

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,  
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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. Kennebrew, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Mr. Bower, the minutes of the Board meeting of December 21, 2016 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Bower, seconded by Mr. Kennebrew, 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 to participate in “2017 ULC Webinar series” being sponsored by ULC in 2017. It is further recommended that registration in the amount of \$1,800.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that lodging in an amount not to exceed \$150.00 be reimbursed by the Board.

Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, and Elizabeth Schumacher, Teen Services Librarian, Burkhardt Branch Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to participate in “Storytime Shenanigans: Building Great Programs” course being sponsored by ALA on February 6, 2017 through February 26, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, to participate in “How to Improve Your Library Instruction” webinar being sponsored by ALA on February 15, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Creating Inclusive Storytimes” webinar being sponsored by ALA on February 23, 2017. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to attend “Nonfiction Reading & Graphic Novels” being held at the Boone County Public Library on March 22, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Aaron Smith, Audio-Visual Systems Manager, full-time, Grade S09, Information Technology Services, Operations Center, effective January 8, 2017 at the rate of \$31.9712 per hour.

### CHANGE IN HOURS

Barry Fought, Accountant, 3/5-time, Grade 11, Finance, Main Library, from Account, full-time, Grade 11, Finance, Main Library, effective January 22, 2017 at the rate of \$20.87 per hour.

Melissa Marshall, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, 4/5-time, Grade 08, Kettering-Moraine Branch Library effective January 22, 2017 at the rate of \$19.72 per hour.

### CHANGE IN HOURS, CHANGE IN POSITION

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, from Information Services Librarian, substitute, Grade Sub11, Belmont Branch Library, effective February 5, 2017 at the rate of \$14.45 per hour.

### CHANGE IN LOCATION

Camee Decknadel, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective February 5, 2017 at the rate of \$17.03.

### PROMOTION, CHANGE IN LOCATION

Candice Jeske, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, from Information Services Assistant, full-time, Grade 08, Belmont Branch Library, effective January 8, 2017 at the rate of \$20.26 per hour.

Karen Rapp, Copy Cataloger, full-time, Grade 07, Catalog Division, Operation Center, from Acquisition Clerk, full-time, Grade 04, Acquisition Division, Operations Center, effective February 19, 2017 at the rate of \$15.84 per hour.

### RESIGNATION

Larry Yung, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective January 3, 2017 at the rate of \$16.86 per hour.

Judith Gains, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective August 2, 2016 at the rate of \$11.32 per hour.

### RETIREMENT

Donna Brown, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective January 31, 2017 after more than 19 years of service.

Vivian Finch-Courts, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective March 31, 2017 after more than 15 years of service.

Alicia Hammond, Patron Services Assistant, 4/5-time, Outreach Services, effective December 31, 2016 after more than 35 years of service.

#### RETUN TO POSITION

Sandra Prell, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective January 8, 2017 at a rate of \$26.0288 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:

William McIntire, Information Services Librarian, Special Collections Division, Main Library, for the course "Information Storage and Retrieval Systems", Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course "Information Policy" Kent State University, 3.0 credit hours, at a cost of \$1,551.00 for a total of \$3,102.00.

#### ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

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 December 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the December 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

### TUITION REIMBURSEMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board authorized \$30,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2017 to be awarded in accordance with the Staff Development Program.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, Director of Development and External Relations, and Steve Moser, Teen Services Coordinator, presented the "Middle Ground" to the Board. This program is geared toward 7<sup>th</sup> and 8<sup>th</sup> grade students and teachers as a way for Teen Services representatives to get a foot in the door at middle schools in the service area.

Jean Gaffney, Collection Development & Acquisition Manager, reported her experience on participating on a committee to choose the Robert F. Sibert Information Book Medal winner at the ALA midwinter conference.

### LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The Executive Director reminded Trustees that the new Miamisburg Branch Library will have its Grand Opening on Monday, February 20<sup>th</sup> at 1:00pm.

### CORRESPONDENCE

The Board acknowledged a letter dated January 18, 2017 from the Ohio EPA responding to the Executive Director's request for the speedy review of the Home Avenues Redevelopment Corporation's Voluntary Action Plan.

### NEW BUSINESS

The Executive Director announced that everyone was available for a Board retreat on Saturday, March 11, 2017. Library staff will work on logistical details and update the Board at a later time.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 15, 2017 at 4:00 p.m. at the Kettering-Moraine Branch Library, 3496 Far Hills Ave.

The next Facilities Meeting will be held Monday, February 6, 2017 at 4:00 p.m. in the Operations Center 3<sup>rd</sup> Floor Conference Room.

### 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)(1) and Section 121.22(G)(2) of the Ohio Revised Code to discuss personnel actions and property acquisition.

A roll call vote was taken as follows:

Mr. Bower, Aye  
Ms. Hayde, Aye  
Ms. Holihan  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Ms. Merz, Aye  
Ms. Vaughn, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 5:29 p.m. and returned to open session at 5:58 p.m. The Vice 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)(1) and Section 121.22(G)(2) of the Ohio Revised Code.

### ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Bower, the Board adjourned at 5:58 p.m.

Ayes: All  
Nays: None