

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2016, 4:00 p.m.

PRESENT: Glenn Bower, 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. Johnson, seconded by Ms. Merz the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Bower, the minutes of the meeting of May 18, 2016 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

Jean Gaffney, Collection Development & Acquisitions Manager, Office of Collection Development, Operations Center, to participate in “Intellectual Freedom for All” webinar being sponsored by ALA on June 15, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “Dayton Healthcare Summit” being held at Sinclair Community College on June 21, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

J. Greg Havey, Information Services Assistant, Northwest Branch Library, to attend “National Diversity in Libraries Conference” being held in Los Angeles, CA, on August 10, 2016 through August 13, 2016. It is further recommended that registration in the amount of \$225.00, airfare in an amount not to exceed \$550.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$500.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Rachel Gut, Deputy Director, Administration, Main Library, to attend “2016 ULC Annual Forum” being held in Kansas City, MO on October 5, 2016 through October 7, 2016. It is further recommended that registration in the amount of \$495.00, 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 \$530.00, 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

Kelly McElroy, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective May 29, 2016 at the rate of \$14.17 per hour.

### LEAVE WITHOUT PAY

Erin Wen, Material Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective May 16, 2016 for 16 hours to move.

Shawna Woodard, Information Services Librarian, full-time, Grade 11, Magazines & Special Collections, Main Library, effective May 31, 2016 for 192 hours for personal reasons.

### PROMOTION

Mary Fenner, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Senior Patron Service Assistant, full-time,

Grade 06, Huber Heights Branch Library, effective May 15, 2016 at the rate of \$16.37 per hour.

Deanna Gibbs, Senior Patron Services Assistant, full-time, Grade 06, New Lebanon Branch Library, from Patron Service Assistant, full-time, Grade 05, New Lebanon Branch Library, effective May 29, 2016 at the rate of \$14.78 per hour.

#### REHIRE AS SUBSTITUTE

Nancy McCluskey, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective October 2, 2016 at the rate of \$11.69 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective August 21, 2016 at the rate of \$11.69 per hour.

#### RESIGNATION

Sarah Reynolds, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective August 6, 2016 at the rate of \$22.28 per hour.

Kiersten Sargent, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective June 9, 2016 at the rate of \$14.93 per hour.

#### RETIREMENT

Nancy McCluskey, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective June 30, 2016 after more than 13 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:

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1485.00.

William McIntire, Information Services Librarian, Magazines & Special Collections, Main Library, for the courses "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1521.00, "Information Needs, Seeking and Use", Kent State University, 3.0 credit hours, at a cost of \$1521.00, "Web Site Development, Design and Management", Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$4563.00.

## 2016 OLC CONVENTION AND EXPO

The 2016 OLC Convention and Expo is being held in Cincinnati, OH, from September 28 until September 30, 2016. The Board authorized payment of the advance registration fee of \$170.00, \$293.00 reimbursement for lodging, \$193.32 reimbursement for mileage, and \$120.00 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, \$2328.96 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 \$2328.96 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 May 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of May 2016.

The Executive Director approved the following investments:

On June 10<sup>th</sup>, 2016 the Library received a property tax advance of \$205,851.43 from the operating levy, and all of it will be left in general checking and used for operations. A tax \$183,501.81 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. Bower, seconded by Ms. Merz, the May 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

Chuck Duritsch, External Relations Manager, gave a presentation about a new aspect of the External Relations television marketing strategy. The Library had been doing weekly 3 minute live segments on Living Dayton to promote programs and library resources. Along with these segments,

promos being shown on WDTN (NBC) and WBĐT (CW). The Library is also using social media to get these stories out to the public.

The Executive Director shared with the Board a plan for the Metro Libraries in Ohio to pool their resources in order to acquire government relation services to advocate for them as one unit.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the current building schedule. The budget has been adjust to reflect the changes made due to the budget recalibration. There was not much of a change to the schedule.

MAIN LIBRARY CHILDREN’S THEMATICS PACKAGE

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

<u>Bidder</u>	<u>Amount</u>
Roto Group, LLC <i>Dublin, OH</i>	\$283,400

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Ms. Johnson, the Board awarded Roto Group, LLC the children’s thematics contract for the Main Library for an amount not to exceed \$283,400.

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – WILLMINGTON-STOOP BRANCH PROJECT

On a motion by Ms. Johnson, seconded by Mr. Bower, the Board awarded Reutschle Architects, Inc. the architectural contract for the Wilmington-Stoop Branch - with fees not to exceed \$670,679 (plus reimbursable expenses as defined in the agreement).

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – WEST CARROLL BRANCH PROJECT

On a motion by Mr. Bower, seconded by Ms. Merz, the Board awarded Levin-Porter Associates, Inc. the architectural contract for the West Carrollton Branch - with fees not to exceed \$467,423 (plus reimbursable expenses as defined in the agreement).

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – SOUTHEAST BRANCH PROJECT

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board awarded Levin-Porter Associates, Inc. the architectural contract for the Southeast Branch - with fees not to exceed \$754,310 (plus reimbursable expenses as defined in the agreement).

Ayes: All  
Nays: None

ADMINISTRATIVE SERVICES AGREEMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved an administrative services agreement with the Dayton Design Collaborative for the coordination of fee payment related to projects under contract with LWC, Inc., Ruetschle Architects, Inc., and Levin-Porter Associates, Inc., including services of G4 Architects and other consultants for Segment III construction projects.

Ayes: All  
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the proposed Managerial and Confidential Employee Compensation Plan.

Ayes: All  
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated May 18, 2016 from the City of Trotwood reiterating their plea for the Board to reconsidering pushing the new Trotwood Branch Library back to Segment IV of the Libraries for a Smarter Future project.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 20, 2015 at 4:00 p.m. at the Miami Township Branch Library.

The next Facilities Meeting will be held Monday, July 11, 2015 at 4:00 p.m. in the Operations Center 3<sup>rd</sup> Floor Conference Room.

ADJOURNMENT

On a motion by Mr. Bower, seconded by Ms. Merz, the Board adjourned at 4:47 p.m.

Ayes: All  
Nays: None