

WRIGHT MEMORIAL PUBLIC LIBRARY

Board of Trustees

Regular Meeting Minutes

July 15, 2024

Wright Memorial Public Library

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on July 15, 2024. President Randale J. Honaker III called the regular meeting to order at 6:03 p.m.

Board of Trustees Present: Mr. Randale J. Honaker III, President
 Mrs. Jen Enseleit, Vice President
 Mrs. Lu Ann Stanley, Secretary
 Dr. Darrell Crowe
 Mr. Joseph Fulford
 Mr. Bob Eling
 Ms. Candise Powell

A quorum was declared with seven members present.

Others in Attendance:

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

Agenda

2024-041 Mrs. Stanley moved, seconded by Mrs. Enseleit, to approve the agenda, as amended.

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

Minutes

2024-042 Mr. Eling moved, seconded by Mr. Fulford, to approve the June 17, 2024 regular meeting minutes

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

Public Comment

None submitted.

Staff Comment/Report

None.

Board Committee Reports

Standing Committees:

- A. Facilities Committee – Mr. Fulford – Met before this meeting. Went over maintenance and replacement of library facilities
- B. Finance/Audit Committee – Mr. Honaker –
 - 1. Credit Card Compliance Report – June 30, 2024
- C. Nominating Committee – Ms. Powell – Will be scheduling meeting

- 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. The Wright Library Foundation Board met on June 26, 2024
- B. The Foundation approved a grant for \$3,000 to support Doorway to Dayton Museum passes.
- C. The Tour De Gem fundraiser will be held on August 31, 2024.
- D. The Annual campaign mailer has been finalized and will be mailed in August.
- E. The Marketing and Communication committee is developing an eNewsletter.
- F. Mrs. Hale discussed future grant proposals.

Fiscal Officer’s Reports

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

2024-043 Dr. Crowe moved, Mrs. Stanley seconded to approve the June 2024 Financial Report, appropriation transfers, and Contributions & Donations.

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

Director’s Report

- A. Library Statistics – June 2024
- B. Library Highlights – June 2024
- C. Updates
 - a. Facilities
 - i. Three locust trees were removed due to poor health; additional locust trees near Far Hills Avenue must also be removed due to poor health.
 - ii. Community Room HVAC fan was under warranty; total repair cost was \$2,044.70 for labor and other parts.
 - iii. Carpets were cleaned on June 29, 2024.
 - iv. A gold chair purchased in 2021 is being repaired; no cost.
 - v. A large map of the world will be purchased for the Passport Office.
 - b. Staff
 - i. Two offers for F-T librarian positions have been accepted
 - ii. A P-T circulation associate position has been posted.
 - c. Technology
 - i. IT consultant contract is temporarily on a month-to-month basis.

- ii. Mrs. Hale shared WMPL’s June Cybersecurity report and encouraged Trustees to utilize its training resources.
 - iii. WMPL website will be updated to meet new accessibility standards and improve user experience.
 - d. Collections, Services & Programs
 - i. WMPL added a subscription to Booklist Reader, a magazine for book recommendations.
 - ii. Summer Reading Challenge registrations have outpaced 2023.
 - e. Community Engagement –
 - i. WMPL will collaborate with the University Dayton for a grant-funded community read of “Homegoing,” by Yaa Gyasi.
 - f. Other Updates
 - i. The Budget Commission will meet on August 29, 2024, and Jen Enseleit, Kristi Hale, and Brenda Oliver will attend on behalf of WMPL.
- D. Professional Development
 - a. Public sector labor Seminar (Frost Brown Todd LLP), June 26, 2024
- E. Community Involvement
 - a. Rotary Board meeting, July 10, 2024
 - b. Rotary Club meetings, June 28 and July 12, 2024
 - c. UD Public Humanities and Arts Big Read partnership, July 8, 2024

New Business

- A. Capital Expenditures
 - 1. Buck Run Commercial Doors & Hardware – replacement of the south stairwell door – not to exceed \$2,436

2024-044 Mr. Eling moved, Ms. Powell seconded to approve the Buck Run Commercial Doors & Hardware quote not to exceed \$2,436

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

 - 2. Larkin Electric & Cundiff Town & Country Tree Service – Remove electricity on and around 3 locust trees, remove 3 locust trees and grind stumps – not to exceed \$7,500
- 2024-045** Mr. Fulford moved, Mrs. Enseleit seconded to approve the Larkin Electric & Cundiff Town & Country Tree Service to remove electricity and 3 locust trees and grind stumps not to exceed \$7,500
- Roll Call: Powell, Enseleit, Honaker, Eling, Crowe, Fulford, Stanley. Nays; None.

Action Items

- Previous Meeting:
 - A. Facilities Committee Meeting (Mr. Fulford) – done

Current Meeting:

- A. Book Recommendations – Mrs. Stanley
- B. Jen Enseleit - Draft letter to editor
- C. Brenda Oliver - Windows Grant
- D. Candise Powell – Schedule Nominating Committee meeting

Upcoming Meeting Dates & Announcements

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

Adjournment

Dr. Crowe moved, seconded by Mrs. Stanley to adjourn the meeting at 7:16 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President