

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, 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 Ms. Hayde, seconded by Mr. Oehlers 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 the March 16, 2016 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Johnson, seconded by Mr. Oehlers, 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:

Training Office, Operations Center, to participate in ULC's 2016 webinars sponsored by. It is further recommended that registration in the amount of \$1350.00 be reimbursed by the Board.

Drew Wichterman, Information Services Assistant, Outreach Services, to attend "Bookmobile Training" being held at Clark State Community College on March 3, 2016. It is further recommended that registration in the amount of \$500.00 and mileage in an amount not to exceed \$22.46 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend "OLC Northeast Chapter Conference" being held in Kent, OH on March 23, 2016. It is further recommended that mileage in an amount not to exceed \$224.64 be reimbursed by the Board.

Christina Alford, Patron Services Assistant, Miamisburg Branch Library, Jenelle Allen, Patron Services Assistant, Belmont Branch Library, Cynthia Dueer, Senior Patron Services Assistant, Miamisburg Branch Library, Karen Findlay, Branch Manager, West Carrollton Branch Library, Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, David Hicks, Volunteer Services Manager, Administration, Main Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, Michael Nelson, Information Services Librarian, Adult Services, Main Library, Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, Mark Roma, Branch Manager, Belmont Branch Library, Jennifer St. Onge, Children Services Librarian, Huber Heights Branch Library, Carla Sullenberger, Patron Services Assistant, Huber Heights Branch Library, and Debra Vent, Patron Services Assistant, Northmont 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.

Diane Farrell, Director of Development and External Relations, External Relations, Main Library, Rachel Gut, Deputy Director, Administration, Main Library, Jeanne Holihan, Trustee, Tim Kambitsch, Executive Director, Administration, Main Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, and Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, to attend "OLC Legislative Day" being held in Columbus, OH on April 13, 2016. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in "Creating a Digital Media Space for Today's Teens" online course being sponsored by ALA on April 14, 2016 and April 21, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main 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.

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

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend “OLC North Chapter Conference” being held in Wilmington, OH on April 27, 2016. It is further recommended that mileage in an amount not to exceed \$220.32 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, to attend “MBP Business Opportunity Breakfast” being held in Dayton, OH on April 28, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Operations Center, to attend “COAA Spring Owners Leadership Conference” being held in Dallas, TX on May 3, 2016 through May 6, 2016. It is further recommended that registration in the amount of \$995.00, airfare in an amount not to exceed \$200.00, ground transportation in an amount not to exceed \$75.00, lodging in an amount not to exceed \$655.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Kathy Bolmida, Information Services Librarian, Adult Service, Main Library, Donna Brown, Branch Manager, Northmont Branch Library, and Ann May, Patron Services Assistant, Wilmington-Stroop 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.

William Autrey, Administrative Services Manager, Huber Heights Branch Library, to attend “Managing Multiple Priorities, Projects & Deadlines” being held in Dayton, OH on July 12, 2016. It is further recommended that registration in the amount of \$39.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

James Balsamo, Construction Owner’s Representative, full-time, Grade S07, Construction Management, Operations Center, effective April 17, 2016 at the rate of \$31.0096 per hour.

Erin Wen, Materials Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective April 17, 2016 at the rate of \$23.48 per hour.

### CHANGE IN LOCATION

Celia Washington, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, from Patron Services Assistant, substitute,

Grade Sub05, Dayton View Branch Library, effective April 3, 2016 at the rate of \$9.79 per hour.

#### PROMOTION

Megan Cooper, Development Manager, full-time, Grade S08, External Relations, Main Library, from External Relations Coordinator, full-time, Grade 12, External Relations, Main Library, effective April 3, 2016 at the rate of \$29.8077 per hour.

#### PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Christine Gaffney, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, from Information Services Assistant, 1/2-time, Grade 11, Trotwood Branch Library, effective April 3, 2016 at the rate of \$22.02 per hour.

#### RESIGNATION

Debra Leib, Senior Patron Services Assistant, full-time, Grade 06, New Lebanon Branch Library, effective April 15, 2016 at the rate of \$15.85 per hour.

Alexandra Webb, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective April 15, 2016 at the rate of \$14.31 per hour.

Sharon Zellner, Patron Services Assistant, substitute, Grade Sub05, Belmont Branch Library, effective August 31, 2015 at the rate of \$9.65 per hour.

#### RETIREMENT

Rhonda Harvey, Senior Systems Technician, full-time, Grade 09, Information Technology Services, Operations Center, effective May 6, 2016 after more than 33 years of service.

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 March 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of March 2016. The budget was refreshed based upon the approval of the appropriations at the March meeting.

The Executive Director approved the following investments:

On March 14<sup>th</sup>, 2016 Public Library Funds were received in the amount of \$1,016,574.04, \$900,000 of that was deposited in Star Ohio earning .46%, and the remainder was used for operations and left in general checking.

On April 1<sup>st</sup>, 2016 the first half tax settlement was received. \$584,317.74 of operating levy funds were received, and all of it was used for operations. \$521,544.94 was received from the construction bond levy, and all of it was deposited with Huntington Bank in the managed funds account to be used for debt service payments.

On April 15<sup>th</sup>, 2016 Public Library Funds were received in the amount of \$1,053,883.68. \$500,000 of that will be deposited in Max Savers earning .15%, and the remainder will be used for operations and left in general checking.

On a motion by Mr. Oehlers, seconded by Mr. Bower, the March 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, shared with the Board a rundown of all the events that will occur at the Northwest Branch opening on Friday, April 22, 2016.

Megan Cooper, Development Manager, gave a presentation about the Foundation's Team 17. This volunteer committee, working under the direction of the Foundation, has been tasked with throwing an opening gala for new Main in 2017. While there will be many opening events for the new Main Library, this "The Main Event" will be an opportunity to raise money for the Foundation on a scale equivalent to other similar events, like the Art Ball, in the community.

Jean Gaffney, Collection Development & Acquisitions Manager, informed the Board of several new collection features that have been developed for circulation.

- Sprout Backpacks: each backpack includes a few books, toys, and an activity sheet all centered on a theme (measuring, colors, etc.)
- Adult Book Club Kits: kit includes 15 paperback copies of the same book and an author bio sheet with discussion questions on the back.
- Kids Book Club Kids: Similar to the Adult Book Club Kits but with popular children's titles
- Baby Lit Kits: Similar to the other book club kids but with board book. The goal is for Children Services Librarians to use these kits during storytimes so that parents can each have a copy of the book for their children to look at while it is being read.

#### LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director informed the Board of his intent to start the process of negotiating agreements with architects for the Segment III branches. There will be a kickoff design meeting

with G4 at the beginning of June and the hope is to have the selected architects in place. The Executive Director will bring agreements to be approved at a later meeting.

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The projects will be going through another budget recalibration in May and Mr. Marchesano will bring the budget changes to the Board for approval at the May meeting. As for the schedule, not much has changed except for the Kettering-Moraine branch which has been pushed back a month to September.

### REAL ESTATE SERVICES

With the combination of the Dayton view, Ft. McKinley, and Northtown-Shiloh branches into the new Northwest Branch, the Library will no longer have a use for the buildings of the former branches. The Executive Director recommended that the three properties be put on the market to sell through Wright Real Estate Services.

On a motion by Mr. Oehlers, seconded by Mr. Hayde, the Board approved of the listing of the Dayton View, Ft. McKinley, and Northtown-Shiloh branch for sale by Wright Real Estate Services.

Ayes: All  
Nays: None

### EVENTS POLICY

As new Branches are opening with bigger and more accessible meeting rooms, the Library wants to allow the community to use these spaces after hours and for events. A new community room policy was approved in December 2015 and an Events policy for these types of events was referenced.

On a motion by Ms. Johnson, seconded by Mr. Bower, the Events Policy was approved by the Board.

Ayes: All  
Nays: None

### NEW BUSINESS

The Board members shared their experiences at the recent OLC Trustee Workshop and PLA Conference. Some things that were suggested were business card for Trustees, Trustees following the Library on social media outlets, and an awareness of the meetings of the other Library organizations (Friends and Foundation).

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 9, 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, May 18, 2016 at 4:00 p.m. at the East Branch Library, 2008 Wyoming St.

### 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)(2) of the Ohio Revised Code to discuss the personnel actions.

A roll call vote was taken as follows:

Mr. Bower, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye  
Ms. Johnson, Aye  
Ms. Merz, Aye  
Mr. Oehlers, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 6:16 p.m. The 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)(2) of the Ohio Revised Code.

### ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 6:16 p.m.

Ayes: All  
Nays: None