

Board of Trustees
Regular Meeting Minutes
January 25, 2021

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on January 25, 2021 held virtually. President Joseph Fulford called the regular meeting to order at 6:28 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. Joshua Lounsbury

A quorum was declared with seven members present.

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

Agenda
2021-008

Dr. Crowe moved, seconded by Mrs. Enseleit to approve the agenda.

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

Minutes
2021-009

Mr. Lounsbury moved, seconded by Mr. Eling to approve the minutes of the December 14, 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. Mr. Lounsbury reviewed the Credit Card Compliance Report.

Library Foundation Liaison Report – Mrs. Enseleit

- A. The Foundation Board met virtually on January 6, 2021.
- B. The 2020 annual fundraising campaign surpassed its fundraising goal.
- C. The Capital Campaign is 75% to goal. Additional strategies are being planned.

Next Chapter Project

- A. Pre-construction Expenditures
 - 1. \$16,758.41 remains available from the \$55,000 approved pre-construction allocation.
- B. Change Order Procedures

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1. Change orders for the Next Chapter Project within the GMP are not to exceed \$50,000 cumulatively for the Project Team with Board of Trustees approval needed over \$50,000.
2. Change orders for the Next Chapter Project outside of the GMP are not to exceed \$20,000 cumulatively monthly for the Project Team with Board of Trustees approval needed over \$20,000.
3. Emergency change orders are only allowed when preventing costly delays in construction.
4. All change orders will be reported to the Board of Trustees on a monthly basis.

2021-010 Mr. Honaker moved, seconded by Dr. Crowe to approve the Next Chapter Project change order procedures.

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

C. Update

1. Demolition is 80% complete in the lower level.
2. Some design changes have delayed finalization of GMP

Fiscal Officer's Report – Mrs. Hopton

- A. Financial Report – December 2020
- B. Amended Estimated Revenue and Annual Appropriations Budget 2021
- C. Contributions & Donations – December 2020

2021-011 Mr. Eling moved, seconded by Dr. Crowe to accept the Financial Report - December 2020, Amended Estimated Revenues and Annual Appropriations Budget 2021, and Contributions & Donations – December 2020.

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

- D. Issuance of Not to Exceed \$3,800,000 Library Facilities Improvement Special Obligation Notes, Series 2021.

2021-012 Mr. Lounsbury moved, seconded by Dr. Crowe to approve the Issuance of Not to Exceed \$3,800,000 Library Facilities Improvement Special Obligation Notes, Series 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 reopened for essential services on Friday, December 18, 2020. Service continues to be limited for health and safety reasons. WMPL used CARES Act grant funds to purchase fitted, multi-layer masks for employees.
 2. Facilities – gutter and downspout repairs were completed, and new collector heads and diverters will be installed where needed.
 3. Staff – A librarian has been hired and will start employment on 2/1/21.

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4. Technology –Cares Act funded technology has been received.
5. Collections, Services, & Programs - A new streaming music service has been added to replace the CD music collection; Passport processing service will restart on 2/1/21; WMPL received an ALA: Libraries Transforming Communities grant to host a community-wide book discussion.
6. Community Engagement – Mrs. Hale communicated with Telford and Aberdeen neighbors about the construction project; Mrs. Hale and library staff will the first public meeting of the Oakwood Inclusion Coalition on 1/27/21.
7. Community Involvement
 - a. Rotary, 12/18/20, 11/15/21, 1/22/21
 - b. Dayton Rotary Club Meeting, 1/4/21
 - c. Rotary Board Meeting, 1/12/21
 - d. OLC Legislative Lowdown, 1/8/21
 - e. SWON Board Meeting, 1/13/21

New Business

- A. Capital Projects fund
 1. Shelving Agreement for Library Design not to exceed \$75,000
 2. Security Installation/Relocation for ADT not to exceed \$8,600

2021-013

Mr. Honaker moved, seconded by Mrs. Enseleit to approve Capital Projects fund appropriations for shelving with Library Design not to exceed \$75,000 and Security Installation/Relocation for ADT not to exceed \$8,600.

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

- B. Expenditure Exceeding \$10,000
 1. Marketing Agreement for Great Stories for \$16,500 for 2020 retroactively, and 2021.

2021-014

Mrs. Stanley moved, seconded by Mrs. Enseleit to approve the Marketing Agreement for Great Stories for \$16,500 for 2020 retroactively, and 2021.

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

Action Items

Prior Meeting:

- A. Next Chapter Project Change Order Procedure Proposal to Board of Trustees due back by January 15, 2021 – Mrs. Hopton (closed)
- 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 (open)

Current Meeting:

- A. Tour of Facilities – coordinate with Bob Eling
- B. Trustee Picture – Mrs. Hale

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Upcoming Meeting Dates & Announcements

- A. Oakwood Inclusion Coalition – Meeting, January 27, 2021 @ 7:00 p.m. to be held virtually.
- B. BOT Meeting – Regular Meeting, Monday, February 15, 2021 @ 6:00 p.m. to be held virtually.
- C. OLC Trustee Workshop – Saturday, March 6, 2021 @ 8:45 a.m. to be held virtually.

Adjournment

Mr. Eling moved, seconded by Mrs. Stanley to adjourn the meeting at 7:45 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Joseph Fulford, President