

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 20, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Arlin 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. Merz, seconded by Mr. Bower, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Holihan, the minutes of the Board meeting of November 15, 2017, and the facilities meeting of December 11, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, 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:

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Shanna Novak, Catalog Librarian, Cataloging, Operations Center, to participate in “NACO, Authority Control, and Identity Management” webinar being sponsored by ALCTS on December 6, 2017. It is further recommended that registration in the amount of \$43.00 each be reimbursed by the Board.

Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, to participate in “Managing Space, Managing Expectations” webinar being sponsored by OLC on December 7, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to participate in “The Caldecott Medal: Understanding Distinguished Art in Picture Books” online course being sponsored by ALSC on January 8, 2018 through February 16, 2018. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

Kristen Allen Vogel, Information Services Librarian, Information Services, 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, 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Mariah Busher, Patron Services Librarian, 1/2-time, Grade 05, Trotwood Branch Library, effective December 10, 2017 at the rate of \$14.74 per hour.

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective December 10, 2017 at the rate of \$22.91 per hour.

Dani Gustavich, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub 08, New Lebanon Branch Library, effective November 26, 2017 at the rate of \$11.60 per hour.

PROMOTION, CHANGE IN HOURS

Ariya Arnold, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective December 10, 2017 at the rate of \$17.03 per hour.

PROMOTION, CHANGE IN LOCATION

Kristina Richey, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

RESIGNATION

Tom Barstow, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective November 24, 2017 at the rate of \$22.43 per hour.

Jasmine Favers, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective November 25, 2017 at the rate of \$15.53 per hour.

RETIREMENT

Judith Ernst, Senior Patron Services Assistant, full-time, Grade 06, Brookville Branch Library, effective January 6, 2018 after more than 30 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Darryn Reams, Information Services Assistant, West Carrollton Branch Library, in order to attend Kent State University School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Amy Schutte, Information Services Assistant, Wilmington- Stroop Branch Library, in order to attend Kent State University School of Library and Information Science.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for November 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Friday, October 13, 2017 Public Library Funds were received in the amount of \$1,184,862.69. All of these funds were deposited into the general checking account for operations.

On Wednesday, October 18, 2017, a Manufactured Homes Rollback payment from the State of Ohio was received in the amount of \$2,597.92. Of this total, \$1,373.64 was used for operations and \$1,224.28 was deposited in the Debt Service Fund.

On Tuesday, October 31, 2017, a Homestead Manufactured Homes Exempt payment from the State of Ohio was received in the amount of \$8,034.86. Of this total, \$4,248.06 was used for operations and \$3,786.80 was deposited in the Debt Service Fund.

On Wednesday, November 15, 2017 Public Library Funds were received in the amount of \$1,235,613.59. Of these funds, \$700,000 were deposited with StarOhio, the remaining \$535,613.59 of these funds were deposited into the general checking account for operations.

On Tuesday, December 5, 2017, a RE Tax Rollback payment from the State of Ohio was received in the amount of \$1,412,865.50. Of this total, \$746,978.71 was used for operations and \$665,886.79 was deposited in the Debt Service Fund.

On a motion by Mr. Bower, seconded by Ms. Holihan, the November 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2017 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2017 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Merz, seconded by Ms. Johnson, the following amended appropriation allocations for fiscal year ending December 31, 2017:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$20,632,887	\$20,732,887	\$100,000
2000 – Supplies	830,105	830,105	-

3000 - Purchased Services	5,576,546	5,776,546	\$200,000
4000 - Library Materials & Information	4,408,583	4,508,583	\$100,000
5000 - Capital Outlay	1,284,866	884,866	(\$400,000)
6000 - Debt Service	0	0	-
7000 - Other Objects	179,537	179,537	-
8000 - Contingency	0	0	-
9000 - Transfer to other funds	<u>54,219</u>	<u>54,219</u>	-
Total	<u>\$32,966,743</u>	<u>\$32,966,743</u>	<u>-</u>
<u>Sustainability Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$9,000</u>	<u>\$10,000</u>	<u>\$ 1,000</u>
Total	<u>\$ 9,000</u>	<u>\$10,000</u>	<u>\$1,000</u>
<u>Future Employee Compensation Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$ 1,500</u>	<u>\$ 1,500</u>	
Total	<u>\$1,500</u>	<u>\$1,500</u>	
<u>Facilities Enhancement Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	<u>\$500</u>	<u>\$500</u>	-
3000 - Purchased Services	<u>\$551,891</u>	<u>551,891</u>	-
5000 - Capital Outlay	<u>200,000</u>	<u>200,000</u>	-
Total	<u>\$752,391</u>	<u>\$752,391</u>	<u>\$0</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$170,000</u>	<u>\$170,000</u>	\$ -
6000 - Debt Service	<u>\$11,630,000</u>	<u>\$11,630,000</u>	-
Total	<u>\$11,800,000</u>	<u>\$11,800,000</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$353,905</u>	<u>\$353,905</u>	\$-
5000 - Capital Outlay	<u>\$11,000,000</u>	<u>\$11,000,000</u>	-
Total	<u>\$11,353,905</u>	<u>\$11,353,905</u>	<u>\$ -</u>

<u>Computer Co-Op Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 300	\$ 300	\$
5000 - Capital Outlay	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<i>Total</i>	<u><i>\$ 100,300</i></u>	<u><i>\$ 100,300</i></u>	<u><i>\$</i></u>
<u>Taxable Construction Fund</u>			
	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	\$25,000	25,000	-
3000 - Purchased Services	\$12,000,000	\$12,000,000	\$-
5000 - Capital Outlay	\$40,000,000	\$40,000,000	-
<i>Total</i>	<u><i>\$ 52,025,000</i></u>	<u><i>\$52,025,000</i></u>	<u><i>\$0</i></u>
<u>Tax Exempt Construction Fund</u>			
	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	\$10,697	\$45,697	\$ 35,000
3000 - Purchased Services	\$8,541,986	\$8,541,986	-
5000 - Capital Outlay	\$35,072,669	\$35,072,669	-
7000 - Other Objects	0	\$6,000	6,000
<i>Total</i>	<u><i>\$43,625,352</i></u>	<u><i>\$43,666,352</i></u>	<u><i>\$41,000</i></u>
<u>Trust Fund</u>			
	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 500	\$ 500	\$ 0
<i>Total</i>	<u><i>\$ 500</i></u>	<u><i>\$ 500</i></u>	<u><i>\$ 0</i></u>
<u>Endowment Fund</u>			
	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 250	\$ 250	\$ 0
<i>Total</i>	<u><i>\$ 250</i></u>	<u><i>\$ 250</i></u>	<u><i>\$ 0</i></u>

Ayes: All
Nays: None

TRANSFERS OF FUNDS

In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

The **Future Employee Compensation** was originally designated the **Special Revenue Fund (201)** as established in December 2003, but the name was changed in 2013. This fund will provide for future payouts of Sick/Vacation balances upon employee retirements. Therefore, it is appropriate to transfer funds from the General Fund to the Future Employee Compensation Fund in 2017.

Beginning Balance January 1, 2017	\$1,663,633.30
<i>Plus: Earnings through November 30, 2017</i>	10,140.94
<i>Less: Investment fees through November 30, 2017</i>	(1,148.92)
<i>Less: Encumbrances</i>	0
Balance through November 30, 2017	<u>\$1,672,625.32</u>
<u>Current Obligation</u>	
Vacation Accrual	\$843,813.77
Compensatory Time Accrual	76,129.24
25% of Sick Leave (Eligible Retirees)	438,660.11
3/11 of Current Payroll	<u>150,715.18</u>
Current Payroll expenditure obligation	\$1,509,318.30
Compensation tax liability (2% Medicare/Workers Comp)	30,186.37
Total current obligation	<u>\$1,539,504.67</u>
Requested Transfer from the General Fund to the Future Employee Compensation Fund	<u>\$0</u>

The **Computer Co-Op Fund (402)** was established in August 1991. The purpose of the fund is to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library system. To establish adequate funds for the next replacement or upgrade of the Library's shared system, it is estimated that a total of \$385,000 will be needed over the next seven (7) years. Based on this assumption, current funding should be at 100% or **\$385,000.00**.

Beginning Balance January 1, 2017	\$331,434.94
<i>Less: 2017 Expenditures through November 30, 2017</i>	(\$228.89)
<i>Plus: Earnings through November 30, 2017</i>	2,020.33
<i>Less: 2017 Encumbrances</i>	<u>0</u>
Unencumbered Balance through November 30, 2017	333,226.38
Unencumbered Fund Objective for December 31, 2017	<u>\$385,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u>\$51,773.62</u>

The **Sustainability Fund (102)** was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on the current balance and estimated daily expenditures, the library would have approximately 115 days of regular operating expenditures in the Sustainability Fund at December 31, 2017.

Beginning Balance January 1, 2017	\$9,367,181.12
<i>Plus: Earnings through November 30, 2017</i>	57,099.16
<i>Plus: Estimated Earnings December 2017</i>	0
<i>Less: Investment fees through November 30, 2017</i>	(\$6,469.07)
<i>Less: 2017 Encumbrances</i>	(0)

Requested Transfer to Sustainability Fund from General Fund	\$0
<i>Projected Sustainability Fund Balance, December 31, 2017</i>	<u>\$9,417,811.21</u>

In 2013, the **Facilities Enhancement Fund (103)** was created and initially funded by an anonymous donation received in 2013.

Beginning Balance January 1, 2017	\$906,516.31
<i>Plus: Earnings through November 30, 2017</i>	7,783.19
<i>Plus: Estimated Earnings December 2017</i>	0
<i>Less: Disbursements through November 30, 2017</i>	(\$172,350.71)
<i>Less: Encumbrances, December 2017</i>	(\$164,500.00)
<i>Projected Facilities Enhancement Fund Balance, December 31, 2017</i>	<u>\$577,448.79</u>

The **Building and Repair Fund (401)** was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2017	\$11,222,392.72
<i>Less: 2017 Expenditures through November 30, 2017</i>	(\$53,512.92)
<i>Plus: Earnings through November 30, 2017</i>	\$101,363.54
<i>Plus: Estimated Earnings December 2017</i>	\$0
<i>Less: 2017 Encumbrances</i>	(\$167,025.10)
<i>Projected Building and Repair Fund Balance, December 31, 2017</i>	<u>\$11,103,218.24</u>

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the transfer of \$51,773.62 to meet the objective of the Computer Co-Op Fund. No action was taken for the Future Employee Compensation, Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

TEMPORARY 2018 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2018.

GENERAL FUND

1000 – Salaries & Benefits	\$21,303,453
2000 - Supplies	781,336
3000 - Purchased Services	5,907,087
4000 – Library Materials & Information	3,911,241
5000 - Capital Outlay	1,712,968
6000 - Debt Service	-
7000 - Other Objects	193,915
8000 – Contingency	0
9000 – Transfer Out	55,000

Total General Fund Appropriations **\$33,865,000**

SUSTAINABILITY FUND

3000 - Purchased Services	<u>\$11,000</u>
Total Sustainability Fund Appropriations	<u>\$11,000</u>

FACILITIES ENHANCEMENT FUND

2000 - Supplies	\$500
3000 - Purchased Services	404,500
5000 - Capital Outlay	<u>185,000</u>
Total Facilities Fund Appropriations	<u>\$590,000</u>

FUTURE EMPLOYEE COMPENSATION FUND

3000 - Purchased and Contracted Services	<u>\$1,500</u>
Total Future Employee Compensation Fund Appropriations	<u>\$1,500</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$175,000
6000 - Debt Services	<u>11,650,305</u>
Total Debt Services Fund Appropriations	<u>\$11,825,305</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$227,000
5000 - Capital Outlay	<u>10,000,000</u>
Total Building and Repair Fund Appropriations	<u>\$10,227,000</u>

COMPUTER CO-OP FUND

3000 - Purchased Services	\$350
5000 - Capital Outlay	<u>384,650</u>
Total Computer Co-Op Fund Appropriations	<u>\$385,000</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$85,000
3000 - Purchased Services	12,000,000
5000 - Capital Outlay	<u>41,000,000</u>
Total Taxable Construction Fund Appropriations	<u>\$53,085,000</u>

TAX EXEMPT CONSTRUCTION FUND

2000 - Supplies	\$15,000
3000 - Purchased Services	\$1,145,000
5000 - Capital Outlay	9,840,000
7000 - Other Objects	<u>0</u>
Total Tax Exempt Construction Fund Appropriations	<u>\$11,000,000</u>

TRUST FUND

3000 - Purchased Services	<u>\$500</u>
Total Trust Fund Appropriations	<u>\$500</u>

ENDOWMENT FUND

3000 - Purchased Services	<u>\$350</u>
Total Endowment Fund Appropriations	<u>\$350</u>
Total All Funds Appropriations	<u>\$120,990,655</u>

On a motion by Mr. Johnson, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2018 General Fund in the amount of \$33,865,000, the Sustainability Fund in the amount of \$11,000, the Facilities Enhancement Fund in the amount of \$590,000, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,825,305, the Building & Repair Fund in the amount of \$10,227,000, the Computer Co-Op Fund in the amount of \$385,000, the Taxable Construction Fund in the amount of \$53,085,000, the Tax Exempt Construction Fund in the amount of \$11,000,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$350.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared a list of successes for the Library from 2017 with the Board.

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. There has been very little change in the budget, but he will be presenting a budget recalibration at the February Board meeting.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed schedule is approximately 2.5% above current rates, rounded to the nearest nickel:

**Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2018**

Current Rate	\$8.50	\$8.70	\$9.05	\$9.50
New Rate	\$8.75	\$9.00	\$9.35	\$9.75

The proposed Substitute Pay Schedule includes increases of 2.5% for each employee over current rates:

**DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2018**

Grade	Minimum	Maximum
Sub 01	\$8.96	\$10.70
Sub 02	\$9.22	\$11.01
Sub 03	\$9.51	\$11.36
Sub 04	\$9.85	\$11.76
Sub 05	\$10.29	\$12.28
Sub 06	\$10.73	\$12.81
Sub 07	\$11.29	\$13.48
Sub 08	\$11.89	\$14.20
Sub 09	\$12.57	\$15.00
Sub 10	\$13.38	\$15.97
Sub 11	\$14.28	\$17.05
Sub 12	\$15.35	\$18.32
Professional Offset		\$1.67

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2018.

Ayes: All
Nays: None

AMMENDMENT TO MANGERIAL AND CONFIDENTIAL STAFF COMPENSATION PLAN

The Dayton Metro Library Board of Trustees approved the 2017 Managerial and Confidential Employee Compensation Plan in June 2017. It stated the Board may authorize a pay for performance plan.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the 2017 Pay for Performance Plan as distributed with the Agenda. The cost of the plan is \$20,000 or equivalent to 0.5% of the amount budgeted for 2017 Managerial and Confidential Employees.

Ayes: All
Nays: None

APPROVAL OF PHOTOGRAPHY IN THE LIBRARY POLICY

The opening of new facilities has resulted in an increase in the amount and the range of photography and videography being conducted in the Library. The Executive Director recommended the Board approve a policy to assist managers in determining when permissions should be required and when permissions might be limited or restricted. The proposed draft policy is distributed with the agenda.

On a motion by Ms. Johnson, seconded by Ms. Merz, the policy as distributed in the Board materials was approved.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President indicated that a nominating committee consisting of Margot Merz and Arlinda Vaughn was appointed at the November 15, 2017 Board meeting in order to present a 2018 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Vaughn on behalf of the committee as follows:

Barbara Hayde – President
Elaine Johnson – Vice President
Glenn Bower – Secretary

The President asked if there were nominations from the floor and there were no nominations from the floor.

On a motion by Ms. Vaughn, seconded by Mr. Mrez, the Board elected the slate of officers as presented.

Ayes: All
Nays: None

President Hayde explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

Ms. Vaughn on behalf of the committee also indicated that Mr. Kennebrew should be recommended for reappointment to the Montgomery County Commissioners to fill the vacancy in May 2018.

On a motion by Ms. Vaughn, seconded by Ms. Holihan, the Board approved the recommendation of reappointment of Carl Kennebrew by the Montgomery County Commissioners.

Ayes: All
Nays: None

NEW BUSINESS

The President asked for an Executive Session to be put on the agenda for the January meeting to discuss the Executive Director's metrics.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2018 at 4:00 p.m. in the Board Room at the Main Library.

The January 2018 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday. This offers more time for the Finance Office to prepare the end of the year financial reports.

The next Facilities Meeting will be held Tuesday, January 16, 2018 at 4:00 p.m. in the Board Room at the Main Library. The meeting was moved to back from Monday due to the holiday.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:04 p.m.

Ayes: All
Nays: None