

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 19, 2016, 4:15 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,  
Carl Kennebrew, Margot Merz, Arlin Vaughn

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:19 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. Hayde, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Mr. Bower, the minutes of the Board meeting of September 21, 2016, and the facilities meeting of October 10, 2016 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde, 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:

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend "Foundation Information Network Site Visits" being held in Toledo and Cleveland, OH. It is further recommended that mileage in an amount not to exceed \$314.82, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Gwen Owen, External Relations Content Writer, External Relations, Operations Center, to attend "Kettering Leadership Academy" being held in Kettering, OH on September 2016 through May 2017. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, Human Resources, Main Library, to participate in "How Telehealth and Technology are Changing the Landscape of Employee Benefits" webinar sponsored by Horan on September 27, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kathy Bolmida, Information Service Librarian, Adult Services, Main Library, to attend "Staff Training Symposium: Libraries Transform" being held in Newport, KY on October 6, 2016. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Mary Jewell, Information Services Assistant, Northwest Branch Library, and Jennifer Reis, Children Services Librarian, Miamisburg Branch Library, participate in "Tween Programming" online course being sponsored by the University of Wisconsin on October 17, 2016 through November 20, 2016. It is further recommended that registration in the amount of \$125.00 each be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend "ABOS Conference" being held in Covington, KY on October 19, 2016. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

LaSasha Harris-Lackey, Information Services Assistant, Trotwood Branch Library, to participate in "Using Puppets in Children's Programming" online course being sponsored by Infopeople on October 17, 2016 through November 21, 2016. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Public Service Administration, Main Library, Jennifer Buckner, Children Services Librarian, Kettering-Moraine Branch Library, and Allison Knight, Children Services Librarian, Outreach Services, to attend "OLC Leadership Conference" being held in Columbus, OH on November 1, 2016. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Main Library, to attend "COAA Hot Trends, Cool Ideas 2.0" being held in Atlanta, GA on November 9, 2016 through November 11, 2016. It is further recommended that registration in the amount of \$795.00, airfare in an amount not to exceed \$400.00, ground

transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$715.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Karri Marshall, Assistant Director for Public Services, Public Service Administration, Main Library, to participate in “Build a Great Team” webinar being sponsored by ALA on November 30, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Kristen Allen-Vogel, Information Services Librarian, Adult Services, Main Library, Jean Gaffney, Collection Development and Acquisition Manager, Operations Center, and Allison Knight, Children Services Librarian, Outreach Services, to attend “ALA Midwinter Conference” being held Atlanta, GA on January 19, 2017 through January 23, 2017. It is further recommended that registration in the amount of \$215.00, airfare in an amount not to exceed \$400.00, lodging in an amount not to exceed \$615.00, and meal in an amount not to exceed \$120.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENTS

Aaron Botts, Parton Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 16, 2016 at the rate of \$14.45 per hour.

Judith Campbell, Parton Services Assistant, substitute, Grade Sub 05, Brookville Branch Library, effective October 16, 2016 at the rate of \$9.79 per hour.

Katie Hoskinson-Burks, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective October 16, 2016 at the rate of \$16.70 per hour.

Paul Rankin, Parton Services Assistant, substitute, Grade Sub 05, Outreach Services, effective October 16, 2016 at the rate of \$9.79 per hour.

Amy Schutte, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective October 16, 2016 at the rate of \$16.70 per hour.

Saundra Thomas, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective October 16, 2016 at the rate of \$9.79 per hour.

#### CHANGE IN HOURS, CHANGE IN LOCATION

George Buttner, Patron Services Assistant, full-time, Grade 05, Circulation Division, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective October 30, 2016 at the rate of \$14.45 per hour.

### CHANGE IN LOCATION

Deborah Sevitts, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective September 26, 2016 at the rate of \$14.60 per hour.

### CHANGE IN POSITION

Sandra Prell, Interim Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, from Assistant Branch Library Manager, full-time, Grade S06, Wilmington-Stroop Branch Library, effective September 18, 2016 at the rate of \$27.5905 per hour.

### RESIGNATION

Kelly Sager, Patron Services Assistant, substitute, Grade Sub 05, Brookville Branch Library, effective October 14, 2016 at the rate of \$9.79 per hour.

Caitlin Wichterman, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective November 5, 2016 at the rate of \$22.73 per hour.

### RETIREMENT

Michael Nelson, Information Services Librarian, full-time, Grade 11, Adult Services Division, Main Library, effective December 31, 2016 after more than 24 years of service.

Teresa Nickels, Senior Copy Cataloger, full-time, Grade 08, Cataloging Division, Operations Center, effective November 30, 2016 after more than 34 years of service.

Ayes: All  
Nays: None

### COMMENTS FROM THE GENERAL PUBLIC

Joseph Dranschak, representing the Historical Society of Vandalia-Butler, addressed the Board regarding the Vandalia Branch construction site and the possibility of human remains still being present after the relocation of the Old Vandalia Cemetery.

### MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for September 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave an in depth review of the Financials.

The Executive Director approved the following investments:

On Friday, October 14, 2016 Public Library Funds were received in the amount of \$1,257,769.09. All of these funds were deposited into the general checking account for operations.

On a motion by Ms. Johnson, seconded by Mr. Kennebrew, the September 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

2017 HEALTH DENTAL AND VISION INSURANCE

The Executive Director recommended no change in health, dental, and vision insurance carriers for plan year 2017 with no significant change in benefit coverage or plan design. Eligible employees have the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan. The Library will pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions are pro-rated for designated part-time staff.

<b>Plan</b>	<b>HSA Rate</b>	<b>% change</b>
Single	\$780.06	4%
Family	\$1723.92	4%

  

<b>Plan</b>	<b>HRA Rate</b>	<b>% change</b>
Single	\$840.40	4%
Family	\$1857.29	4%

  

<b>Plan</b>	<b>Dental Rate</b>	<b>% change</b>
Single	\$26.03	5%
Family	\$109.65	5%

  

<b>Plan</b>	<b>Vision Rate</b>	<b>% change</b>
Single	\$5.54	0%
Family	\$13.47	0%

On a motion by Ms. Hayde, seconded by Mr. Bower, the 2017 health, dental, and vision insurance rates were approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director reminded the Board of the upcoming staff development day at Sinclair on Friday, October 21, 2016 and extended an invitation to Trustees if they wanted to come.

The Executive Director also mentioned that Ruetschle Architects received an AIA Honorable Mention for design of the Northwest Branch Library.

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. New Lebanon demolition and new parking lot are complete. Vandalia is opening on November 17<sup>th</sup>. Public sessions are still occurring for the Segment III branches with schematic design starting by the end of the year.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated October 14, 2016 from Joseph Dranschak, expressing his continued concern regarding the Vandalia Branch construction site and the possibly of excavating in a location that was once the site of the Old Vandalia Cemetery.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2017 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2017. The approved meeting dates for 2017 are as follows:

January 25, 2017	July 19, 2017
February 15, 2017	August – no meeting
March 15, 2017	September 20, 2017
April 19, 2017	October 18, 2017
May 17, 2017	November 15, 2017
June 21, 2017	December 20, 2017

Additionally, the Board needed to establish a calendar of facilities meetings for 2017. The approved meeting dates for 2017 are as follows:

January 17, 2017 (Tuesday)	July 10, 2017
February 6, 2017	August – no meeting
March 6, 2017	September 11, 2017
April 10, 2017	October 9, 2017
May 8, 2017	November 6, 2017
June 12, 2017	December 11, 2017

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the Board approved the proposed Board and facilities meeting dates for 2017.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 16, 2016 at 4:00 p.m. at the East Branch Library

The next Facilities Meeting will be held Monday, November 7, 2016 at 4:00 p.m. at Operations Center Conference room.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:12 p.m.

Ayes: All  
Nays: None