

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 2016, 4:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, 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 4:03 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. Merz the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the meeting of April 20, 2016 and the minutes of the facilities meeting of May 9, 2016 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, 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:

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “OAC Creative Aging Ohio Cohort Training” being held in Columbus, OH on April 15, 2016. It is further recommended that mileage in an amount not to exceed \$75.50 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, to attend “OLC Central/Southeast Chapter Conference” being held in Worthington, OH on April 22, 2016. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Operations Center, to participate in “Is Perfection Possible? Managing Uncertainty and Expectation in Building Design” webinar on April 26, 2016. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to participate in “ABCs of Movement” webinar being sponsored by OLC on April 28, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “HR Stuff That Every Supervisor Should Know” webinar being sponsored by NEO-RLS on May 11, 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 “Arts Impact Ohio 2016” being held in Columbus, OH on May 19, 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 “Sensitivity to Aging: Explore Your Beliefs About Aging” being held in Vandalia, OH on May 23, 2016. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging Division, Operations Center, and Shana Novak, Catalog Librarian, Cataloging Division, Operations Center, to attend “NOTSL Spring 2016 Meeting” being held in Parma, OH on June 10, 2016. It is further recommended that registration in the amount of \$50.00 each, meals in amount not to exceed \$40.00 each, mileage in an amount not to exceed \$223.56 total, and lodging in an amount not to exceed \$235.00 total be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “If It’s Broke Fix-it: Handling Leftover Challenges” webinar being sponsored by NEO-RLS on June 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, and Allison Knight, Children Services Librarian, Outreach Services, to attend “Library Leadership Ohio Institute” being held in Worthington, OH on July 22, 2016. It is further recommended that registration in the amount of \$500.00 each be reimbursed by the Board.

Chuck Duritsch, External Relations Manager, External Relations, Main Library, to attend “IFLA World Library and Information Congress” being held in Columbus, OH on August 14, 2016 through August 17, 2016. It is further recommended that registration in the amount of \$780.00, mileage in an amount not to exceed \$76.68, lodging in an amount not to exceed \$710.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Francesca Hary, Branch Manager, Burkhardt Branch Library, to attend “IFLA World Library and Information Congress” being held in Columbus, OH on August 14, 2016 through August 17, 2016. It is further recommended that registration in the amount of \$780.00, mileage in an amount not to exceed \$152.28, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “Soft Skills for Strong Managers” webinar being sponsored by NEO-RLS on August 17, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “Meetings that Matter” webinar being sponsored by NEO-RLS on August 24, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA’s 2016 Young Adult Services Symposium” being held in Pittsburgh, PA on November 4, 2016 through November 6, 2016. It is further recommended that registration in the amount of \$249.00, mileage in an amount not to exceed \$276.48, lodging in an amount not to exceed \$430.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Jennifer St. Onge, Teen Services Librarian, Huber Heights Branch Library, to attend “YALSA’s 2016 Young Adult Services Symposium” being held in Pittsburgh, PA on November 4, 2016 through November 6, 2016. It is further recommended that registration in the amount of \$310.00, mileage in an amount not to exceed \$276.48, 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

Jenna Hoskins, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 1, 2016 at the rate of \$16.37 per hour.

Andrew Kier, Catalog Librarian, full-time, Grade 11, Cataloging Division, Operations Center, effective June 12, 2016 at the rate of \$22.84 per hour.

### PROMOTION

Tim Osterday, Senior Systems Technician, full-time, Grade 09, Information Technology Services, Operations Center, from Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective May 15, 2016 at the rate of \$22.22 per hour.

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

Mary Beth Rogers, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective May 15, 2016 at the rate of \$16.37 per hour.

### RETIREMENT

Don Vallance, Supply Clerk, full-time, Grade 04, Finance Office, Main Library, effective June 10, 2016 after more than 9 years of service.

Shirley Wright, Patron Services Assistant, full-time, Grade 05, Burkhardt Branch Library, effective May 31, 2016 after more than 23 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 Program Guidelines:

Kahlil Ian Kinser, Patron Services Assistant, Circulation Department, Main Library, for the course "Culminating Experience Internship in Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1503.00, and the course "Information Literacy Initiatives and Instruction" Kent State University, 3.0 credit hours, at a cost of \$1503.00 for a total of \$3006.00.

Ayes: All  
Nays: None

### COMMENTS FROM THE GENERAL PUBLIC

City Manager, Quincy Pope, and Economic Development Director, Fred Burkhardt, from the City of Trotwood addressed the Board regarding concerns they have about the Trotwood Branch being pushed back to Segment IV of the Libraries for a Smarter Future plan. They feel that they have been passed over by smaller communities (Brookville and New Lebanon) and as a lower performing school district, it is important to get the new branch built as soon as possible.

Pastor Norman Scarce of the Gateway Cathedral Church on Olive Road shared that the church owned land that they would be willing to sell in order to get the project going.

Trustee Oehlers asked the Executive Director if he could go over what the plan was for the Branch when the bond went on the ballot as compared to the current plan. The Executive Director responded that the original plan was a renovation and expansion of 2000 sq. ft. but the Trotwood branch is now being planned as a new building.

### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of April 2016. The biggest impact to the financial report was due to the fact that the May 2016 PLF receipt was \$308,000 lower than the previous year. At this time it is unknown if the trend will continue throughout the remainder of the year or if it was a one-time event.

The Executive Director approved the following investments:

On May 13<sup>th</sup>, 2016 Public Library Funds were received in the amount of \$1,268,553.27. \$1,000,000 of that will be deposited in Star Ohio earning .48%, and the remainder will be used for operations and left in general checking.

On May 11<sup>th</sup>, 2016 we received the first half rollback and homestead payment from state of Ohio. \$750,725.51 of operating levy funds were received, and all of it will be used for operations. \$669,218.18 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 a motion by Mr. Oehlers, seconded by Mr. Kennebrew, the April 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Director, gave a brief overview of this year's Summer Challenge and then asked several staff members to update the Board on some of the activities that will be going on this summer.

- Melissa Sokol, Children Services Librarian at the Wilmington Stroop Branch, applied for and received a grant for the creation of a GaGa ball pit. This game is a lower impact form of dodgeball and the pit will be traveling around the system this summer.
- Sharon Taste, Northwest Branch Manager, discussed that partnership between DML and the Junior League of Dayton. JLD is helping plan and execute programs that focus on health, literacy, and exercise. With the Northwest Branch being a food site during the summer, it was an ideal location to implement this partnership.
- Kathleen More, Early Literacy Librarian, will be expanding upon an outreach program she started last summer. Last year she was going out to a community of subsidized housing that was not really connected to any one branch but did have a group of volunteers that helped to support the families who lived there. She is expanding this outreach to a second community, has scheduled bookmobile visits, and has engaged the Children Service Librarians to help.

- Steve Moser, Teen Services Coordinator, when over the many programs for Teens over the summer including, a photo contest, Fandom Fest, the Cooking Caravan, and an afterhours lock-in at the Huber Heights Branch.

Tish Wilson, Assistant Director for Youth Services, was recognized as being selected to Chair the 2018 Caldecott Committee.

The Executive Director also shared that the Sunshine Laws now recognize some email conversations between Board members as an unofficial meeting and warned Trustees to be careful what and when they reply all to as it might fall under this violation.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director informed the Board of his intent to start the process of negotiating agreements with Shook/Wise as the Construction Management firm for the Segment III. The Executive Director will bring agreements to be approved at a later meeting.

Tom Marchesano, Director for Library Construction, updated the Board on the current building schedule. As of the date of the meeting the Vandalia Branch should be completed in October. Design for Segment III has officially begun and that segment will be added to the monthly schedule.

LIBRARIES FOR A SMARTER FUTURE BUDGET RECALIBRATION

After discussion with the Board at the monthly facilities meeting, Mr. Marchesano implemented the budget recalibration suggestions.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board approved the updated budget for the Libraries for a Smarter Future plan.

Ayes: All  
Nays: None

MAIN LIBRARY WELL WATER SYSTEM PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the well water system package of the Main Library. One (1) bid was received by the bid due date May 10, 2016.

<u>Bidder</u>	<u>Amount</u>
Moody's of Dayton <i>Miamisburg, OH</i>	\$98,600

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Moody's of Dayton the well water system contract for the Main Library for an amount not to exceed \$98,600.

Ayes: All  
Nays: None

MAIN LANDSCAPING PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the landscaping package of the Main Library. Two (2) bids were received by the bid due date May 10, 2016.

<u>Bidder</u>	<u>Amount</u>
Bladecutters Inc. <i>Dayton, OH</i>	\$142,306
Oheil Irrigation <i>Dayton, OH</i>	\$242,560

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Ms. Hayde, the Board awarded Bladecutters, Inc. the landscaping contract for the Main Library for an amount not to exceed \$142,306.

Ayes: All  
Nays: None

NEW BUSINESS

The Executive Director recognized Joseph Oehler's years of service to the library by proposing the following resolution:

**WHEREAS**, Joseph Oehlers has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2002, through May 31, 2016; and

**WHEREAS**, he demonstrated his leadership by serving as Vice President of the Board from January 2004 through May 2004, as President of the Board from May 2004 through December 2007, and as Secretary of the Board from September 2013 through December 2013 and then again from June 2014 through December 2015; and

**WHEREAS**, he freely and unselfishly gave of his time, talents, expertise and efforts to promote, champion, and improve the library; and

**WHEREAS**, he defended the intellectual freedom of all citizens and helped ensure literary and media collections representing diverse viewpoints; and

**WHEREAS**, he offered his time and efforts to articulate the need for strong community support and substantially contributed to the successful passage of operating levies in 2004 and 2009; and

**WHEREAS**, his keen sense of timing set the stage in planning the Libraries for a Stronger Future bond issue campaign that was overwhelmingly passed in November 2012; and

**WHEREAS**, his fiscal acumen and knowledge of private and non-profit financing, including his questions regarding public sector financial reporting, was of great value to the Board and administration during his entire fourteen years as a trustee; and

**WHEREAS**, his acute legal insights proved to be extremely beneficial to the Board and the Library in the many decisions that were required; and

**WHEREAS**, his clear vision of quality library service helped guide the Board in setting and accomplishing its strategic goals and outcomes during his tenure; and

**WHEREAS**, he provided guidance in the creation of the Dayton Metro Library Foundation as well as serving as one of the Foundation's initial Directors; and

**WHEREAS**, his dedication to the community has been further illustrated by his distinguished service to other local organizations, including United Rehabilitation Services, and St. Joseph Children's Treatment Center; and

**WHEREAS**, his dedicated service and commitment to excellence insured quality library service to ALL residents of Montgomery County; NOW

**THEREFORE BE IT RESOLVED**, that on the EIGHTEENTH DAY OF MAY, TWO THOUSAND SIXTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JOSEPH OEHLERS** has made to the Library, its Staff, and to the residents of Montgomery County during his distinguished service as a Library Trustee and volunteer to the community.

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adopted the resolution.

Ayes: All  
Nays: None

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 6, 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, June 15, 2016 at 4:00 p.m. at the Northwest Branch Library, 2410 Philadelphia Dr.

#### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Kennebrew, the Board adjourned at 5:21 p.m.

Ayes: All  
Nays: None