

# WRIGHT MEMORIAL PUBLIC LIBRARY

## Board of Trustees

Regular Meeting Minutes

September 16, 2024

Wright Memorial Public Library

### Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on September 16, 2024. President Randale J. Honaker III called the regular meeting to order at 6:08 p.m.

Board of Trustees Present:      Mr. Randale J. Honaker III, President  
   Mrs. Jennifer Enseleit, Vice President  
   Mrs. Lu Ann Stanley, Secretary  
   Dr. Darrell Crowe  
   Mr. Joseph Fulford  
   Mr. Bob Eling  
   Ms. Candise Powell

A quorum was declared with seven members present.

### Others in Attendance:

Mrs. Kristi Hale, Director  
Mrs. Brenda Oliver, Fiscal Officer  
Mr. Brian Potts, Operations Coordinator

### Agenda

**2024-054**      Mrs. Enseleit Moved, seconded by Ms. Powell, to approve the agenda.

Roll Call: Ayes: Honaker, Powell, Stanley, Crowe, Eling, Fulford, Enseleit. Nays: None.

### Minutes

**2024-055**      Mr. Fulford moved, seconded by Dr. Crowe, to approve the August 19, 2024 regular meeting minutes

Roll Call: Ayes: Enseleit, Eling, Powell, Honaker, Crowe, Stanley, Fulford. Nays: None.

### Public Comment

None submitted.

### Staff Comment/Report

None.

### Board Committee Reports

#### Standing Committees:

- A. Facilities Committee – Mr. Fulford
- B. Finance/Audit Committee – Mr. Honaker
- C. Nominating Committee – Ms. Powell
- D. Personnel Committee – Dr. Crowe
- E. Policy Committee – Mrs. Enseleit

**Special Committees:**

- F. Communications Committee – Mrs. Stanley
- G. Strategic Planning Committee – Mr. Eling

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

- A. The Wright Library Foundation Board met on September 4, 2024
- B. The Annual Campaign has raised \$29,300.
- C. The Tour de Gem raised about \$1,680.
- D. The Foundation approved a grant to host a Dayton Literary Peace Prize author event and a grant for a science program for elementary age students.
- E. Mrs. Hale discussed future grant proposals.
- F. Mrs. Stanley agreed to assist with development of recognition signage for the Legacy Society program.

**Fiscal Officer’s Reports**

- A. Financial Report – August 2024
- B. August Appropriation Transfers

**2024-056** Mrs. Stanley moved, seconded by Mr. Eling to approve the August 2024 Financial Report and appropriation transfers

Roll Call: Ayes: Crowe, Eling, Stanley, Fulford, Enseleit, Powell, Honaker. Nays: None.

- C. Resolution Accepting the Amounts and Rates for Tax Year 2024/Collection Year 2025 as Determined by the Montgomery County Budget Commission

**2024-057** Dr. Crowe moved, Mrs. Stanley seconded to approve the Resolution accepting the Amounts and Rates for Tax Year 2024/Collection Year 2025 as determined by the Montgomery County Budget Commission

Roll Call: Ayes: Stanley, Fulford, Crowe, Enseleit, Eling, Honaker, Powell. Nays: None.

**Director’s Report**

- A. Library Statistics – August 2024
- B. Library Highlights – August 2024
- C. Updates
  - a. Facilities
    - i. A Tulip Poplar tree will be planted in memory of former Library Director Thelma Yakura along Far Hills Avenue.
    - ii. The University of Dayton has offered WMPL an art display case
    - iii. Locust trees will be removed this month; low voltage lights will be moved to other trees pending approval of the Board of Trustees under New Business.
  - b. Staff
    - i. Staff Training Day will be held on October 14; a variety of training topics have been developed.
  - c. Technology

- i. WMPL’s August Cybersecurity Report showed improvement
    - ii. WMPL applied for a State and Local Cybersecurity Grant (SLCGP) from the Department of Homeland Security for equipment replacement and security services.
  - d. Collections, Services & Programs
    - i. Registration for the series of Community Read conversations has been strong; trustees are encouraged to participate.
    - ii. WMPL has added a subscription to live virtual author events; the series is titled “Author Talks Online.”
    - iii. WMPL has formed a partnership with a group dedicated to sharing Civil War history; monthly educational programs will be offered.
  - e. Community Engagement –
    - i. The 2024-25 class of Library Ambassadors will be inducted on September 29, 2024.
    - ii. WMPL is promoting voter information and registration.
  - f. Other Updates
    - i. Mrs. Hale reported back to the Board that the WMPL’s Workplace Harassment & Discrimination Policy gives direction to employees for reporting issues, up to and including reporting to the Chair of the Personnel Committee of the Board of Trustees.
- D. Director’s Professional Development
  - a. NEO-RLS HR and Fiscal Officer Networking Meeting, Sept. 6, 2024
- E. Community Involvement
  - a. Rotary Club of Oakwood, August 23, September 6 and 13, 2024
  - b. Rotary Club of Oakwood Board Meeting, September 11, 2024
  - c. Montgomery County Budget Commission Meeting, August 29, 2024
  - d. UD Humanities Event: 100<sup>th</sup> Anniversary of KKK Targeting UD Campus, September 5, 2024

### **New Business**

- A. Capital Expenditures
    - 1. Tech Refresh 2024 – Not to exceed \$5,300
- 2024-058** Mrs. Enseleit moved, Mr. Eling seconded to approve the 2024 Tech Refresh not to exceed \$5,300
- Roll Call: Ayes; Enseleit, Powell, Honaker, Stanley, Eling, Crowe, Fulford. Nays: None.
- 2. Larkin Electric – Move low level lights and add lighting up two trees – Not to exceed \$1,500
- 2024-059** Dr. Crowe moved, Mr. Fulford seconded to approve the Larkin Electric quote to move the low-level lights and add lighting up two trees, not to exceed \$1,500
- Roll Call: Ayes; Eling, Crowe, Fulford, Honaker, Powell, Enseleit, Stanley. Nays: None.

**Action Items**

Previous Meeting:

- A. Book Recommendations – Mrs. Stanley

Current Meeting:

- A. Book Recommendations – Mrs. Stanley

**Upcoming Meeting Dates & Announcements**

Finance Committee Meeting, Thursday, October 10, 2024 @ 5:00 p.m. to be held in the Shank Room at Wright Memorial Public Library

BOT Meeting – Regular Meeting, Monday, October 21, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

Nominating Committee Meeting, Monday, October 28, 2024 @ 5:00 p.m. to be held in the Shank Room at Wright Memorial Public Library

**Adjournment**

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

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

Respectfully submitted,

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Lu Ann Stanley, Secretary

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Randale J. Honaker III, President