

**Board of Trustees**  
Regular Meeting Minutes  
December 14, 2020

**Call to Order**

The Wright Memorial Public Library Board of Trustees met in regular session on December 14, 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 6:05 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, Operations Coordinator

**Agenda**

**2020-089**

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

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

**Minutes**

**2020-090**

Mrs. Enseleit moved, seconded by Dr. Crowe to approve the minutes of the November 16, 2020 Regular and the November 30, 2020 Special Meeting.

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

**Public Comment**

None.

**Staff Comment / Report**

None.

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

- A. The Foundation Board met virtually on December 2, 2020.
- B. A grant for adding the Freegal streaming music service was approved.
- C. Both the Capital Campaign and the Annual Campaign are showing success.

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

- A. Financial Report – November 2020
- B. Amended Estimated Revenues and Annual Appropriations Budget 2020

**2020-091**

Mr. Lounsbury moved, seconded by Mr. Eling to approve the minutes of the November Financial Report and Amended Estimated Revenues and Annual Appropriations Budget 2020.

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

**Board of Trustees**  
Regular Meeting Minutes  
December 14, 2020

C. Estimated Revenues and Annual Appropriations Budget 2021

**2020-092** Mr. Eling moved, seconded by Mr. Lounsbury to approve the Estimated Revenues and Annual Appropriations Budget 2021.

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 – the library will reopen for essential services on Friday, December 18, 2020. Service will be limited.
  - 2. Facilities – much of the moving in preparation for construction is complete.
  - 3. Staff - Staff evaluations and merit increases have been finalized. Interviews for a full-time librarian are underway.
  - 4. Technology – Three exterior Wi-Fi access points were installed with Cares Act grant funding; other Cares Act funded technology is on back order.
  - 5. Collections, Services, & Programs – A new and improved Wright Library app is available to patrons.
  - 6. Community Engagement – Wright Library has earned a 5-Star rating in the 2020 Library Journal Star Libraries Report. This is Wright Library's first ever 5-Star rating.
  - 7. Community Involvement
    - a) Rotary, 11/20, 12/4, 12/11
    - b) Rotary Board Meeting, 12/ 8
    - c) Oakwood Inclusion Coalition Leadership Team, 11/23, 11/30, 12/10
    - d) Donor Meetings, 11/19, 12/9

**New Business**

- A. Facilities/Strategic Planning – Mrs. Hale
  - 1. Trees have been identified for removal by end of December.
  - 2. Shelving end caps will be replaced rather than refinished as a cost savings
  - 3. WMPL may have to be closed for part of the demolition work in January.
  - 4. Mrs. Hopton will propose parameters to the Board for handling GMP and Owner Contingencies of the renovation project.
- B. Amendment and Restatement of Lease Agreement with City of Oakwood

**2020-093** Mr. Lounsbury moved, seconded by Dr. Crowe to approve the Amendment and Restatement of the Lease Agreement with the City of Oakwood.

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

- C. Major Expenditures Exceeding \$10,000
  - 1. State Library of Ohio, Ohio Digital Library – OverDrive, Inc. (Digital Content Consortium Collection – 2021 MOU)

**Board of Trustees**  
Regular Meeting Minutes  
December 14, 2020

**2020-094** Mrs. Enseleit moved, seconded by Mr. Lounsbury to approve the expenditure of \$12,017 for OverDrive, Inc. Subscription.

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

**D. Capital Projects Fund Expenditures**

1. Security System – Midwest Security (\$4,600)
2. Furniture Refinishing – Pete’s Furniture Repair (\$3,500)
3. Asbestos Removal – LEPI Enterprises (\$10,360 base bid only)

**2020-095** Mr. Eling moved, seconded by Mrs. Stanley to approve capital expenditures for the Security System of \$4,600, Furniture Refinishing of \$3,500 and for Asbestos Removal of \$10,360 for the Base Bid Only.

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 7<sup>th</sup> for discussion in Executive Session at the December meeting – Mr. Honaker (closed)
- B. Capital Campaign – Mrs. Hale & Mrs. Stanley (closed)
- C. Mechanism to Evaluate the Pay Scale to Board in December every other year – Mrs. Hopton (closed)
- D. Committee Assignment Request by December 14<sup>th</sup> to Mr. Fulford – All Trustees (closed)

**Current Meeting:**

- A. Next Chapter Project Change Order Procedure Proposal to Board of Trustees due back by January 15, 2021 – Mrs. Hopton
- B. Intention of Using Katherine Wright Park – seek pre-approval for use with the City of Oakwood at the February Meeting – Mrs. Hale and Mr. Fulford

**Executive Session**

**2020-096** Mrs. Stanley moved, seconded by Mr. Honaker to enter into Executive Session at 7:35 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 individual requests a public hearing.

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

**2020-097** Mrs. Enseleit moved, seconded by Mrs. Stanley to exit Executive Session and reconvene to Regular Session at 8: p.m.

**Board of Trustees**  
Regular Meeting Minutes  
December 14, 2020

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

**2020-098** Mr. Honaker moved, seconded by Mrs. Enseleit moved to approve the evaluations for the Director and Fiscal Officer.

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

**Upcoming Meeting Dates & Announcements**

- A. BOT Meeting – Organizational Meeting, January 25, 2020 @ 6:00 p.m. to be held virtually.
- B. BOT Meeting – Regular Meeting, January 25, 2020 @ 6:15 p.m. to be held virtually.

**Adjournment**

Mr. Honaker moved, seconded by Dr. Crowe to adjourn the meeting at 8:32 p.m.

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Joseph Fulford, President