

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 16, 2016, 4:00 p.m.

PRESENT: 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. Merz, seconded by Ms. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Johnson, the minutes of the meeting of February 17, 2016 and the facilities meeting of March 7, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Johnson, 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:

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Libraries and Schools: Partnering to Produce Effective Summer Learning Programs” webinar sponsored by ULC on February 23, 2016. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Library, to participate in “Building & Maintaining a Seed Lending Library” webinar being sponsored by ALA on February 29, 2016. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Joanna Rocheleau, Children Services Librarian, Electra Doren Branch Library, to attend “SWON Nonfiction Read-In” being held at the Boone County Public Library on March 3, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Tracy Arnold, Information Services Assistant, Trotwood Branch Library, Paula Fickel, Information Services Assistant, New Lebanon Branch Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, and David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Teen Reader Advisory Series” webinars being sponsored by OLC on March 3, 2016 through March 24, 2016. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to participate in “Using Pop Culture to Create Great Library Programs” webinar being sponsored by ALA on March 16, 2016. It is further recommended that registration in the amount of \$100.00 each be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “AFP International Conference” being held in Boston, MA on March 18, 2016 through March 22, 2016. It is further recommended that registration in the amount of \$2,047.00, airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$1,400.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Glenn Bower, Library Trustee, and Elaine Johnson, Library Trustee, to attend “OLC Library Trustee Workshop” being held at the Westerville Public Library on March 19, 2016. It is further recommended that registration in the amount of \$65.00 each and mileage in an amount not to exceed \$91.80 each be reimbursed by the Board.

Christine Bolivar, Administrative Services Manager, Temporary Downtown Branch Library, to attend “Supervisor Tool Kit” being held in Cincinnati, OH on March 22, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Alzheimer’s Association Community Forum” being held on March 30, 2016 at Sinclair Community

College. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, and Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “Storytelling with Puppets” webinar being sponsored by ALSC on April 4, 2016. It is further recommended that registration in the amount of \$115.00 each be reimbursed by the Board.

Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “Science, Technology, Engineering, and Math Programs” online course being sponsored by ALSC on March 4, 2016 through March 29, 2016. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, Diane Farrell, Director of Development and External Relations, External Relations, Main Library, Tim Kambitsch, Executive Director, Administration, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “Dayton Area Chamber Annual Meeting” being held at Sinclair Community College on April 5, 2016. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Jeanne Holihan, Library Trustee, and Tim Kambitsch, Executive Director, Administration, Main Library, to attend “Southwest Ohio Trustee Dinner” being held in Wilmington, OH on April 5, 2016. It is further recommended that registration in the amount of \$40.00 each and mileage in an amount not to exceed \$30.78 each be reimbursed by the Board.

Jared Baldwin, Information Services Librarian, Adult Services, Main Library, Kathy Bolmida, Information Services Librarian, Adult Services, Main Library, Jeanette Dohner, Senior Patron Services Assistant, Electra Doren Branch Library, Allison Knight, Children Services Librarian, Outreach Services, Carol Macmann, Branch Manager, New Lebanon Branch Library, to attend “OLC Southwest Chapter Conference” being held in Wilmington, OH on April 6, 2016. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$30.78 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, and Jennifer Johnson, Patron Services Assistant, Huber Heights Branch Library, to participate in “Gadgets in the Library” webinar being sponsored by ALA on April 7, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

David Slivken, Assistant Director for Public Services, Administration, Main Library, to attend “CitiLinks Neighborhood Leadership Conference” being held at the University of Dayton on April 15, 2016. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “SWON Spring Membership Meeting” being held in Miami Township, OH on April 19, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Christine Bolivar, Administrative Services Manager, Temporary Downtown Branch Library, to attend “Crash Course for the First-Time Manager” being held in Cincinnati, OH on April 27, 2016. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend "Take Five: Level Up! Level Out!" being held in Athens, OH on May 3, 2016 through May 4, 2016. It is further recommended that mileage in an amount not to exceed \$154.44, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Laura Durham, Information Services Librarian, Adult Service, Main Library, Melissa Groveman, Information Service Librarian, Adult Services, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend "SWON Staff Training Symposium" being held at the Dayton Metro Library Northwest Branch on May 11, 2016. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective April 3, 2016 at the rate of \$19.10 per hour.

Jasmine Favers, Patron Services Assistant, 4/5-time, Grade 05, Trotwood Branch Library, effective March 6, 2016 at the rate of \$14.17 per hour.

INCREASE IN HOURS

Stephanie Baldwin, Receiving Clerk, 4/5-time, Grade 03, Acquisition Division, Operations Center, from Receiving Clerk, 3/5-time, Grade 03, Acquisition Division, Operations Center effective February 21, 2016 at the rate of \$13.23 per hour.

PROMOTION, CHANGE IN HOURS

Christine Bolivar, Administrative Services Manager, full-time, Grade S05, Temporary Downtown Branch Library, from Information Services Librarian, substitute, Grade Sub11, Adult Services, Main Library, effective March 6, 2016 at the rate of \$19.10 per hour.

RESIGNATION

Tabitha Litteral, Catalog Librarian, full-time, Grade 11, Cataloging Division, Operations Center, effective March 11, 2016 at the rate of \$22.28 per hour.

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:

Drew Wichterman, Information Services Assistant, Outreach Services, for the course "Government Information Sources and Service", 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.

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 February 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of February 2016. The forecast reflects the budget based on the 2016 appropriation that were approved later in the meeting.

The Executive Director approved the following investments:

On February 19th, a Real Estate Tax Advance was received in the amount of \$1,785,007.22 for the current expense levy, \$1,000,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,591,206.44 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On February 26th, a Real Estate Tax Advance was received in the amount of \$1,349,397.30 for the current expense levy, \$1,300,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,202,891.38 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On February 19th, a Real Estate Tax Advance was received in the amount of \$1,785,007.22 for the current expense levy, \$1,000,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,591,206.44 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On March 4th, a Real Estate Tax Advance was received in the amount of \$646,961.87 for the current expense levy, \$600,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$576,720.29 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On March 14th, 2016 Public Library Funds were received in the amount of \$1,016,574.04. \$900,000.00 will be invested in STAR Ohio, and the remainder will be used for operations and left in general checking.

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

Ayes: All
 Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2016 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Hayde, seconded by Ms. Merz the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2016, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	Final Appropriation for 2016
<u>GENERAL FUND</u>	
1000 - Salaries and Benefits	\$19,957,104
2000 – Supplies	512,430
3000 - Purchased and Contracted Services	\$4,405,537
4000 - Library Materials & Information	3,652,170
5000 - Capital Outlay	992,439
6000 - Debt Service	0
7000 - Other Objects	123,700
8000 – Contingency	200,000
9000 - Transfers to other funds	<u>54,000</u>
Total General Fund Appropriations	<u>\$29,897,380</u>
<u>SUSTAINABILITY FUND</u>	
3000 - Contracted Services	<u>\$7,000</u>
Total Computer Co-Op Fund Appropriations	<u>\$7,000</u>
<u>FACILITIES ENHANCEMENT FUND</u>	
2000 – Supplies	\$500
3000 - Purchased and Contracted Services	2,000
5000 - Capital Outlay	<u>200,000</u>
Total Special Revenue Fund Appropriations	<u>\$202,500</u>
<u>FUTURE EMPLOYEE EXPENSE FUND</u>	
3000 – Purchased and Contracted Services	<u>\$1,500</u>
Total Special Revenue Fund Appropriations	<u>\$1,500</u>

DEBT SERVICE FUND

3000 - Purchased and Contracted Services	\$161,000
6000 – Debt Service	<u>\$11,627,611</u>
Total Debt Service Fund Appropriations	\$11,788,611

BUILDING & REPAIR FUND

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

COMPUTER CO-OP FUND

3000 - Purchased and Contracted Services	\$200
5000 - Capital Outlay	<u>\$100,000</u>
Total Computer Co-Op Fund Appropriations	\$100,200

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 25,000
3000 - Purchased and Contracted Services	12,623,420
5000 - Capital Outlay	<u>38,000,000</u>
Total Taxable Construction Fund Appropriations	\$50,648,420

TAX EXEMPT CONSTRUCTION FUND

2000 – Supplies	\$12,000
3000 - Purchased and Contracted Services	5,206,099
5000 - Capital Outlay	35,200,000
7000 - Other Objects	<u>100,000</u>
Total Exempt Construction Fund Appropriations	\$40,518,099

TRUST FUND

3000 - Purchased and Contracted Services	<u>\$500</u>
Total Trust Fund Appropriations	\$500

ENDOWMENT FUND

3000 - Purchased and Contracted Services	<u>\$250</u>
Total Endowment Fund Appropriations	\$250

Total All Funds Appropriations **\$133,274,960**

A roll call vote was taken as follows:

- Ms. Hayde, Aye
- Ms. Holihan, Aye
- Ms. Johnson, Aye
- Ms. Merz, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Ann Riegle Crichton, Business Services Librarian, updated the Board on the new Job Seekers program that was recently launched. This program falls under the workforce development initiative of the strategic plan. It focuses on connecting people looking for employment for networking, support, and professional development. Dayton Metro Library has partnered with Washington Centerville Public Library to share resources for the program. As Job Seekers gains momentum, more partners are coming forward to get involved and employers are coming forward to reach out to the people in the program.

The Executive Director shared the 2016 Work Plan based on the approved Strategic Road Map.

1888 SOCIETY UPDATE

Diane Farrell, Director of Development and External Relations, updated the Board on the Foundation's major giving campaign, the 1888 Society. The new Main Library will have a donor wall to acknowledge the founding members of the 1888 Society and this year the Foundation is focusing on "filling the wall". Ms. Farrell showed the Board a mockup of what the wall will look like as well as materials that will be sent out in a solicitation letter in the near future.

SCHEDULE OF CHARGES

In an effort to streamline charges and changes in the damaged policy, it was decided to update the schedule of charges for fines and fees.

On a motion by Ms. Merz, seconded by Ms. Johnson, the updated schedule of charges that was presented in the materials was approved by the Board.

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

Some new managerial positions have been created necessitating the need to update the managerial and confidential employee compensation plan.

On a motion by Ms. Johnson, seconded by Ms. Hayde, the revised managerial and confidential employee compensation plan was approved by the Board.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. There have not been any significant changes to the segment budgets. Northwest is on schedule and will have its grand opening on April 22nd.

Rachel Gut, Deputy Director, shared with the Board all the work that has gone into combining three branches into the new Northwest Branch and acknowledged all the people who have helped to move the project along.

NEW BUSINESS

OLC Legislative Day is on April 13th and in preparation for it, OLC has created some materials for legislators. Ms. Holihan thought it would be good information for all Board members and it was distributed for them to read at their leisure.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 11, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 20, 2016 at 4:00 p.m. at the Madden Hills Branch Library, 2542 Germantown St.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:25 p.m.

Ayes: All
Nays: None