

**Board of Trustees**  
Regular Meeting Minutes  
September 21, 2020

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on September 21, 2020 held virtually. President Joseph Fulford called the regular meeting to order at 6:03 p.m.

Board of Trustees Present:            Mr. Joseph Fulford  
   Mr. Randale J. Honaker III  
   Mrs. Lu Ann Stanley  
   Dr. Darrell Crowe  
   Mr. Bob Eling  
   Mr. Josh Lounsbury

A quorum was declared with six members present.

Others in Attendance:  
   Mrs. Kristi Hale, Director  
   Mrs. Mary Hopton, Fiscal Officer  
   Mr. Brian Potts, Adult Services Coordinator

**Agenda**  
**2020-062**

Mrs. Stanley moved, seconded by Mr. Honaker to approve the agenda.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

**Minutes**  
**2020-063**

Dr. Crowe moved, seconded by Mr. Lounsbury to approve the minutes of the August 17, 2020 Regular Meeting and the September 8, 2020 Special Meeting.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

**Public Comment**

None.

**Staff Comment / Report**

None.

**Personnel Committee – Mr. Honaker**

A. Reminder Director and Fiscal Evaluations are coming due.

**Communications Committee – Mrs. Stanley**

A. Meeting on August 26, 2020

**Library Foundation Liaison Report – Mrs. Hale and Mr. Fulford**

- A. The Foundation Board met virtually on September 2, 2020.
- B. Private Capital Campaign
  - 1. Meetings with prospects for major gifts will start soon.
  - 2. A structure was established by the Library Board to commemorate major gifts to the project.
  - 3. Mrs. Hale and Mr. Fulford shared campaign goal for the combined Board of Trustees and Library Foundation Board.
- C. The Wright Library Gem City Riders fundraising team in the Tour de Gem raised \$4,230 with a team of 14 riders.

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**Fiscal Officer's Report – Mrs. Hopton**

A. Financial Report – August 2020

**2020-064** Mr. Lounsbury moved, seconded by Dr. Crowe to accept the Financial Reports – August 2020.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

B. New Coronavirus Relief Fund

**2020-065** Mr. Eling moved, seconded by Mr. Honaker to approve the creation of the Coronavirus Relief Fund.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

C. Amend Estimated Resources & Annual Appropriations Budget 2020

**2020-066** Mr. Lounsbury moved, seconded by Mr. Honaker to Amend Estimated Resource & Annual Appropriations Budget 2020.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

D. Resolution Accepting the Amounts and Rates for Tax Year 2020/Collection Year 2021 as Determined by the Montgomery County Budget Commission.

**2020-067** Mr. Eling moved, seconded by Dr. Crowe to accept the Amounts and Rates for Tax Year 2020/Collection Year 2021 as Determined by the Montgomery County Budget Commission.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

E. Change Order Authorization/Approval Procedure

Discussion was had on how to structure the change order authorization/approval procedures for the pending building project. This procedure was tabled until Danis has a Guaranteed Maximum Price (GMP) to present to the Board for approval.

F. COVID-19 Budget Impact for FY 2020 and FY 2021.

**Director's Report – Mrs. Hale**

A. Director's Report

B. Library Usage Report and Collection Statistics - addendum

C. Library Highlights - addendum

D. Updates

1. Facilities –

- a) Quarantine periods for returned materials have been adjusted based on Battelle Research.
- b) Furniture that will not be used during or after the renovation is being donated to charity or disposed of.

2. Staff –

- a) Staff levels are low, and hiring freeze will be lifted as services and hours are extended.
- b) Staff Training Day topics will include Resilience training and Diversity, Equity, and Inclusion.

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3. Technology –
  - a) Mrs. Hale presented inventory of needed new technology for approval under New Business.
4. Collections, Services & Programs –
  - a) Services
    1. Hours have been extended until 7 p.m. on weekdays.
  - b) Collections
    1. New Interlibrary loan service was launched on September 9.
    2. WMPL added a new collection called Binge Wright, which are themed collections of 4 – 6 films in one case.
    3. WMPL will be adding a subscription to Raz-Plus, a K-5 online literacy program, that will support online and homeschool students.
  - c) Programs
    1. WMPL’s “Let’s Talk” program series is to be featured in the Sept/Oct issue of Public Libraries magazine.
4. Community Engagement –
  - a) WMPL is promoting voting and the 2020 census, and Library Card Signup Month.
5. Other Updates –
  - a) Mrs. Hale and Mr. Fulford attended the annual Budget Commission hearing.
  - b) Mrs. Hale announced the establishment of the Oakwood Inclusion Coalition, a citizen driven organization with the mission to “study, promote, and celebrate an inclusive, equitable, diverse and welcoming environment and community for everyone who lives, works, visits, or passes through Oakwood.”
  - c) Dayton Metro Library Director Tim Kambitsch announced his upcoming retirement. Mr. Kambitsch has been a helpful colleague to smaller Montgomery County library systems and will be missed.
6. Community Involvement –
  - a) Rotary, 8/21, 9/4, 9/11
  - b) Oakwood Inclusion Coalition (OIC) meeting, 8/27
  - c) Budget Commission Hearing, 8/27
  - d) Central/SW Ohio OLC Trustee Dinner, 9/3

**Executive Session****2020-068**

Mrs. Stanley moved, seconded by Mr. Honaker at 7:17 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated requests a public hearing.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

**2020-069**

Mrs. Stanley moved, seconded by Dr. Crowe to exit Executive Session and reconvene to Regular Session at 7:38 p.m.

**New Business**

- A. Facilities/Strategic Planning – Mrs. Hale
  1. A project kickoff meeting was held on 9/10 with Design Firm and Construction Manager at Risk (CMR).
  2. Master Plan will be reviewed and needed adjustments made. A two-phase construction schedule is being discussed.

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3. Some environmental testing and other pre-construction work will be completed this fall.
4. Mrs. Hale, Mr. Fulford, Mr. Eling, and CMR met with City staff on 9/8/20 to discuss project. City staff determined that the project plans would not be approval from the Planning Commission.

B. Policy Changes

1. Library Cards Policy
2. Teacher Card Policy

**2020-070** Mr. Eling moved, seconded by Dr. Crowe to approve the Changes to the Library Cards and Teacher Card Policies

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

C. Capital Projects Fund Expenditures

1. Tech Refresh Plan – Capital Projects fund (SSI for \$9,714)

**2020-071** Mrs. Stanley moved, seconded by Mr. Lounsbury to approve the Capital Projects Fund Expenditures for the Tech Refresh Plan

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

D. Expenditure over \$1,000

1. CARES Act Grant – Coronavirus Relief Fund (\$25,000)

**2020-072** Mr. Honaker moved, seconded by Mr. Eling for the Appropriation of Funds in the Coronavirus Relief Fund for CARES Act Grant Purchases.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

**Action Items**

**Prior Meeting:**

- A. Communicated Construction Manager Decision – Mrs. Hale (closed)
- B. Information on OLC Virtual Trustee Dinner – Mrs. Hale (closed)
- C. Forward AIA Architect Contract to Kevin. Malof for Review and AIA Construction Manager Contract to Kevin Malof and Josh Lounsbury to review – Mrs. Hopton (closed)
- D. Meeting with LWC and Danis – Mrs. Hale (closed)
- E. Special Board Meeting – Mrs. Hale (closed)

**Current Meeting:**

- A. Capital Campaign Statement and Case Statement to Trustees – Mrs. Hale
- B. Oakwood Inclusion Materials to Trustees – Mrs. Hale
- C. Personnel and Finance Committee Meetings – Mrs. Hale
- D. Change Order Authorization/Approval Procedure Tabled until Meeting with GMP Discussion – Mrs. Hopton
- E. Project Team Meeting for Project Budget – Mrs. Hale & Mrs. Hopton

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**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Regular Meeting, October 19, 2020 @ 6:00 p.m. to be held virtually.

**Adjournment**

Mr. Eling moved, seconded by Mrs. Stanley to adjourn the meeting at 7:59 p.m.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Lounsbury. Nays; None.

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President