

Board of Trustees
Regular Meeting Minutes
November 16, 2020

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on November 16, 2020 held virtually. President Joseph Fulford called the regular meeting to order at 6:02 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

A quorum was declared with seven members present.

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

Agenda
2020-080

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

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

Minutes
2020-081

Mr. Lounsbury moved, seconded by Mrs. Stanley to approve the minutes of the October 19, 2020 Regular Meeting.

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

Public Comment

None.

Staff Comment / Report

None.

Finance/Audit Committee – Mr. Lounsbury

A. Meeting on November 2, 2020 – Mr. Lounsbury

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

- A. The Foundation Board met virtually on November 4, 2020.
- B. A grant for 2021 WYSO Book Nook Sponsorship for \$1,500 was approved
- C. Capital Campaign has received pledges and gifts at over \$1 million.
 - 1. There is 100% participation from the Library Board and the Foundation Board.
 - 2. Additional commemorative opportunities were discussed.
 - 3. The campaign is transitioning from leadership gifts to large gifts.
- D. The Annual Campaign is on track in total gifts and number of donors compared to 2019.

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Fiscal Officer's Report – Mrs. Hopton

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

2020-082

Mr. Lounsbury moved, seconded by Mr. Eling to accept the Financial Reports – October 2020 and the Donations and Contributions.

Roll call: Ayes; Fulford, Honaker, Stanley, Crowe, Eling, Enseleit, Lounsbury. 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. COVID-19 Planning
 - 2. Facilities – Staff are preparing for construction.
 - 3. Staff –
 - a) Circulation Coordinator Mrs. Dianne Tankersley is retiring on Nov. 25, after 24 years of valuable service to WMPL. Mr. Fulford expressed gratitude for Mrs. Tankersley's service and remarked that she has been an important leader of WMPL's exceptional customer service culture.
 - b) Mr. Brian Potts accepted the Operations Coordinator position, which will supplant the Circulation Coordinator role.
 - c) Mrs. Elizabeth Schmidt accepted the Adult Services Coordinator position, vacated by Mr. Potts.
 - d) A librarian position has been posted to replace Mrs. Schmidt
 - 4. Technology – Cares Act technology will be deployed in December, including staff laptops and exterior Wi-Fi access points.
 - 5. Collections, Services & Programs –
 - a) Services –
 - 1. Passport agents are getting retrained so that the service can be restarted.
 - b) Programs –
 - 1. Virtual programs have been well-attended, and many virtual field trips will be offered over the winter break from museums around Ohio.
 - 4. Community Engagement –
 - a) WMPL will promote Library Foundation giving.
 - 5. Community Involvement –
 - a) Rotary, 10/23, 11/6, 11/13
 - b) Rotary Board Meeting, 11/10
 - c) Five donor presentations
 - d) Three OIC planning meetings
 - e) Small Library Director meeting, 10/29
 - f) SWON Board Meeting, 11/11

New Business

- A. Facilities/Strategic Planning – Mrs. Hale
 - 1. Staff continue to prepare for construction.
 - 2. Asbestos abatement in Phase I will not require closing to the public.
 - 3. Mrs. Hale is discussing with the City of Oakwood the boundaries of the project with respect to the City's lease of Kathryn Wright Park and parking on Aberdeen.

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4. WMPL received initial schematic design estimate from Construction Manager; revised estimate based on Design Development will be issued soon.
 5. IT and Security planning requires a consultant for coordination.
- B. Capital Projects Fund Expenditures
1. Technology Scoping & Procurement Assistance (Danis – not to exceed \$7,000)

2020-083 Mr. Honaker moved, seconded by Dr. Crowe to approve the Capital Projects Fund Expenditure for Technology Scoping & Procurement Assistance.

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

C. Compensation System Pay Scale 2020 (Revised) and 2021

2020-084 Mr. Honaker moved, seconded by Mrs. Enseleit to approve the Compensation System Pay Scale 2020 (Revised) and 2021.

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

D. Health Insurance Benefit Rates 2021

2020-085 Mr. Lounsbury moved, seconded by Mrs. Enseleit moved to approve the Health Insurance Benefit Rates 2021.

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

E. December Meeting Date Change

2020-086 Mrs. Enseleit moved, seconded by Mr. Eling to change the December meeting date to December 14, 2020.

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

Action Items

Prior Meeting:

- A. Trustees Evaluation of the Director and Fiscal Officer due by December 14th for discussion in Executive Session at the December meeting – Mr. Honaker
- B. Statistics for Indoor/Outdoor Wi-Fi Usage – Mrs. Hale (closed)
- C. Self-Evaluation by the Director and Fiscal Officer due to Mr. Honaker by October 30, 2020 – Mrs. Hale and Mrs. Hopton (closed)

Current Meeting:

- A. Trustees Evaluation of the Director and Fiscal Officer due by December 7th for discussion in Executive Session at the December meeting – Mr. Honaker
- B. Capital Campaign – Mrs. Hale & Mrs. Stanley

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- C. Mechanism to Evaluate the Pay Scale to Board in December every other year – Mrs. Hopton
- D. Committee Assignment Request by December 14th to Mr. Fulford – All Trustees

Upcoming Meeting Dates & Announcements

- A. BOT Meeting – Regular Meeting, December 14, 2020 @ 6:00 p.m. to be held virtually.

Adjournment

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

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President