

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2016, 4:00 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 4:00 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. Hayde, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of October 19, 2016, and the facilities meeting of November 7, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Bower, seconded by Ms. Merz, 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:

James McQuinn, Magazines & Special Collections Manager, Magazines & Special Collections, Main Library, to attend “TEDx Dayton” being held at the Victoria Theatre on October 14, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, and Jennifer Hicks, Older Adult 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, and mileage in an amount not to exceed \$86.94 each be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, and Mark Roma, Branch Manager, Belmont Branch Library, 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.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, and Erin Wen, Materials Selection Librarian, Office of Collection Development, Operations Center, to participate in “Best Practices for Collection Development for Children” webinar being sponsored by OLC on November 3, 2016. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, to participate in “Tip and Tricks for Staying Motivated at Work” webinar being sponsored by OLC on November 10, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Jennifer Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Building Great Programs for Seniors” webinar being sponsored by ALA on November 10, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Timothy Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Dayton Area Chamber Legislative Reception” being held in Dayton, OH on November 14, 2016. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, to participate in “Basic Public Library Administration” online course being sponsored by the University of Wisconsin on February 13, 2017 through May 5, 2017. It is further recommended that registration in the amount of \$415.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kerry Brame, Parton Services Assistant, 3/5-time, Grade 05, Madden Hills Branch Library, effective October 30, 2016 at the rate of \$14.45 per hour.

Kim Dellinger, Events Manager, full-time, Grade S07, External Relations, Main Library, effective November 13, 2016 at the rate of \$25.9615 per hour.

Megan Francis, Patron Services Assistant, substitute, Grade Sub 05, Huber Heights Branch Library, effective November 13, 2016 at the rate of \$9.79 per hour.

Mariah Johnson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective November 13, 2016 at the rate of \$14.45 per hour.

CHANGE IN POSITION

Patricia Hines, Patron Services Assistant, substitute, Grade Sub 05, Northwest Branch Library, from Library Aide, Northwest Branch Library, effective November 13, 2016 at the rate of \$9.79 per hour.

PROMOTION

Trina Cole, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective October 30, 2016 at the rate of \$21.08 per hour.

Jennifer Hicks, Older Adult Services Librarian, full-time, Grade 12, Outreach Services, from Information Services Assistant, full-time, Grade 08, Outreach Services, effective October 30, 2016 at the rate of \$23.95 per hour.

Janelle Oren, Senior Copy Cataloger, full-time, Grade 08, Cataloging Division, Operations Center, from Copy Cataloger, full-time, Grade 07, Cataloging Division, Operations Center, effective December 4, 2016 at the rate of \$22.60 per hour.

REHIRE AS SUBSTITUTE

Caitlin Wichterman, Information Services Librarian, substitute, Grade Sub 11, Burkhardt Branch Library, effective November 13, 2016 at the rate of \$15.55 per hour.

RESIGNATION

William Colston, Patron Services Assistant, 4/5-time, Grade 05, Circulation Division, Main Library, effective October 18, 2016 at the rate of \$14.60 per hour.

RETIREMENT

Doris Burton, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, effective December 31, 2016 after more than 29 years of service.

Joy Schwab, Information Services Librarian, 4/5-time, Grade 11, Adult Services Division, Main Library, effective December 31, 2016 after more than 21 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 "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course "Reference Sources and Services for Youth" Kent State University, 3.0 credit hours, at a cost of \$1,551.00 for a total of \$3,102.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On Friday, October 13, 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 Monday, November 7, 2016, the agency sold a portion of the parking lot at 4th and Patterson streets in Dayton, Ohio for \$109,762. All of these funds were deposited into the Construction Fund.

On Tuesday, November 15, 2016 Public Library Funds were received in the amount of \$1,244,599.44. All of these funds were deposited into the general checking account for operations.

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

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Mark Reynolds of the Marsh & McLennan reviewed with the Board the proposed 2016 -2017 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2015/2016</u>	<u>2016/2017</u>
Property - Westfield	\$98,557	\$98,800
Boiler - Cincinnati	\$3,180	\$3,180
Directors & Officers/Employment Practices Liability - Cincinnati	\$10,853	\$10,853
Total Premium:	\$112,590	\$112,833

On a motion by Ms. Johnson, seconded by Ms. Merz, the Property Liability and Blanket Liability insurance coverage was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Steve Moser, Teen Services Coordinator, shared with the Board the work he has been doing with the Montgomery County Juvenile Detention Center and the Center for Adolescent Services. Mr. Moser is helping to expand the outreach to these youth by visiting every other week, supplementing language arts programs, having book clubs, and introducing the teens to the maker kits. He is also working to make getting a library card and visiting the Library as a requirement for the teens prerelease visit home, ensuring that these teens have free access to materials as well as productive activities.

SMOKE/TOBACCO FREE CAMPUS POLICY – ACTION

Cindi Chibis, Human Resource Manager, gave the Board an overview of the Smoke/Tobacco Free policy as well as the implementation plan.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved the Smoke/Tobacco Free Campus Policy as presented in the Board materials. The rollout of the policy will begin on January 1, 2017.

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. There have only been minor adjustments to the budgets.

Matt Franklin from LPA shared renderings of the West Carrollton and Southeast Branches.

SEGMENT II CONSTRUCTION MANAGEMENT SERVICES

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the award of Shook Construction Company for Construction Management services for the Segment 3 projects (West Carrollton, Wilmington-Stroop, and Southeast branches) for a total compensation amount not-to-exceed \$909,000.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Elaine Johnson and Glenn Bower in order to present a 2017 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2016. The slate will be presented at the December 2016 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees vacancy in May 2017. Ms. Jeanne Holihan has served on the Board for nine years and, after consultation with the Court of Common Pleas, is eligible for reappointment.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 21, 2016 at 4:00 p.m. at the Northwest Branch Library.

The next Facilities Meeting will be held Monday, December 12, 2016 at 4:00 p.m. at Operations Center Conference room.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:22 p.m.

Ayes: All
Nays: None