

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 27, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Johnson, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the meeting of December 16, 2015 and the facilities meeting of January 19, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Bower, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Creative Aging Ohio Initiative Training” being held in Columbus, OH on January 11, 2016. It is further recommended that mileage in the amount of \$75.50 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to participate in “One Bad Apple” webinar sponsored by ALA on January 20, 2016. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Rachel Gut, Deputy Director, Administration, Main Library, to participate in “Outreach in Your Community” webinar sponsored by ULC on January 26, 2016. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Services, Main Library, to attend “Southwest Ohio Logistics Conference” being held at Sinclair Community College on January 27, 2016. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Services, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “Dayton Business Journal Economic Summit” being held at Sinclair Community College on January 28, 2016. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to participate in “Change Management to Transform Your Library” webinar on February 4, 2014. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Letting Go of Legacy Services” webinar sponsored by ALA on February 11, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend “Ohio Ecological Food & Farm Association” being held in Granville, OH on February 13, 2016 through February 14, 2016. It is further recommended that mileage in an amount not to exceed \$111.55, lodging in an amount not to exceed \$55.00, and meal in an amount not to exceed \$54.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Managing the Talent” webinar being held on February 17, 2016. It is further recommended that registration in the amount of \$39.00 be reimbursed by the Board.

Stephany Araujo, Information Services Assistant, Brookville Branch Library, Christine Gaffney, Information Services Assistant, Trotwood Branch Library, Peter Kilkelly, Teen Services Librarian, Ft. McKinley Branch Library, Mary Beth Rogers, Patron Services Assistant, West Carrollton Branch Library, and Caitlin Wichterman, Teen Services Librarian, Burkhardt Branch Library to attend “Teen Think Tank” being held in Ada, OH

on February 26, 2016. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Josh Ashworth, Technology Development Manager, IT Services, Operations Center, and Desiree Davey, Integrated Library Systems Administrator, IT Services, Operations Center, to attend "IUG Conference" being held in San Francisco, CA on March 15, 2016 through March 18, 2016. It is further recommended that registration in the amount of \$325.00, airfare in an amount not to exceed \$550.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$870.00, and meals in an amount not to exceed \$160.00 each to be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend "Summer Reading Program Workshop" being held in Middletown, OH on March 17, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to attend "Link to the Future: 2016 Technical Services Retreat" being held in Columbus, OH on March 31, 2016. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kristina Richey, Patron Services Assistant, 3/5-time, Grade 05, Trotwood Branch Library, effective January 10, 2016 at the rate of \$14.17 per hour.

Susan Rodenberg, Nonprofit Resource Librarian, full-time, Grade 12, Adult Services Division, Main Library, effective January 24, 2016 at the rate of \$23.48 per hour.

Heather Sandy, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective December 27, 2015 at the rate of \$11.32 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Patrick Lemley, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, from Patron Services Assistant, 7/10-time, Grade 05, Ft. McKinley Branch Library, effective January 10, 2016 at the rate of \$14.31 per hour.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Trotwood Branch Library, effective January 10, 2016 at the rate of \$14.31 per hour.

RESIGNATION

Gail Birden, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective December 31, 2015 at the rate of \$9.65 per hour.

Lisa Nabel, Materials Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective February 26, 2016 at the rate of \$23.77 per hour.

RETIREMENT

Lois Helton, Information Services Assistant, full-time, Grade 08, Kettering Moraine Branch Library, effective January 31, 2016 after more than 36 years of service.

TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Guidelines:

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

Kahlil Ian Kinser, Patron Services Assistant, Circulation, Main Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "Library Materials and Services to Teens" Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

DAYTON METRO LIBRARY FOUNDATION UPDATE

Judge Michael Merz, President of the Dayton Metro Library Foundation, gave the Board an update on the Foundation and its successes over the past year as well as plans for 2016. The Foundation is getting ready to introduce The 1888 Society, a major giving group, to the community in February. Founding members, contributing at least \$1,888, will be included on the donor wall in the new Main Library. A team is also working on planning for a gala event for the opening of new Main.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for December 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of December 2015.

The Executive Director approved the following investments:

On January 14th, 2016 Public Library Funds were received in the amount of \$1,336,454.03. All of it was deposited in the General Fund Checking Account for current expenses.

On a motion by Ms. Hayde, seconded by Ms. Merz, the December 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board authorized \$25,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2016 to be awarded in accordance with the Staff Development Program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, Director of Development and External Relations, and Tish Wilson, Assistant Director for Youth Services gave a presentation to the Board about the First Card Program. This program has been a revamping of the Right Start Card Program. The program has gone through a rebranding and new tools have been created for the Children Services Librarians to take into the classrooms to help promote the program and get kids excited about getting their own library card.

VOLUNTEER POLICY

Previously there was no formal volunteer policy, but the need for one arose when David Hicks was hired as the Volunteer Services Manager. Ms. Johnson noted some clerical changes to the policy statement.

On a motion by Ms. Hayde, seconded by Mr. Bower, the Board adopted the new Volunteer Policy as presented in the Board Materials.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. He reported that for Segment II he has adjusted the projections to reflect the assumption that all contingencies will be use, while that may not be true it is best to assume the worst case scenario and adjust once it gets closer to completion. By the March meeting the second round of budget recalibrations should be completed and will be reflected in the budget sheets presented to the Board.

MAIN LIBRARY TERRAZZO CONTRACT CORRECTION

At the June 17, 2015 regular Board meeting, the Main Library terrazzo contract was awarded to The Ardit Company. The bid was submitted for \$300,600 but due to a typographical error in the agenda the contract was awarded for \$330,600. The contract with The Ardit Company was created based on the bid amount and this error in no way affects the lowest responsible bidder.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board formally acknowledged the typographical error and approved the corrected amount of \$300,600 for the terrazzo contract for the Main Library.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director shared that the OLC Library Trustee Workshop is coming up on March 19th. More information will be shared with the Board as it becomes available.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2016 at 4:00 p.m. at the East Branch Library, 2008 Wyoming Street.

The next Facilities Meeting will be held Monday, February 8, 2015 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code to discuss the personnel actions.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Ms. Merz, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:54 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2016. It was further moved that the Executive Director received a \$1500.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:37 p.m.

Ayes: All
Nays: None