

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 18, 2017, 4:15 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan (In at 5:05pm), Elaine Johnson,
Carl Kennebrew (Out at 5:25pm), 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 4:19 p.m.

The President appointed Ms. Johnson to serve as Secretary Pro-Tem.

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. Johnson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of September 20, 2017, and the facilities meeting of October 9, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

Stephanie Cossell, Children Services Librarian, Miamisburg Branch Library, to attend “SWON Summer Reading Workshop” being held at the Miami Township Branch on September 12, 2107. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Ian Kinser, Teen Services Librarian, Vandalia Branch Library, to attend “Teen Think Tank” being held in Sidney, OH on September 15, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, and Desiree Davey, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend “OHIO IUG” being held in Columbus, OH on September 22, 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 “The Newbery Medal: Past, Present, and Future” online course being sponsored by ALSC on September 25, 2017 through November 3, 2017. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Providing Services to People Living with Alzheimer’s” webinar being sponsored by ALA on September 26, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, to participate in “You Can Do It – Coaching & Supervising Library Employees” webinar being sponsored by LLAMA on September 27, 2017. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Dayton, OH on September 28, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Dayton, OH on September 28, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Jill Proudfoot, Information Services Assistant, Kettering Moraine Branch Library, to participate in “No Budget? No Problem!” webinar being sponsored by OLC on October 12, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, to attend “Chamber of Commerce Breakfast Briefing Series” being held in Dayton, OH on October 13, 2017. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Workplace Diversity and Inclusion Forum” being held at Sinclair on October 18, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “2017 Excellence in Eldercare Symposium” being held in Dayton, OH on October 20, 2017. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Jamie McQuinn, Special Collections Manager, Special Collections, Main Library, to attend “TedXDayton” being held at the Victoria Theatre on October 20, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, Julie Buchanan, Programming Manager, Youth Services, Main Library, Jennifer Buckner, Children Services Librarian, Kettering Moraine Branch Library, Allison Dugan, Information Service Librarian, Information Services, Main Library, Melissa Groveman, Information Services Librarian, Information Services, Main Library, Allison Knight, Children Services Librarian, Outreach Services, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “OLC Leadership Conference” being held in Columbus, OH on November 9, 2017. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Impact Ohio” being held at Sinclair on November 9, 2017. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “ALA Midwinter” being held in Denver, CO on February 9, 2018 through February 13, 2018. It is further recommended that registration in the amount of \$230.00, airfare in an amount not to exceed \$450.00, lodging in an amount not to exceed \$570.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operations Center, attend “Facility Dude Conference” being held in San Diego, CA on March 18, 2018 through March 21, 2018. It is further recommended that registration and lodging combined in the amount of \$1635.00, airfare in an amount not to exceed \$450.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Aubrey Belter, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective October 1, 2017 at the rate of \$15.56 per hour.

April Crunkleton, Patron Services Assistant, substitute, Grade Sub 05, Borrower Services, Main Library, effective October 1, 2017 at the rate of \$10.04 per hour.

Christopher Erb, Patron Services Assistant, substitute, Grade Sub 05, Borrower Services, Main Library, effective October 1, 2017 at the rate of \$10.04 per hour.

Margaret Lozano, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective October 1, 2017 at the rate of \$14.74 per hour.

Erin McKenzie, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective October 1, 2017 at the rate of \$11.60 per hour.

LEAVE WITHOUT PAY

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective sometime in November for 338 hours for maternity leave.

REHIRE AS SUBSTITUTE

Katie Hoskinson-Burks, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective October 1, 2017 at the rate of \$11.66 per hour.

RESIGNATION

Courtney DeFrain, Patron Services Assistant, 2/5-time, Grade 05, Northmont Branch Library, effective October 28, 2017 at the rate of \$16.24 per hour.

Rebecca Beatty, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective October 14, 2017 at the rate of \$23.12 per hour.

James Hicks, Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective October 31, 2017 at the rate of \$20.36 per hour.

Katie Hoskinson-Burks, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective September 30, 2017 at the rate of \$17.21 per hour.

Cynthia McNally, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective July 10, 2017 at the rate of \$13.85 per hour.

Cynthia Simerlink, Staff Development Coordinator, full-time, Grade 12, Human Resources, Operations Center, effective November 1, 2017 at the rate of \$30.95 per hour.

RETIREMENT

Christine Grillot, Patron Services Assistant, 3/5-time, Grade 05, Northwest Branch Library, effective November 30, 2017 after more than 20 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Joe Dranschak from Historical Society of Vandalia-Butler addressed the Board to ask that Library pay for a sign recognizing the former site of the Vandalia United Brethren Church Cemetery located where the Library demolished the old Vandalia-Butler Schools Administrative building. He provided a letter with the request and asked that the Board add this discussion to the next meeting's agenda and approve the cost as part of the Library's budget.

Al Washington addressed the Board regarding his belief that the Diversity and Inclusion plan regarding the Facilities plan is not effective. He would like the Board to revisit the policy, scrap the plan, and get "pros" to do it right.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Johnson, seconded by Ms. Merz, the September 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

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)(3) of the Ohio Revised Code to discuss the conference with an attorney.

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the Board entered into Executive session at 4:41 p.m.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

Ms. Holihan joined the meeting at 5:05 p.m.

Mr. Kennebrew left the meeting at 5:25 p.m.

The Board returned to open session at 5:32 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)(3) of the Ohio Revised Code.

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, gave a presentation to the Board about the purpose of the Opportunity Spaces and how they have been used since the new branches have opened.

The Executive Director shared his newly revised work plan to make it easier to track progress.

The Executive Director also reminded the Board of the upcoming Staff Development day for the Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. The Groundbreaking for the Southeast Branch will be on October 26, 2017 at 3:00 p.m.

APPROVAL OF ART DONATIONS

The Reimagining Works Committee reviewed and recommended the acceptance of two pieces of artwork that were donated to the Library.

The first piece is a painting by M.B. Hopkins titled *Huddled Masses*, which will be displayed in the New Americans section of the Main Library.

The second piece is a painting by Loretta Puncer titled *Surface*, which will be displayed near the Group Study Rooms on the second floor of the Main Library

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the two art donations.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2018 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2018. The approved meeting dates for 2018 are as follows:

January 24, 2018	July 18, 2018
February 21, 2018	August – no meeting
March 21, 2018	September 19, 2018
April 18, 2018	October 17, 2018
May 16, 2018	November 14, 2018
June 20, 2018	December 19, 2018

Additionally, the Board needed to establish a calendar of facilities meetings for 2018. The approved meeting dates for 2018 are as follows:

January 16, 2018 (Tuesday)	July 9, 2018
February 12, 2018	August – no meeting
March 12, 2018	September 10, 2018
April 9, 2018	October 8, 2018
May 7, 2018	November 5, 2018
June 11, 2018	December 10, 2018

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed Board and facilities meeting dates for 2018.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 6, 2017 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 15, 2017 at 4:00 p.m. in the Board Room at the Main Library.

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 property acquisition.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board entered into Executive session at 6:13 p.m.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board returned to open session at 7:04 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

There being no further business to discuss, the Board adjourned at 7:04 p.m.