retirement, Separation of Employment, Sick Leave and Telecommuting

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

2024-031 Mrs. Enseleit moved, Mrs. Powell seconded to approve the Public Policies new and updates as follows: Collection Agency, Lost and Found, Meeting Room, Public Participation at Library Board Meetings, Public Records, Security Cameras and Weapons

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

2024-032 Mrs. Enseleit moved, Mrs. Stanley seconded to approve the updated Board of Trustees By-Laws

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

Action Items

Previous Meeting:

- A. Facilities Committee Meeting (Mr. Fulford) – to be scheduled

Current Meeting:

- A. Book Recommendations – Mrs. Stanley

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, Monday, June 17, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

Adjournment

Mr. Fulford moved, seconded by Mrs. Enseleit to adjourn the meeting at 7:42 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President