

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,  
Carl Kennebrew, Margot Merz, Joseph Oehlers

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 Mr. Oehlers, seconded by Ms. Johnson 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 meeting of January 27, 2016 and the facilities meeting of February 8, 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:

Carol Macmann, Branch Manager, New Lebanon Branch Library, to participate in “Building Community-Business Partnerships” webinar sponsored by ALA on February 3, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “Power in Networking: Social Impact of Collaboration” being held in Fairborn, OH on February 26, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Department, Operations Center, and Shana Novak, Catalog Librarian, Catalog Department, Operations Center, to attend “MOUG 2016” being held in Cincinnati, OH on March 1, 2016. It is further recommended that registration in the amount of \$70.00 each be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Department, Operations Center, and Shana Novak, Catalog Librarian, Catalog Department, Operations Center, to attend “Link to the Future” being held in Lewis Center, OH on March 31, 2016 through April 1, 2016. It is further recommended that registration in the amount of \$370.00, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “ALSC National Institute” being held in Charlotte, NC on September 15, 2016 through September 17, 2016. It is further recommended that registration in the amount of \$450.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$430.00, 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:

### APPOINTMENT

Nichelle Jewett, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective January 24, 2016 at the rate of \$9.79 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective February 7, 2016 at the rate of \$9.79 per hour.

#### INTERIM APPOINTMENT

Noel Lemons, Interim Supply Clerk, substitute, Grade Sub04, Finance Office, Main Library, effective January 24, 2016 at the rate of \$9.37 per hour.

#### LEAVE WITHOUT PAY

Cheryl Burns, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective January 19, 2016 for 16 hours for family illness.

#### REHIRE AS SUBSTITUTE

Lisa Nabel, Materials Selection Librarian, substitute, Grade Sub12, Office of Collection Development, Operations Center, effective March 6, 2016 at the rate of \$19.03 per hour.

#### RETIREMENT

Rita Doran, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective April 2, 2016 after more than 27 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:

Janelle Allen, Patron Services Assistant, Belmont Branch Library, for the course "Library Materials and Services for Young Children", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "Library Materials and Services for School-age Children " Kent State University, 3.0 credit hours, at a cost of \$1,521.00, for a total of \$3,042.00.

#### AMERICAN LIBRARY ASSOCIATION

The 2016 ALA Annual Conference will be held in Orlando, Florida, from June 23 until June 28, 2016. The Board authorized payment of the advance registration fee of \$270.00, \$500.00 reimbursement for lodging, \$450.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,020 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$4,020 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All  
Nays: None

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of January 2016. There has not been much change between the forecast and the budget since the report only reflects the first month of the year.

The Executive Director approved the following investments:

On January 29<sup>th</sup>, a Real Estate Tax Advance was received in the amount of \$282,831.89 for the current expense levy, all of which was left in checking for operating expenses. In addition, \$252,124.52 was received for the bond levy, and that was depositing in the Huntington Managed Investment Account for future, debt service needs.

On February 12<sup>th</sup>, 2016 Public Library Funds were received in the amount of \$1,472,561.94 all of which will be will be used for operations and left in general checking.

On February 5<sup>th</sup>, a Real Estate Tax Advance was received in the amount of \$78,537.71 for the current expense levy, and \$70,010.53 for the bond levy. On February 12<sup>th</sup>, a Real Estate Tax Advance was received in the amount of \$640,522.36 for the current expense levy, and \$570,979.86 for the bond levy. The \$640,000.00 of the funds received for the current expense levy were deposited in Maxsavers currently paying .15%. The remainder was left in checking to be used for operating expenses. All bond levy funds have been deposited in the Library's Huntington Managed Investment Account for future, debt service needs.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the January 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Director, updated the Board on Youth Services. The Library will be taking a strategic look at the Youth Services program this year. One of the focuses will be the Summer Challenge by not just increasing number of participants, but also the number of hours each participant reads. The Library will be partnering with the other 3 libraries in the county, Ready, Set, Soar, and local schools to help increase participation. The other focus will be on Youth Services as a whole, and what works, what needs to be improved, what needs to change, and what, if any, things need to be discontinued.

### LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave a brief overview of the facilities budgets and schedule. There have been no significant changes since the previous month.

### NEW BUSINESS

The Executive Director reminded Trustees of the upcoming OLC events; Library Trustees Workshop on March 19<sup>th</sup>, and the Southwest Chapter Trustee Dinner on April 5<sup>th</sup>.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, March 7, 2016 at 4:00 p.m. in the Operations Center 3<sup>rd</sup> Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 16, 2016 at 4:00 p.m. at the Wilmington-Stroop Branch Library, 3980 Wilmington Pike.

### ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Hayde, the Board adjourned at 4:17 p.m.

Ayes: All  
Nays: None