

WRIGHT MEMORIAL PUBLIC LIBRARY

Board of Trustees

Regular Meeting Minutes

October 21, 2024

Wright Memorial Public Library

Call to Order

The Wright Memorial Public Library Board of Trustees met in regular session on October 21, 2024. President Randale J. Honaker III called the regular meeting to order at 6:01 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
Jacob Powell, Public

Agenda

2024-060 Mrs. Stanley moved, seconded by Mr. Fulford, to approve the agenda.

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

Minutes

2024-061 Mrs. Enseleit moved, seconded by Mr. Eling, to approve the September 16, 2024 regular meeting minutes with edit

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

Public Comment

None.

Staff Comment/Report

None.

Board Committee Reports

Standing Committees:

- A. Facilities Committee – Mr. Fulford
- B. Finance/Audit Committee – Mr. Honaker
 - 1. October 10, 2024 Finance Committee Minutes
- C. Nominating Committee – Ms. Powell
 - 1. Meeting scheduled for October 28, 2024

- 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

- A. The Wright Library Foundation Board met on October 2, 2024
- B. The Annual Campaign has raised \$38,663. End-of-year letters will be mailed to donors at the end of November.
- C. The Foundation approved a grant to host a children’s author in partnership with Oakwood City Schools. The event will be held in February 2025.
- D. Mrs. Hale discussed future grant proposals.
- E. The Legacy Giving Committee continues to work on development of a case statement.
- F. The Marketing Committee will send out their second newsletter soon.

Fiscal Officer’s Reports

- A. Financial Report – September 2024
- B. September Appropriation Transfers
- C. October Revenue Supplemental Budget

2024-062 Dr. Crowe moved, seconded by Mrs. Powell to approve the September Financial Report, appropriation transfers, and October Revenue Supplemental Budget

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

Director’s Report

- A. Library Statistics – September 2024
- B. Library Highlights – September 2024
- C. Updates
 - a. Facilities
 - i. The emergency door to the South Stairwell was replaced.
 - ii. Artifacts from the National Security Agency are expected to arrive soon. An exhibit case has been procured, and a local designer is working on educational display boards.
 - iii. Landscape updates include removal of locust trees and bed cleanup. Shrub pruning is planned. The Tulip Poplar tree planting was delayed by drought.
 - iv. The WMPL Emergency Manual was completely updated, and a “Code Adam” missing child procedure was added.
 - b. Staff
 - i. Two positions have been posted: Facilities Technician and Substitute Facilities Technician
 - ii. Staff Training was held on October 14, 2024 and covered a variety of topics; staff evaluations indicate that staff learned something helpful, feel more confident in their skills, and intend to apply that knowledge.
 - c. Technology

- i. WMPL’s September Cybersecurity Report showed improved scores.
 - ii. IT Consultant IPPathways is developing two options for contract renewal; a contract should be in place by the end of the year.
 - d. Collections, Services & Programs
 - i. Registrations for the “Anxious Generation” series of Community Read conversations are full with a waiting list. The first conversation will be held on October 24, 2024.
 - ii. WMPL will host a conversation with former Dayton Literary Peace Prize honoree Ben Fountain on November 8, 2024.
 - e. Community Engagement –
 - i. WMPL will participate in the Oakwood City Schools Ghostwood fundraiser on October 25, 2024.
 - ii. Several civic groups have approached WMPL with requests to collect recyclables.
 - f. Other Updates
 - i. Mrs. Hale met with new Oakwood City Manager, Katie Smiddy
 - ii. The Oakwood Inclusion Coalition is scaling back activities until they recruit new leadership.
 - iii. Mrs. Hale and Mrs. Oliver attended an Ohio Library Council legislative update on October 8, 2024.
 - iv. A reception will be held for outgoing Library Trustees Randale Honaker and Lu Ann Stanley at 5PM on Monday, December 16, 2024.
- D. Director’s Professional Development
 - a. Coaching: How to coach your staff on d-escalation, September 19, 2024
- E. Community Involvement
 - a. Rotary Club Meetings, September 20, October 4 and October 18, 2024
 - b. Dayton Literary Peace Prize Library Consortium Meeting, September 17, 2024
 - c. Coffee with a Cop, October 2, 2024
 - d. OLC Road Ahead Meeting, October 8, 2024
 - e. Oakwood Inclusion Coalition Leadership Team Meeting, October 8, 2024
 - f. Rotary Club of Oakwood Board Meeting, October 9, 2024
 - g. Woman’s Literary Club of Dayton, October 10, 2024

Mrs. Powell left at 6:20 pm.

New Business

A. Compensation Pay Scale 2025

2024-063 Mr. Eling moved, Mrs. Enseleit seconded to approve the 2025 Compensation Pay Scale

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

B. Health Insurance Rates 2025

2024-064 Mr. Fulford moved, Dr. Crowe seconded to approve the 2025 Health rate schedule

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

C. Rules of Conduct Policy

2024-065 Mrs. Stanley moved, seconded by Mr. Fulford to approve the updated Rules of Conduct Policy

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

Action Items

Previous Meeting:

A. None

Current Meeting:

A. Book Recommendations – Mrs. Stanley

Upcoming Meeting Dates & Announcements

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

Finance Committee Meeting, Monday, November 18, 2024 @ 4:45 p.m. to be held at Wright Memorial Public Library

BOT Meeting – Regular Meeting, Monday, November 18, 2024 @ 6:00 p.m. to be held at Wright Memorial Public Library

Adjournment

Mr. Eling moved, seconded by Mrs. Enseleit to adjourn the meeting at 7:03 p.m.

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

Respectfully submitted,

Lu Ann Stanley, Secretary

Randale J. Honaker III, President