

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
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 4:01 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. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Bower, the minutes of the Board meeting of January 25, 2016 and the facilities meeting of February 6, 2017, were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Tony MacKenzie, Information Services Assistant, Huber Heights Branch Library, to participate in “Engaging Teens with Digital Media” online class being sponsored by ALA on February 6, 2017 through March 6, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Southwest OH Logistics Conference” being held at Sinclair Community College on February 14, 2017. It is further recommended that lodging in an amount not to exceed \$75.00 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, and Peter Kilkelly, Teen Services Librarian, Northwest 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.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Spring Summer Read Workshop: Build a Better World” being held in Wilmington, OH on March 2, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Catalog Division, Operations Center, Candice Jeske, Catalog Librarian, Catalog Division, Operations Center, and Shana Novak, Catalog Librarian, Catalog Division, Operations Center, to participate in “Cataloging, Gender, and RDA Rule 9.7” webinar being sponsored by ALCTS on March 15, 2017. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, and Allison Knight, Children Services Librarian, Outreach Services, to attend “OLC Southwest Chapter Conference” being held in Mason, OH on April 5, 2017. It is further recommended that registration in the amount of \$90.00 each, and mileage in an amount not to exceed \$38.57 each be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services Division, Main Library, to attend “Welcoming Interactive” being held in Atlanta, GA on April 19, 2017 through April 21, 2017. It is further recommended that registration in the amount of \$150.00, mileage in an amount not to exceed \$548.91, parking in an amount not to exceed \$85.00, lodging in an amount not to exceed \$500.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Ashley Orr, Administrative Assistant, Executive Administration, Main Library, to attend “Administrative Assistants Conference” being held in Beavercreek, OH on April 24, 2017. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Information Services Division, Main Library, to attend “Association of Fundraising Professional Annual Conference” being held in San Francisco, CA on April 27, 2017 through May 2, 2017. It is further recommended

that registration in the amount of \$1388.00, airfare in an amount not to exceed \$450.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$1980.00, and meal in an amount not to exceed \$240.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kimberly Fox, Information Services Librarian, substitute, Grade Sub11, Brookville Branch Library, effective February 5, 2017 at the rate of \$15.56 per hour.

Angela Keltner, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective February 5, 2017 at the rate of \$11.60 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Ashlee Hammond, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective February 5, 2017 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Jeanette Dohner, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, from Senior Parton Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective February 5, 2017 at the rate of \$15.38.

Tracy Arnold, Information Services Assistant, full-time, Grade 08, Madden Hills Branch Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective February 5, 2017 at the rate of \$23.10.

AMERICAN LIBRARY ASSOCIATION

The 2017 ALA Annual Conference will be held in Chicago, Illinois, from June 22 until June 27, 2017. The Board authorized payment of the advance registration fee of \$285.00, \$740.00 reimbursement for lodging, \$550.00 reimbursement for travel (airfare and shuttles), and \$120 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, \$5,085 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 \$5,085 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 January 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, January 13, 2017, Public Library Funds were received in the amount of \$1,315,162.75. All of these funds were deposited into the general checking account for operations.

On Friday, January 27, 2017, a Real Estate Tax Advance was received in the amount of \$293,757.60. A total of \$155,245.91 was deposited into the General Fund and \$138,511.69 was deposited into the Debt Service Fund.

On Friday, February 3, 2017, a Real Estate Tax Advance was received in the amount of \$276,459.37. A total of \$146,011.71 was deposited into the General Fund and \$130,447.66 was deposited to the Debt Service Fund.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reminded the Trustees of the upcoming Board Retreat on Saturday, March 11th at the Miamisburg Branch Library.

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. All projects are looking good financially. Miamisburg will be having its Grand Opening in Monday, February 20, 2017.

The Executive Director gave the Trustees an update on property acquisitions. West is moving forward but still in a holding pattern until the Ohio EPA issues a covenant not to sue. Southeast Branch is waiting on the Dayton Public School Board to approve the sale of property. Trotwood is moving forward. The City is working on the re-platting of the proposed site and a sales price for the property.

COOPER PARK MAINTENANCE AGREEMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the Cooper Park Maintenance agreement with the City of Dayton as distributed in the board materials.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated February 11, 2017 from Sheila Taylor, Board Member of Dayton Public Schools, voicing her concerns about putting the new Southeast Branch adjacent to the Belmont High School.

NEW BUSINESS

The Executive Director reminded the Trustees of the following upcoming events:

- OLC Library Trustee Workshop – Saturday, March 25, 2017, 9:00 a.m. to 3:30 p.m. at the Quest Conference Center, Columbus, OH.
- OLC Legislative Day – Wednesday, March 29, 2017, All Day in Columbus, OH.
- OLC Southwest Chapter Trustee Dinner – Tuesday, April 4, 2017, 6:00pm – 8:30pm, at the Great Wolf Lodge, Mason, OH.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, March 6, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The Board Retreat will be Saturday, March 11, 2017 at 8:30 a.m. at the Miamisburg Branch Library, 545 East Linden Ave.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 15, 2017 at 4:00 p.m. at the Brookville Branch Library, 120 Blue Pride Drive.

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) of the Ohio Revised Code to discuss personnel actions.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board agreed to go into Executive Session.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:39 p.m. and returned to open session at 5:20 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)(1) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Mr. Bower, the Board adjourned at 5:20 p.m.

Ayes: All
Nays: None