

# WRIGHT MEMORIAL PUBLIC LIBRARY

## Board of Trustees

### Regular Meeting Minutes

August 19, 2024

Wright Memorial Public Library

#### Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on August 19, 2024. President Randale J. Honaker III called the regular meeting to order at 6:00 p.m.

Board of Trustees Present:      Mr. 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

**2024-046**      Mrs. Stanley Moved, seconded by Mrs. Enseleit, to approve the agenda.

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

#### Minutes

**2024-047**      Dr. Crowe moved, seconded by Mr. Fulford, to approve the July 15, 2024 regular meeting minutes

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

#### Public Comment

    None submitted.

#### Staff Comment/Report

    None.

#### Board Committee Reports

##### Standing Committees:

- A. Facilities Committee – Mr. Fulford
  - 1. July 15, 2024 Facilities Committee meeting minutes
- B. Finance/Audit Committee – Mr. Honaker
- C. Nominating Committee – Ms. Powell
  - 1. August 12, 2024 Nominating Committee meeting minutes
- D. Personnel Committee – Dr. Crowe
- E. Policy Committee – Mrs. Enseleit

**Special Committees:**

- F. Communications Committee – Mrs. Stanley
- G. Strategic Planning Committee – Mr. Eling

**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 a subscription to the Library Speakers Consortium.
- C. The Annual campaign is open.
- D. The Marketing and Communication committee issued their first eNewsletter.
- E. The Legacy Committee is working on a case statement.
- F. Mrs. Hale discussed future grant proposals.

**Fiscal Officer's Reports**

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

**2024-048** Ms. Powell moved, Mrs. Stanley seconded to approve the July 2024 Financial Report, appropriation transfers, and Contributions & Donations.

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

**Director's Report**

- A. Library Statistics – July 2024
- B. Library Highlights – July 2024
- C. Updates
  - a. Facilities
    - i. Low voltage lights must be moved before locust trees can be removed.
    - ii. A timer was installed on the elevator; there have been no issues after installation.
    - iii. WMPL's 1964 windows were discussed; Mrs. Hale will get pricing for replacement for planning purposes.
    - iv. Three (3) wayfinding signs have been ordered for improved user experience.
    - v. The family of former Library Director Thelma Yakura expressed a wish to plant a memorial tree in her honor; they have also offered to donate WMPL's original card catalogs back to WMPL.
    - vi. A world map for the Passport Office has been purchased; installation will occur soon.
  - b. Staff
    - i. WMPL hired Adult Services Librarian Nicole Hartline and Teen Librarian Christian Davell; both began their new positions on August 5, 2024.
    - ii. Terrie Shouse has been hired as a part-time circulation associate
    - iii. The management team is updating the onboarding training curriculum.
  - c. Technology
    - i. Mrs. Hale shared WMPL's July Cybersecurity report; Employee Security Score has improved.

- ii. WMPL will apply for a State and Local Cybersecurity Grant (SLCGP) from the Department of Homeland Security for equipment replacement and security services.
    - iii. Website upgrade will be implemented on August 20, 2024
    - iv. IT consultant contract has continued to be on a month-to-month basis.
  - d. Collections, Services & Programs
    - i. WMPL received a clean audit report for passport processing.
  - e. Community Engagement –
    - i. WMPL’s 150<sup>th</sup> birthday celebration for Katharine Wright attracted more than 100 people.
    - ii. The Library Ambassador induction will occur in September.
    - iii. Fall emphasis will be on voter services and a Community Read of “The Anxious Generation” by Jonathan Haidt.
- D. Director Community Involvement
  - a. Rotary Meetings, July 19, 2024 and August 2 and 16, 2024
  - b. Rotary Board Meeting, August 14, 2024
  - c. Author Book Launch, August 15, 2024

## New Business

- A. Capital Expenditures
  - i. Buck Run Commercial Doors & Hardware – Replacement of the south stairwell door – Not to exceed \$3,500

**2024-049** Mr. Fulford moved, Mrs. Stanley seconded to approve the Buck Run Commercial Doors & Hardware quote not to exceed \$3,500

Roll Call: Ayes; Enseleit, Powell, Honaker, Stanley, Crowe, Fulford. Nays: None.
- B. Contracts
  - i. Environmental Control – 1 Year Cleaning Contract – Effective September 1<sup>st</sup>, increases to \$2,541.42 a month to include all areas of library including outside trash

**2024-050** Mrs. Enseleit moved, Ms. Powell seconded to approve the Environmental Control contract for 1 year of cleaning effective September 1<sup>st</sup> at \$2,541.42 a month

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

  - ii. National Cryptologic Museum Agreement – Long-term loan of Enigma Analog, Enigma Stepping Display, Bombe Rotor, and Bombe Wheel Setting Cards

**2024-051** Mr. Fulford moved, seconded by Dr. Crowe to approve the National Cryptologic Museum Agreement for a long-term loan of the Enigma Analog, Enigma Stepping Display, Bombe Rotor, and Bombe Wheel Setting Cards

Roll Call: Powell, Enseleit, Stanley, Honaker, Fulford, Crowe. Nays: None.
- C. New Employee Policy – Staff Participation at a Board Meeting

**2024-052** Mrs. Enseleit moved, Candise seconded to approve the Staff Participation at a Board Meeting Policy

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

D. Letter to the Editor from Library Trustees regarding Wright Library Funding Sources

**2024-053** Mrs. Enseleit moved, Candise seconded to approve the letter to the Editor from the Library Trustees regarding Wright Library Funding Sources

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

### Action Items

Previous Meeting:

- A. Book Recommendations – Mrs. Stanley
- B. Scheduling of Nominating meeting – Ms. Powell - Done
- C. Windows Grant – Mrs. Oliver – Done
- D. Letter to the Editor – Mrs. Enseleit - Done

Current Meeting:

- A. Book Recommendations – Mrs. Stanley

### Upcoming Meeting Dates & Announcements

BOT Meeting – Regular Meeting, Monday, September 16, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

### Adjournment

Mrs. Stanley moved, seconded by Mr. Fulford to adjourn the meeting at 7:30 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Randale J. Honaker III, President