

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 21, 2016, 4:00 p.m.

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

PRESIDING: Barbara Hayde, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The Vice 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. Merz, seconded by Mr. Bower, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the minutes of the Board meeting of November 16, 2016, and the facilities meeting of December 12, 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:

Allison Dugan, Information Services Librarian, Information Services Division, Main 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 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, Teresa Huntley, Branch Manager, Kettering-Moraine Branch Library, and Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to attend "ALA Midwinter Conference" being held in Chicago, IL on January 20, 2017 through January 24, 2017. It is further recommended that registration in the amount of \$215.00 each, airfare in an amount not to exceed \$400.00 each, lodging in an amount not to exceed \$615.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend "Power Up: A Conference in Leadership for Youth Services" being held in Madison, WI on March 30, 2017 through March 31, 2017. It is further recommended that registration in the amount of \$300.00, airfare in an amount not to exceed \$350.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$330.00, and meals 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

Michael Hensel, Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective January 8, 2017 at the rate of \$31.9231 per hour.

Rachel Kopchick, Assistant Director for Public Services, full-time, Grade S12, Public Service Administration, Main Library, effective January 8, 2017 at the rate of \$43.2183 per hour.

S. H. Subramanian, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective December 11, 2016 at the rate of \$11.32 per hour.

CHANGE IN POSITION, CHANGE IN HOURS, CHANGE IN LOCATION

Elizabeth Schumacher, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, from Information Services Librarian, substitute, Grade 11, Information Services Division, Main Library, effective December 19, 2016 at the rate of \$22.46 per hour.

ITERIM CHANGE IN POSITION

Christine Bolivar, Interim Information Services Division Manager, full-time, Grade S08, Information Service Division, Main Library, from Administrative Services Manager, full-time, Grade S05, Information Services Division, Main Library, effective November 27, 2016 at the rate of \$26.9701 per hour.

PROMOTION, CHANGE IN LOCATION

Sarah Whalen, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Librarian, full-time, Grade 11, Madden Hills Branch Library, effective December 25, 2016 at the rate of \$22.46 per hour.

RESIGNATION

Donika Fritz, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective December 3, 2016 at the rate of \$14.60 per hour.

Andrew Kier, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, effective December 9, 2016 at a rate of \$23.30 per hour.

Jennifer Spillman, Main Library Manager, full-time, Grade S10, Public Service Administration, Main Library, effective January 4, 2017 at a rate of \$38.4615 per hour.

RETIREMENT

Noland Lester, Branch Library Manager, full-time, Grade S08, Westwood Branch Library, effective January 31, 2017 after more than 33 years of service.

RETUN TO POSITION

William Colston, Patron Services Assistant, 4/5-time, Grade 05, Circulation Division, Main Library, effective December 19, 2016 at a rate of \$14.60 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Executive Director discussed 5-year projection of the Library's finances. The Board decided to have a retreat to dive more deeply into the finances in regards to when the Library will need to go to the voters for the next levy. The Monthly Financial Reports for November 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 Monday, December 5, 2016, Homestead taxes were received in the amount of \$750,698.05. These funds were deposited into the general checking account for operations.

On Monday, December 5, 2016, Real Estate Taxes paid by the State of Ohio related to our Capital levy were received in the amount of \$669,193.34. These funds were deposited into the Debt Service Fund.

On Monday, December 12, 2016, Public Library Funds were received in the amount of \$1,317,174.98. All of these funds were deposited into the general checking account for operations.

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

Ayes: All
Nays: None

AMENDED 2016 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2016 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the following amended appropriation allocations for fiscal year ending December 31, 2016:

| General Fund | Current Budget w/Carryover | Amended Budget w/Carryover | Amount Changed |
|-------------------------------------------|-------------------------------------------|-------------------------------------------|---------------------------|
| 1000 – Salaries & Benefits | \$19,960,321 | \$19,864,321 | \$(96,000) |
| 2000 – Supplies | 568,174 | 788,174 | 220,000 |
| 3000 - Purchased Services | 4,800,142 | 4,975,142 | 175,000 |
| 4000 - Library Materials & Information | 4,066,620 | 4,066,620 | |
| 5000 - Capital Outlay | 1,637,156 | 1,507,156 | (130,000) |
| 6000 - Debt Service | 0 | 0 | - |
| 7000 - Other Objects | 125,939 | 155,939 | 30,000 |
| 8000 – Contingency | 200,000 | 0 | (200,000) |

| | | | |
|-----------------------------------------------------|----------------------------------|----------------------------------|----------------------------|
| 9000 - Transfer to other funds | 54,000 | 225,000 | 171,000 |
| Total | <u>\$31,412,352</u> | <u>\$31,582,352</u> | <u>\$ 170,000</u> |
| <u>Sustainability Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$8,423 | \$ 8,423 | \$ 0 |
| Total | <u>\$ 8,423</u> | <u>\$8,423</u> | <u>\$0</u> |
| <u>Future Employee Compensation Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$ 1,800 | \$ 1,800 | \$ 0 |
| 9000 - Transfer to other funds | \$0 | \$ 0 | \$ 0 |
| Total | <u>\$1,800</u> | <u>\$ 1,800</u> | <u>\$0</u> |
| <u>Facilities Enhancement Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 2000 – Supplies | \$500 | \$500 | - |
| 3000 - Purchased Services | \$767,806 | 767,806 | - |
| 5000 - Capital Outlay | 200,000 | 200,000 | - |
| Total | <u>\$968,306</u> | <u>\$968,306</u> | <u>\$0</u> |
| <u>Debt Service Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$161,587 | \$161,587 | \$ - |
| 6000 - Debt Service | \$11,627,611 | \$11,627,611 | - |
| Total | <u>\$11,789,611</u> | <u>\$11,789,611</u> | <u>0</u> |
| <u>Building and Repair Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$61,510 | \$61,510 | \$- |
| 5000 - Capital Outlay | \$50,000 | \$8,447,204 | 8,397,204 |
| Total | <u>\$111,510</u> | <u>\$8,508,714</u> | <u>\$ 8,397,204</u> |
| <u>Computer Co-Op Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$ 300 | \$ 300 | \$ - |
| 5000 - Capital Outlay | 100,000 | 100,000 | - |
| Total | <u>\$ 100,300</u> | <u>\$ 100,300</u> | <u>\$ -</u> |
| <u>Taxable Construction Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 2000 - Supplies | | | |

| | | | |
|--------------------------------------------|-------------------------------------|-------------------------------------|------------------------------|
| | \$25,000 | 25,000 | - |
| 3000 - Purchased Services | \$12,623,470 | \$12,623,470 | \$- |
| 5000 – Capital Outlay | \$38,000,000 | \$38,000,000 | - |
| Total | \$ 50,648,470 | \$50,648,470 | \$0 |
| | | | |
| <u>Tax Exempt Construction Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 2000 – Supplies | \$13,193 | \$43,193 | \$ 30,000 |
| 3000 - Purchased Services | \$9,924,707 | \$9,924,707 | - |
| 5000 - Capital Outlay | \$88,127,397 | \$88,127,397 | - |
| 7000 - Other Objects | \$208,321 | \$208,321 | - |
| Total | \$98,273,618 | \$98,303,618 | \$30,000 |
| | | | |
| <u>Trust Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$ 500 | \$ 500 | \$ 0 |
| Total | \$ 500 | \$ 500 | \$ 0 |
| | | | |
| <u>Endowment Fund</u> | <u>Current Appropriation</u> | <u>Amended Appropriation</u> | <u>Amount Changed</u> |
| 3000 - Purchased Services | \$ 250 | \$ 250 | \$ - |
| Total | \$ 250 | \$ 250 | \$ - |

Ayes: All
Nays: None

TRANSFERS OF FUNDS

In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

The **Future Employee Compensation** was originally designated the **Special Revenue Fund (201)** as established in December 2003, but the name was changed in 2013. This fund will provide for future payouts of Sick/Vacation balances upon employee retirements. Therefore, it is appropriate to transfer funds from the General Fund to the Future Employee Compensation Fund in 2016.

| | |
|-------------------------------------------------|----------------------------------|
| Beginning Balance January 1, 2016 | \$1,480,506.91 |
| Plus: Earnings through November 30, 2016 | 12,954.46 |
| Less: Investment fees through November 30, 2016 | (948.13) |
| Less: Encumbrances | (851.87) |
| Balance through November 30, 2016 | \$1,491,661.37 |
| | <u>Current Obligation</u> |
| Vacation Accrual | \$891,160.91 |

| | |
|----------------------------------------------------------------------------------------|-----------------------------------|
| Compensatory Time Accrual | 86,974.06 |
| 25% of Sick Leave (Eligible Retirees) | 553,777.54 |
| 1/11 of Current Payroll | <u>96,916.32</u> |
| Current Payroll expenditure obligation Additional 2% funding for Medicare and Worker's | \$1,628,828.83 |
| Compensation tax liability | 32,576.58 |
| Total current obligation | <u>\$1,661,405.41</u> |
| Requested Transfer from the General Fund to the Future Employee Compensation Fund | <u><u>\$169,744.04</u></u> |

The **Computer Co-Op Fund (402)** was established in August 1991. The purpose of the fund is to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library system. To establish adequate funds for the next replacement or upgrade of the Library's shared system, it is estimated that a total of \$385,000 will be needed over the next seven (7) years. Based on this assumption, current funding should be at 85.71% or \$330,000.00.

| | |
|----------------------------------------------------------|----------------------------------|
| Beginning Balance January 1, 2016 | \$274,945.81 |
| <i>Less: 2016 Expenditures through November 30, 2016</i> | (\$176.07) |
| <i>Plus: Earnings through November 30, 2016</i> | 2,405.78 |
| <i>Less: 2016 Encumbrances</i> | <u>(\$123.93)</u> |
| Unencumbered Balance through November 30, 2016 | 277,051.59 |
| Unencumbered Fund Objective for December 31, 2016 | <u>\$330,000.00</u> |
| Requested Transfer to Computer Co-Op Fund | <u><u>\$52,948.41</u></u> |

The **Sustainability Fund (102)** was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on the current balance and estimated daily expenditures, the library would have approximately 123 days of regular operating expenditures in the Sustainability Fund at December 31, 2016.

| | |
|------------------------------------------------------------------------|-------------------------------------|
| Beginning Balance January 1, 2016 | \$9,285,877.89 |
| <i>Plus: Earnings through November 30, 2016</i> | 81,251.47 |
| <i>Plus: Estimated Earnings December 2016</i> | 0 |
| <i>Less: Investment fees through November 30, 2016</i> | (\$5,946.73) |
| <i>Less: 2016 Encumbrances</i> | (\$2,453.27) |
| Requested Transfer to Sustainability Fund from General Fund | <u>\$0</u> |
| <i>Projected Sustainability Fund Balance, December 31, 2016</i> | <u><u>\$9,358,729.36</u></u> |

In 2013, the **Facilities Enhancement Fund (103)** was created and initially funded by an anonymous donation received in 2013.

| | |
|-----------------------------------|----------------|
| Beginning Balance January 1, 2016 | \$1,084,481.09 |
|-----------------------------------|----------------|

| | |
|----------------------------------------------------------------------------------------|---------------------------------------|
| <i>Plus: Earnings through November 30, 2016</i> | 8,299.84 |
| <i>Plus: Estimated Earnings December 2016</i> | 400.00 |
| <i>Less: Disbursements through November 30, 2016</i> | (\$179,746.28) |
| <i>Less: Encumbrances, December 2016</i> | (\$596,383.11) |
| <i>Projected Facilities Enhancement Fund Balance, December 31, 2016</i> | <u><u>\$317,051.54</u></u> |

The **Building and Repair Fund (401)** was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

| | |
|---------------------------------------------------------------------------------|--------------------------------------|
| Beginning Balance January 1, 2016 | \$11,048,352.72 |
| Less: 2016 Expenditures through November 30, 2016 | (\$64,721.24) |
| Plus: Earnings through November 30, 2016 | \$242,155.65 |
| <i>Plus: Estimated Earnings December 2016</i> | \$500.00 |
| Less: 2016 Encumbrances | <u>(\$34,915.76)</u> |
| <i>Projected Building and Repair Fund Balance, December 31, 2016</i> | <u><u>\$11,191,401.37</u></u> |

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the transfer of \$52,948.41 to meet the objective of the Computer Co-Op Fund and the transfer of \$169,744.04 into the Future Employee Compensation Fund. No action was taken for the Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

Mr. Bower, Aye
 Ms. Hayde, Aye
 Ms. Johnson, Aye
 Mr. Kennebrew, Aye
 Ms. Merz, Aye
 Ms. Vaughn, Aye

Ayes: All
 Nays: None

TEMPORARY 2017 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2017.

GENERAL FUND

| | |
|----------------------------------------|--------------|
| 1000 – Salaries & Benefits | \$20,856,212 |
| 2000 - Supplies | 852,442 |
| 3000 - Purchased Services | 5,607,100 |
| 4000 – Library Materials & Information | 3,786,229 |
| 5000 - Capital Outlay | 1,025,460 |
| 6000 - Debt Service | - |
| 7000 - Other Objects | 135,637 |
| 8000 – Contingency | 0 |
| 9000 – Transfer Out | 54,220 |

Total General Fund Appropriations **\$32,317,300**

SUSTAINABILITY FUND

| | |
|------------------------------------------|-----------------------|
| 3000 - Purchased Services | \$9,000 |
| Total Sustainability Fund Appropriations | <u>\$9,000</u> |

FACILITIES ENHANCEMENT FUND

| | |
|--------------------------------------|---------------------------|
| 2000 - Supplies | \$500 |
| 3000 - Purchased Services | 800,000 |
| 5000 - Capital Outlay | 200,000 |
| Total Facilities Fund Appropriations | <u>\$1,000,500</u> |

FUTURE EMPLOYEE COMPENSATION FUND

| | |
|--------------------------------------------------------|---------------------|
| 3000 - Purchased and Contracted Services | \$1,500 |
| Total Future Employee Compensation Fund Appropriations | <u>1,500</u> |

DEBT SERVICES FUND

| | |
|-----------------------------------------|----------------------------|
| 3000 - Purchased Services | \$170,000 |
| 6000 - Debt Services | 11,630,000 |
| Total Debt Services Fund Appropriations | <u>\$11,800,000</u> |

BUILDING AND REPAIR FUND

| | |
|-----------------------------------------------|-------------------------|
| 3000 - Purchased Services | \$60,500 |
| 5000 - Capital Outlay | 50,000 |
| Total Building and Repair Fund Appropriations | <u>\$110,500</u> |

COMPUTER CO-OP FUND

| | |
|------------------------------------------|-------------------------|
| 3000 - Purchased Services | \$250 |
| 5000 - Capital Outlay | 100,000 |
| Total Computer Co-Op Fund Appropriations | <u>\$100,250</u> |

TAXABLE CONSTRUCTION FUND

| | |
|------------------------------------------------|----------------------------|
| 2000 - Supplies | \$25,000 |
| 3000 - Purchased Services | \$12,000,000 |
| 5000 - Capital Outlay | 40,000,000 |
| Total Taxable Construction Fund Appropriations | <u>\$52,025,000</u> |

TAX EXEMPT CONSTRUCTION FUND

| | |
|---------------------------|-------------|
| 2000 - Supplies | \$25,000 |
| 3000 - Purchased Services | \$4,500,000 |
| 5000 - Capital Outlay | 42,000,000 |
| 7000 - Other Objects | 100,000 |

| | |
|---------------------------------------------------|-----------------------------|
| Total Tax Exempt Construction Fund Appropriations | <u>\$46,625,000</u> |
| <u>TRUST FUND</u> | |
| 3000 - Purchased Services | <u>\$500</u> |
| Total Trust Fund Appropriations | <u>\$500</u> |
| <u>ENDOWMENT FUND</u> | |
| 3000 - Purchased Services | <u>\$250</u> |
| Total Endowment Fund Appropriations | <u>\$250</u> |
| Total All Funds Appropriations | <u>\$143,989,800</u> |

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2016 for the General Fund in the amount of \$32,317,300, the Sustainability Fund in the amount of \$9,000, the Facilities Enhancement Fund in the amount of \$1,000,500, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,800,000, the Building & Repair Fund in the amount of \$110,500, the Computer Co-Op Fund in the amount of \$100,250, the Taxable Construction Fund in the amount of \$52,025,000, the Tax Exempt Construction Fund in the amount of \$46,625,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$250.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2017

On a motion by Ms. Johnson, seconded by Mr. Bower, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2017, and

WHEREAS, these funds will be used for current operating expenses throughout 2017, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Mike Ruetschle from Ruetschle Architects presented an AIA plaque that his firm was awarded for the design of the Northwest Branch library. He also reviewed design concepts being considered for the new Wilmington-Stroop Branch.

The Executive Director discussed the new concealed carry laws the Ohio legislature recently passed. The only major effect to the Library’s policy is that employees with concealed carry permits will be allowed to have guns in their cars while parked on Library property.

The Executive Director also shared that staff is exploring best practices for overdue fine policies. Many libraries are removing fines and reducing the amount of cash in the branches.

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. Mr. Marchesano recommended transfer of unused fund allocations designated for Segment One to the remaining segment projects and asked the Board to approve the changes as follows. He noted the transfer would not affect the anticipated total cost of the projects but would accurately reflect the budget needs of each segment of the program.

| | | |
|---------------|--------------|-------------|
| Segment One | Owners Costs | (\$706,238) |
| Segment Two | Owners Costs | \$305,213 |
| Segment Three | Owners Costs | \$195,555 |
| Segment Four | Owners Costs | \$205,470 |

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board approved the proposed budget recalibration adjustments to the facilities budget.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed schedule includes increases of \$0.20 per hour increase over current rates:

| | | | | |
|----------------------------------|--------|--------|--------|--------|
| Dayton Metro Library | | | | |
| Library Aide Pay Schedule | | | | |
| Effective January 1, 2017 | | | | |
| Current Rate | \$8.30 | \$8.50 | \$8.85 | \$9.30 |
| New Rate | \$8.50 | \$8.70 | \$9.05 | \$9.50 |

The proposed Substitute Pay Schedule includes increases of 2.5% for each employee over current rates:

DAYTON METRO LIBRARY

Substitute Pay Ranges

Effective January 1, 2016

| Grade | Minimum | Maximum |
|--------------|----------------|----------------|
| Sub 01 | \$8.74 | \$10.44 |
| Sub 02 | \$9.00 | \$10.74 |
| Sub 03 | \$9.28 | \$11.08 |
| Sub 04 | \$9.61 | \$11.47 |
| Sub 05 | \$10.04 | \$11.99 |
| Sub 06 | \$10.47 | \$12.50 |
| Sub 07 | \$11.01 | \$13.15 |
| Sub 08 | \$11.60 | \$13.85 |
| Sub 09 | \$12.26 | \$14.64 |
| Sub 10 | \$13.05 | \$15.58 |
| Sub 11 | \$13.93 | \$16.63 |
| Sub 12 | \$14.97 | \$17.88 |

Professional Offset \$1.63

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2017.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board Vice President indicated that a nominating committee consisting of Elaine Johnson and Glenn Bower was appointed at the November 16, 2016 Board meeting in order to present a 2017 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Mr. Bower on behalf of the committee as follows:

Barbara Hayde – President
Elaine Johnson – Vice President
Glenn Bower – Secretary

The Vice President asked if there were nominations from the floor and there were no nominations from the floor.

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the Board elected the slate of officers as presented.

Ayes: All
Nays: None

Vice President Hayde explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

Mr. Bower on behalf of the committee also indicated that Ms. Holihan should be recommended to the Judges of the Court of Common Pleas to fill the vacancy in May 2017.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the recommendation of reappointment of Jeanne Holihan by the Judges of the Court of Common Pleas.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated December 14, 2016 from the Executive Director to the Ohio EPA asking for a speedy review of the Home Avenues Redevelopment Corporation's Voluntary Action Plan.

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, January 25, 2017 at 4:00 p.m. at the New Lebanon Branch Library.

The next Facilities Meeting will be held Tuesday, January 17, 2017 at 4:00 p.m. at Operations Center 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 personnel actions.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:39 p.m. The Vice 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.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Mr. Kennebrew, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None