

Board of Trustees
Regular Meeting Minutes
October 19, 2020

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on October 19, 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
 Mrs. Jennifer Enseleit
 Mr. Josh Lounsbury (*arrived at 6:55 p.m.*)

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
Mrs. Judy Cook, former Oakwood City Mayor
Mr. Norb Klopsch, Oakwood City Manager
Dr. Kyle Ramey, Oakwood City School Superintendent

Agenda

2020-075

Mrs. Enseleit moved, seconded by Mr. Eling to approve the agenda.

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

Minutes

2020-076

Mrs. Stanley moved, seconded by Mrs. Enseleit to approve the minutes of the September 21, 2020 Regular Meeting and the October 5, 2020 Special Meeting.

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

Oakwood Inclusion Coalition

Comments given by Mrs. Hale and Mrs. Cook regarding the Oakwood Inclusion Coalition.

2020-077

Mr. Eling moved, seconded by Mrs. Stanley to support the Oakwood Inclusion Coalition (OIC) with representative participation in the OIC meetings, programs and events.

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

Public Comment

None.

Staff Comment / Report

None.

Personnel Committee – Mr. Honaker

A. Director and Fiscal Evaluations are due to Randy by December 11, 2020.
Evaluations will be discussed during executive session at the December meeting.

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Library Foundation Liaison Report – Mrs. Hale and Mrs. Enseleit

- A. The Foundation Board met virtually on October 7, 2020.
 - 1. Approved a grant for COVID-19 related recovery funds.
- B. Private Capital Campaign
 - 1. Several major gifts have been received. A leadership gift of \$500,000 from Mr. David Flory will be announced publicly.
 - 2. The Library Board and the Foundation Board have pledged over \$45,000 to the campaign.
- C. The Annual Campaign has begun.

Fiscal Officer's Report – Mrs. Hopton

- A. Financial Report – September 2020
- B. Donations & Contributions

2020-078

Dr. Crowe moved, seconded by Mr. Honaker to accept the Financial Reports – September 2020 and the Donations and Contributions.

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

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) Modest service adjustments were made due to fall weather.
 - b) Roof leak was repaired.
 - 2. Staff –
 - a) Two Substitute Customer Service Associates were hired.
 - b) WMPL Circulation Services Coordinator will retire in November. The position will be changed to Operations Coordinator.
 - c) Staff Training Day topics included Resilience and Diversity.
 - 3. Technology –
 - a) The library's app will be updated soon.
 - b) Additional external Wi-Fi access points will be installed using CARES Act funds.
 - 4. Collections, Services & Programs –
 - a) Services
 - 1. Notary service has been restored.
 - 2. Passport agents must retrain prior to restarting service.
 - b) Collections
 - 1. The CD music collection has been discontinued.
 - 2. Weeded audiovisual materials are available for sale.
 - c) Programs
 - 1. Antiracism programming has been well-attended.
 - 2. WMPL offered outdoor yoga classes and will offer a campfire program.
 - 4. Community Engagement –
 - a) Library Ambassadors created a library entry for Scarecrow Row.
 - 5. Other Updates –
 - a) WMPL's programs on current topics of interest are non-partisan and support the Library's mission to provide education and information

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6. Community Involvement –
 - a) Rotary, 10/2, 10/9, 10/16
 - b) City Council Meeting, 10/5
 - c) School Board Meeting, 10/12
 - d) Rotary Board Meeting, 10/13

New Business

- A. Facilities/Strategic Planning – Mrs. Hale
 1. The construction project will be called The Next Chapter: the Wright Library Revitalization Project
 2. Plans are underway to prepare for construction.
 3. The City of Oakwood has been consulted about possible parking changes on Aberdeen and utilization of Kathryn Wright Park.
 4. WMPL has consulted the OSU Ag Extension office about a native plant garden area.
- B. Capital Projects Fund Expenditures
 1. Barracuda Backup Equipment (SSI \$2,275)
 2. E-Rate FY 2020 (Educational Plus \$600)

2020-079

Mr. Honaker moved, seconded by Mrs. Enseleit to approve the Capital Projects Fund Expenditures for Equipment and Professional Services.

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

Action Items

Prior Meeting:

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

Current Meeting:

- A. Trustees Evaluation of the Director and Fiscal Officer due by December 11th for discussion in Executive Session at the December meeting – Mr. Honaker
- B. Statistics for Indoor/Outdoor Wi-Fi Usage – Mrs. Hale
- C. Self-Evaluation by the Director and Fiscal Officer due to Mr. Honaker by October 30, 2020 – Mrs. Hale and Mrs. Hopton

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, November 16, 2020 @ 6:00 p.m. to be held virtually.

Adjournment

Mr. Lounsbury moved, seconded by Mrs. Enseleit to adjourn the meeting at 7:10 p.m.

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

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Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President