

WRIGHT MEMORIAL PUBLIC LIBRARY

Board of Trustees

Regular Meeting Minutes

December 18, 2024

Wright Memorial Public Library

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on December 18, 2024. President Randale J. Honaker III called the regular meeting to order at 5:17 p.m.

Board of Trustees Present: Mr. Randale J. Honaker III, President
 Mrs. Jennifer Enseleit, Vice President
 Mrs. Lu Ann Stanley, Secretary
 Mr. Joseph Fulford
 Dr. Darrell Crowe
 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 Coordinator

Agenda

2024-071 Dr. Crowe moved, seconded by Mr. Eling, to approve the agenda

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

Minutes

2024-072 Mrs. Stanley moved, seconded by Mr. Fulford, to approve the November 18, 2024 regular meeting minutes

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

Public Comment

None.

Staff Comment/Report

Brian expressed staff appreciation to Randale Honaker and Lu Ann Stanley for their Board service.

Board Committee Reports

Standing Committees:

- A. Facilities Committee – Mr. Fulford
- B. Finance/Audit Committee – Mr. Honaker

1. November 18, 2024 Finance Committee Minutes – Update on Montgomery County PLF Distribution discussions
- C. Nominating Committee – Ms. Powell
 1. November 21, 2024 Nominating Committee 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 December 4, 2024
- B. The officers for 2025 will be Caitlin Benton, President; Laura Berger, Vice President; Erin Farnsel, Treasurer; and Michelle Henne, Secretary.
- C. The Foundation will be interviewing several new potential members
- D. The Foundation approved a grant for a bench in front of the building in honor of Trustee Lu Ann Stanley and a Trustee reception.
- E. The Annual Campaign has raised \$76,000 YTD, which surpasses its goal of \$60,000 and makes it their highest giving year.

Fiscal Officer's Reports

- A. Financial Report – November 2024
- B. November/December Appropriation Transfers
- C. Amend Estimated Resources & Annual Appropriation Budget 2024

2024-073 Mrs. Enseleit moved, seconded by Mrs. Stanley, to approve the November Financial Report, November/December appropriation transfers, and amend 2024 Estimated Resources & Annual Appropriation Budget

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

Director's Report

- A. Library Statistics – November 2024
- B. Library Highlights – November 2024
- C. Updates
 - a. Facilities
 - i. Brick pavers at NW corner were regraded.
 - ii. WWII artifacts exhibit panels have been drafted, and a new community project partner may offer to offset exhibit costs.
 - b. Staff
 - i. Facilities Technician position is still open.
 - c. Technology
 - i. A new IP Pathways contract proposal for managed IT services will cover services through June 30, 2025. Mrs. Hale and Mrs. Oliver will seek other proposals before renewing.
 - d. Collections, Services & Programs

- i. WMPL received two Requests for Reconsideration of Library Materials for a single book title. Mrs. Hale’s findings determined that the book meets WMPL’s Collection Development Policy selection criteria. The book will be retained.
 - ii. The first Teen Exam Break on December 18, 2024 attracted more than 100 teens.
 - iii. WMPL will host a Winter Reading Challenge in January.
 - e. Community Engagement
 - i. The Society for the Blind will meet monthly at WMPL through February; WMPL staff were given some customer service tips for serving this population.
 - D. Professional Development
 - a. FMLA & ADA Today: what you need to know for 2025 (December 4, 2024)
 - E. Community Involvement
 - a. Rotary Club Meetings, November 22, December 6 and 13, 2024
 - b. Woman’s Literary Club of Dayton, November 21

New Business

- A. Request for Statement of Qualifications for Architect, Surveyor, or Engineer.

2024-074 Mr. Fulford moved, seconded by Mr. Eling to approve the amended Request for Statement of Qualifications for Architect, Surveyor, or Engineer, changing \$50,000 to \$75,000

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

- B. Estimated Resources & Annual Appropriations Budget 2025

2024-075 Dr. Crowe moved, seconded by Mrs. Enseleit to approve the Resolution for Estimated Resources and Annual Appropriation Budget 2025

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

- C. Expenditures in excess of \$10,000

- 1. State Library of Ohio, Ohio Digital Library Agreement-OverDrive, Inc. (Digital Content Consortium Collection MOU – 2025 for \$16,612)

2024-076 Mr. Eling moved, seconded by Mrs. Enseleit to approve the State Library of Ohio, Ohio Digital Library Agreement – OverDrive, Inc. MOU for 2025 for \$16,612

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

- 2. Marketing Agreement – Great Stories, LLC (2025 \$22,344)

2024-077 Mr. Fulford moved, seconded by Mrs. Stanley to approve the Great Stories, LLC 2025 Marketing Agreement for \$22,344

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

3. IP Pathways – 6 Month Managed Service Agreement starting 1/1/25

2024-078 Mrs. Enseleit moved, seconded by Ms. Powell to approve the IP Pathways – 6 Month Managed Service Agreement starting 1/1/25 not to exceed \$21,000

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

D. Policies

1. Financial Policies Update

2024-079 Mrs. Stanley moved, seconded by Mr. Fulford to approve the Financial Policies Update

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

E. Trustee Nominations –

1. Donna Rosenbaum – Term Commencing on January 1, 2025 and ending on December 31, 2028
2. Andrew Strombeck – Term Commencing on January 1, 2025 and ending on December 31, 2031

2024-080 Dr. Crowe moved, seconded by Mr. Eling to approve the Trustee Nomination of Donna Rosenbaum for the Term Commencing on January 1, 2025 and ending December 31, 2028

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

2024-081 Mrs. Stanley moved, seconded by Ms. Powell to approve the Trustee Nomination of Andrew Strombeck for the Term Commencing on January 1, 2025 and December 31, 2031

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

Action Items

Previous Meeting:

- A. None

Current Meeting:

- A. Book Recommendations – Mrs. Stanley
- B. Follow up with County Commissioners
- C. IT Services

Resolution for Randle J. Honaker III

Whereas, Randle J. Honaker III served on the Board of Trustees of Wright Memorial Public Library from March 2017 to December 2024; both as Vice President and President and,

Whereas, the Board of Trustees, Director, and Fiscal Officer faithfully acknowledge that Randale J. Honaker III made highly noteworthy contributions to the Library and to the community by his leadership and dedicated service during his tenure on the Board; and,

Whereas, Randale J. Honaker III served the Library during a profound period of change, supporting the Library through two comprehensive renovation projects that were achieved on time and within budget, despite a pandemic; and,

Whereas, Randale J. Honaker III was instrumental in improving the financial health of the Library; contributed a unique and valuable perspective in hiring three Fiscal Officers; overhauled operational policies; and enhanced the Board's fiscal stewardship.

Now, therefore, the Board of Trustees, Director, and Fiscal Officer wish to formally recognize and thank Randale J. Honaker III for his outstanding service as President and Vice President of the Board, Chair of the Finance/Audit and Personnel Committees and an active member of the Nominating and Policy Committees.

Be it resolved, that the Board of Trustees, Director, and Fiscal Officer, on behalf of the Oakwood Community, the staff of Wright Memorial Public Library, and library patrons, heartily extend to Randale J. Honaker III their sincere thanks for his conscientious service and wish him every good fortune in all future endeavors; and,

Be it resolved that Randale J. Honaker III be furnished a copy of this resolution and that a copy of this resolution be made a part of the minutes of this regular meeting. Adopted unanimously this eighteenth day of December 2024.

Resolution for Lu Ann Stanley

Whereas, Lu Ann Stanley served on the Board of Trustees of Wright Memorial Public Library from January 2011 to December 2024; as Board President, Vice President, and Secretary; and,

Whereas, the Board of Trustees, Director, and Fiscal Officer would like the record to show that Lu Ann Stanley also served on and chaired the Foundation Board for many years prior; and,

Whereas, Lu Ann Stanley expertly drove an enormous increase in Wright Library's philanthropic successes, enabling key enhancements to two major facility renovations; and,

Whereas, Lu Ann Stanley set a high standard for renovation excellence regarding décor, historic harmony, furnishings, carpets, lighting, stained glass, landscaping, and even parking; and,

Whereas, Lu Ann Stanley steadfastly and successfully advocated for Wright Library's many accomplishments to be recognized by the prestigious *Library Journal's* Star rating award.

Now, therefore, the Board of Trustees, Director, and Fiscal Officer wish to formally commend Lu Ann Stanley for her service on the Executive team, Chair of the Communications Committee, Liaison to the Foundation Board, as an active member of the Strategic Planning and Facilities Committees; and her diligence in hiring two Directors, four Fiscal Officers, and many trustees.

Be it resolved, that the Board of Trustees, Director, and Fiscal Officer, on behalf of the Oakwood Community, the staff of Wright Memorial Public Library, and library patrons, heartily extend to Lu Ann Stanley their sincere thanks for her conscientious service and wish her every good fortune in all future endeavors; and,

Be it resolved that Lu Ann Stanley be furnished a copy of this resolution and that a copy of this resolution be made a part of the minutes of this regular meeting. Adopted unanimously this eighteenth day of December 2024.

2024-082 Dr. Crowe moved, seconded by Mrs. Enseleit to approve the Board Resolutions for Randale Honaker III and Lu Ann Stanley

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

Upcoming Meeting Dates & Announcements

BOT Meeting – Organizational Meeting, Monday, January 27, 2025 @ 6:00 p.m. to be held at Wright Memorial Public Library

BOT Meeting – Regular Meeting, Monday, January 27, 2025 @ 6:30 p.m. to be held at Wright Memorial Public Library

Executive Session – Personnel

2024-083 Dr. Crowe 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, Eling - yes. Went into Executive Session at 6:30 p.m.

2024-084 Mrs. Enseleit moved, seconded by Dr. Crowe to come out of Executive Session – to review performance of a Public Official

Roll Call: Crowe-yes, Enseleit – yes, Honaker – yes, Fulford – yes, Eling – yes, Stanley – yes, Powell – yes. Came out of Executive Session at 6:43 p.m.

2023-085 Dr. Crowe moved, seconded by Mrs. Stanley to approve the compensation adjustments for the Director and Fiscal Officer as discussed in executive session

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

Adjournment

Mr. Eling moved, seconded by Mr. Fulford to adjourn the meeting at 6:44 p.m.

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

Respectfully submitted,

Jen Enseleit, Vice President

Darrell Crowe, Board Member