

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 15, 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 Ms. Holihan, seconded by Mr. Bower, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of October 18, 2017, and the facilities meeting of November 6, 2017 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “How Libraries can use Literature to Support Family Engagement in Children’s Social and Emotional Learning” webinar being sponsored by ALSC. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Closing the Word Gap: How a Museum/Library/Research Partnership Created Community Impact through Parent Education” webinar being sponsored by ALSC. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Sarah Ewry, Senior Copy Cataloger, Cataloging, Operations Center, Deborah Hathaway, Cataloging Manager, Cataloging, Operations Center, and Janelle, Senior Copy Cataloger, Cataloging, Operations Center, to participate in “Introduction to Python and PyMARC Part 1 & 2” webinar being sponsored by ALCTS. It is further recommended that registration in the amount of \$206.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to participate in “What’s Your Story? Evidence-Based Advocacy” webinar being sponsored by LLAMA on October 25, 2017. It is further recommended that registration in the amount of \$59.00 be reimbursed by the Board.

Kelly Fullan, Children Services Librarian, Huber Heights Branch Library, to participate in “Making Your Library Work for Homeschoolers” webinar course being sponsored by ALA on October 25, 2017. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “OLC Leadership Conference” being held in Columbus, OH on November 9, 2107. It is further recommended that registration in the amount of \$30.00 and mileage in an amount not to exceed \$86.67 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Breakfast Briefing: Delivering Value Today” being held in Dayton, OH on November 10, 2017. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Darryn Presley, Information Services Assistant, West Carrollton Branch Library, to attend “RightClick 2017: The Library IT Idea Exchange Conference” being held in Columbus, OH on November 15, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “The Caldecott Medal: Understanding Distinguished Art in Picture Books” being sponsored by ALSC on January 8, 2018 through February 16, 2018. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “ALA Midwinter” being held in Denver, CO on February 9, 2017 through February 13, 2018. It is

further recommended that registration in the amount of \$230.00 each, airfare in an amount not to exceed \$450.00 each, lodging in an amount not to exceed \$570.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in "Organization and Management of Collections" online course being sponsored by UW Madison on February 12, 2108 through May 6, 2018. It is further recommended that registration in the amount of \$373.50 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Sarah Beavers, Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective October 29, 2017 at the rate of \$15.56 per hour.

Roy DeFrain, Patron Services Assistant, substitute, Grade Sub 05, East Branch Library, effective October 15, 2017 at the rate of \$10.04 per hour.

Caitlin O'Mara, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective November 12, 2017 at the rate of \$14.74 per hour.

### REHIRE AS SUBSTITUTE

Courtney DeFrain, Information Services Assistant, substitute, Grade Sub 08, Northmont Branch Library, effective October 29, 2017 at the rate of \$12.21 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub 05, Northmont Branch Library, effective October 29, 2017 at the rate of \$10.04 per hour.

### RESIGNATION

Cynthia Butcher, Interim Branch Library Manager, substitute, Grade Sub S08, East Branch Library, effective November 25, 2017 at the rate of \$40.4546 per hour.

Benjamin Thornber, Patron Services Assistant, 4/5-time, Grade Sub 05, Northmont Branch Library, effective October 28, 2017 at the rate of \$14.74 per hour.

Martin Vukson, Patron Services Assistant, substitute, Grade 05, Information Services, Main Library, effective May 13, 2017 at the rate of \$10.04 per hour.

Gretchen Yonata, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective November 11, 2017 at the rate of \$25.34 per hour.

RETIREMENT

Stella Jackson, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective November 30, 2017 after more than 50 years of service.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

David Esrati addressed the Board regarding his removal from the Library on August 19<sup>th</sup>.

MONTHLY FINANCIAL REPORT

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

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the October 2017 Financial Report was approved by the Board.

Ayes: All  
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2018

On a motion by Ms. Holihan, seconded by Mr. Bower, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2018, and

WHEREAS, these funds will be used for current operating expenses throughout 2018, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Mr. Bower, Aye  
Ms. Hayde, Aye

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

Ayes: All  
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION

Marc Reynolds of Marsh & McLennan reviewed the proposed 2017-2018 rates for Property, Liability and Blanket Insurance coverage.

Policy	2016	2017
Executive (Directors & Officers Liability and Employment Practices Liability)	10,853	11,092
Equipment Breakdown and Mechanical (Boiler)	3,180	3,980
Package (Liability and Property)	131,193	137,898
TOTAL	\$145,226	\$152,970

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$152,970.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director and the Board had a discussion regarding the combined visioning session between the three Library Board and select members of staff. They discussed what next steps should be taken in order to help align all the Boards towards the strategic vision of 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. Punch list items are being worked on at the same time claims for the Main Library are being settled.

RESOLUTION TO DELCARE URGENT NECESSITY FOR REPAIR OF GENTILE ROOF

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the following resolution:

WHEREAS, the Dayton Metro Library's Gentile Building roof began excessive leaking during heavy rain conditions on Sunday November 5, 2017; and

WHEREAS, immediate repair of the roof is needed to prevent damage to the building's interior, and damage and loss of collections, furnishings, equipment, and supplies in storage at the site; and

WHEREAS, LWC Architects, Inc. had previously documented the condition of the roof as near its end of useful life and had recommended to the Dayton Metro Library the need to complete a repair of the roof; and

WHEREAS, Enterprise Roofing and Sheet Metal has inspected and provided a recommendation as to the required work on this roof, and is capable of providing and installing an additional roof layer in a timely manner at a cost of \$132,475;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3375.41 an urgent necessity exists necessitating the award of a contract to Enterprise Roofing and Sheet Metal for the emergency repair of the Gentile Building Roof for an amount not to exceed \$132,475 with moneys to be paid from the Library's 401 Building and Repair fund.

Ayes: All  
Nays: None

#### PAY FOR PERFORMANCE MOU

The Collective Bargaining Agreement (CBA) between the Dayton Metro Library and the Dayton Metro Library Staff Association (DMLSA) approved by the Board and effective July 1, 2015 included a provision to incorporate pay for performance in the third year of the contract. The CBA provided \$50,000 to be distributed through a Pay for Performance system recommended by the Executive Director and agreed to by the DMLSA.

A Memorandum of Understanding (MOU) was negotiated with the DMLSA based upon a program developed by the administration and ratified by the DMLSA membership on October 22, 2017.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the Memorandum of Understanding with between DML and DMLSA.

Ayes: All  
Nays: None

#### 2018 HEALTH DENTAL AND VISION INSURANCE

The Executive Director recommended no change in health, dental, and vision insurance carriers for plan year 2018 with no significant change in benefit coverage or plan design. Eligible employees have the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan. The Library will pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions are pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$780.06	0%
Family	\$1723.92	0%

Plan	HRA Rate	% change
Single	\$840.40	0%
Family	\$1857.29	0%

Plan	Dental Rate	% change
Single	\$26.03	0%
Family	\$109.65	0%

Plan	Vision Rate	% change
Single	\$5.54	0%
Family	\$13.47	0%

On a motion by Ms. Johnson, seconded by Ms. Holihan, the 2018 health, dental, and vision insurance rates were approved by the Board.

Ayes: All  
Nays: None

### 2018 SECURITY SERVICES

The annual security services contract with G4S Security Services has been scheduled to expire on December 31, 2017. For 2018 services, Dayton Metro Library sought proposals from qualified security firms. Proposals were received from four firms. Using rate tables provided by each firm, the following 2018 cost estimates were developed:

<u>Firm</u>	<u>Proposed Base Rate</u>	<u>Annual Phones Costs</u> <u>Annual Vehicle Costs</u>	<u>Total</u>
<i>US Security</i>	\$1,044,824 (Exclusive of Overtime upcharges)	\$28,608 \$14,400	\$1,087,832
<i>Aegis (No Dayton office)</i>	\$1,062,517	(Does not provide either phone or vehicles)	\$1,062,517
<i>G4S</i>	\$1,263,863	\$7,200 (Does not provide vehicles)	\$1,271,063
<i>US Protection Service, LLC</i>	\$1,111,411	\$3,600, (Vehicles included)	\$1,115,011

The proposals were evaluated based upon criteria that included base rate costs, local office support, experience with contracts of similar size and nature of Dayton Metro Library, requirement of cell phones for communication between library sites, and reference interviews.

Following discussions with Deputy Executive Director Rachel Gut and Security Manager Heather McClure, it was determined that a contract for 2018 security services should be awarded to US Protection Services. While US Protection Service's base bid is above two other vendors, its proposal met all criteria and their proposal specified officers with a higher minimum level of experience and education when compared to the other service providers.

The Library's current security service provider G4S was informed November 1<sup>st</sup> of the above recommendation and on November 9<sup>th</sup>, G4S exercised its rights under the existing contract providing notice of termination effective December 9<sup>th</sup>.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board approved the negotiated contract with US Protection Services for 2018 base security services costs and direct support costs in the amount of \$1,115,011, exclusive of authorized overtime services, to begin in December 2017.

Ayes: All  
Nays: None

#### NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Margot Merz and Arlinda Vaughn in order to present a 2018 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2017. The slate will be presented at the December 2017 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees vacancy in May 2018. Mr. Carl Kennebrew has served on the Board for two years, fulfilling an unexpired term, and is eligible for reappointment.

#### NEW BUSINESS

There was no new business brought before the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 11, 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, December 20, 2017 at 4:00 p.m. in the Board Room at the Main Library.

#### ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:28 p.m.