

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 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. Johnson, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the minutes of the Board meeting of February 15, 2017 was 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:

Noelle Landis, Teen Services Librarian, Vandalia 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 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, to attend “Spring Summer Reading Workshop” being held at the Wilmington Public Library on March 2, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “BBB-WiBN Women to Watch Gala” being held in Kettering, OH on March 18, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Chamber HR Fourm” being held at the Crowne Plaza on March 23, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Christina Alford, Patron Services Assistant, Miamisburg Branch Library, Janelle Allen, Patron Services Assistant, Belmont Branch Library, Jared Baldwin, Information Services Librarian, Information Services Division, Main Library, Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, Christine Bolivar, Interim Information Services Division Manager, Information Services Division, Main Library, Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, David Hicks, Volunteer Services Manager, Public Services Administration, Main Library, Ann Riegler-Crichton, Business Services Librarian, Information Services Division, Main Library, Martha Rice, Information Services Librarian, Special Collection Division, Main Library, Carolyn Roberts, Children Services Librarian, East Branch Library, Carla Sullenberger, Patron Services Assistant, Huber Heights Branch Library, Karen Vanderhorst, Information Services Assistant, Northmont Branch Library, and Debra Vent, Patron Services Assistant, Northmont Branch Library, 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 \$128.57 each be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Dayton Chamber Annual Meeting” being held at Sinclair Community College on April 20, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Northern Chamber Alliance Dayton Dragons Event” being held in Dayton, OH on May 10, 2017. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Kristen Allen-Vogel, Information Services Librarian, Information Services Division, Main Library, to attend "Escape to the Library" being held in Chicago, IL on June 23, 2017. It is further recommended that registration in the amount of \$85.00, lodging in an amount not to exceed \$250.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENTS

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Acquisition Division, Operations Center, effective March 5, 2017 at the rate of \$13.83 per hour.

Katelyn Hannah, Information Services Assistant, full-time, Grade 08, Belmont Branch Library, effective April 2, 2017 at the rate of \$16.70 per hour.

Carolyn McDaniel, Patron Services Assistant, ½-time, Grade 05, Burkhardt Branch Library, effective March 19, 2017 at the rate of \$14.45 per hour.

#### CHANGE IN HOURS

Stephany Araujo, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, from Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective February 19, 2017 at the rate of \$11.72 per hour.

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, from Accountant, 3/5-time, Grade 11, Finance, Main Library, effective February 5, 2017 at the rate of \$21.08 per hour.

#### CHANGE IN LOCATION, CHANGE IN POSITION

Robert Rinehart, Systems Technician, full-time, Grade 08, Information Technology Services, Operation Center, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective February 26, 2017 at the rate of \$22.22.

#### DISMISSAL

Kenneth Ballinger, Information Services Assistant, full-time, Grade 08, Information Services Division, Main Library, effective February 16, 2017 at the rate of \$16.87.

#### PROMOTION, CHANGE IN LOCATION

John Callon, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective March 19, 2017 at the rate of \$22.46 per hour.

Gregg Havey, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 19, 2017 at the rate of \$22.46 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:

Candice Jeske, Catalog Librarian, Catalog Division, Operation Center, for the course "Indexing and Abstracting", Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course "Library Materials and Services for Adults" Kent State University, 3.0 credit hours, at a cost of \$1,551.00, for a total of \$3,102.00.

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$1,551.00.

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 February 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, February 10, 2017, a Real Estate Tax Advance was received in the amount of \$975,083.97. A total of \$515,263.12 was deposited into the General Fund for operations and \$459,820.85 was invested in the Debt Service Fund.

On Wednesday, February 15, 2017, Public Library Funds were received in the amount of \$1,447,244.77. All of these funds were deposited into the general checking account for operations.

On Friday, February 17, 2017, a Real Estate Tax Advance was received in the amount of \$3,616,907.64. A total of \$695,702.75 was deposited in the General Fund for operations, \$1,215,715.53 was invested in the General Fund and \$1,705,489.36 was invested in the Debt Service Fund.

On Friday, February 24, 2017, a Real Estate Tax Advance was received in the amount of \$1,485,249.16. A total of \$784,284.47 was invested in Star Ohio as part of the General Fund and \$700,964.69 was invested in the Debt Service Fund.

On Friday, March 3, 2017, a Real Estate Tax Advance was received in the amount of \$2,205,212.61. A total of \$164,746.45 was deposited into the General Fund for operations, \$1,000,000 was invested in the General Fund and \$1,040,466.16 was invested in the Debt Service Fund.

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

Ayes: All  
Nays: None

**FINAL APPROPRIATION RESOLUTION**

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2017 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Johnson, seconded by Ms. Merz the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2017, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	<b>Final Appropriation for 2017</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and Benefits	\$20,632,838
2000 – Supplies	825,380
3000 - Purchased and Contracted Services	5,417,166
4000 - Library Materials & Information	3,784,301
5000 - Capital Outlay	987,060
6000 - Debt Service	0
7000 - Other Objects	164,536
8000 – Contingency	0
9000 - Transfers to other funds	54,219
<b>Total General Fund Appropriations</b>	<b>\$31,865,500</b>
<b><u>SUSTAINABILITY FUND</u></b>	
3000 - Contracted Services	<u>\$9,000</u>
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$9,000</b>

**FACILITIES ENHANCEMENT FUND**

2000 – Supplies	\$500
3000 - Purchased and Contracted Services	551,891
5000 - Capital Outlay	<u>200,000</u>
<b>Total Special Revenue Fund Appropriations</b>	<b>\$752,391</b>

**FUTURE EMPLOYEE EXPENSE FUND**

3000 – Purchased and Contracted Services	<u>\$1,500</u>
<b>Total Special Revenue Fund Appropriations</b>	<b>\$1,500</b>

**DEBT SERVICE FUND**

3000 - Purchased and Contracted Services	\$170,000
6000 – Debt Service	<u>\$11,630,000</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$11,800,000</b>

**BUILDING & REPAIR FUND**

3000 - Purchased and Contracted Services	\$316,080
5000 - Capital Outlay	<u>11,000,000</u>
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$11,316,080</b>

**COMPUTER CO-OP FUND**

3000 - Purchased and Contracted Services	\$250
5000 - Capital Outlay	<u>\$100,000</u>
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$100,250</b>

**TAXABLE CONSTRUCTION FUND**

2000 – Supplies	\$ 25,000
3000 - Purchased and Contracted Services	12,000,000
5000 - Capital Outlay	<u>40,000,000</u>
<b>Total Taxable Construction Fund Appropriations</b>	<b>\$52,025,000</b>

**TAX EXEMPT CONSTRUCTION FUND**

2000 – Supplies	\$10,000
3000 - Purchased and Contracted Services	3,200,000
5000 - Capital Outlay	<u>15,753,784</u>
<b>Total Exempt Construction Fund Appropriations</b>	<b>\$18,963,784</b>

**TRUST FUND**

3000 - Purchased and Contracted Services	\$500
<b>Total Trust Fund Appropriations</b>	<b>\$500</b>

**ENDOWMENT FUND**

3000 - Purchased and Contracted Services	<u>\$250</u>
<b>Total Endowment Fund Appropriations</b>	<b>\$250</b>

**Total All Funds Appropriations** **\$126,834,255**

Note: Dayton Metro Library had a total of \$27,418,372.00 of encumbrances which were appropriated last year and carried over into 2017. DML is expected to spend both the carryover funds along with the newly appropriated funds above in 2017.

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

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Board an update on the State of Ohio biennial budget draft and how it will affect the Library.

Diane Farrell, Director of Development and External Relations, gave a presentation on The Main Event and what will be happening at this once-in-a-lifetime event.

#### 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 progressing within approved budgets. The Main Library will be having its community grand opening on June 17, 2017. Segment III projects are in the design process with the hope to go out for bid this summer.

#### CORRESPONDENCE

The Board acknowledged a letter dated February 17, 2017 from Stephen Wilks, Corporate Secretary of Bethesda Temple Apostolic Church, to discuss the Church's interest in possibly acquiring the former Ft. McKinley Branch Library building and concerns with the real estate listing company.

The Board acknowledged a letter dated March 6, 2017 from the Executive Director to the Judges of the Court of Common Pleas supporting the reappointment of Jeanne Holihan for a second full term on the Board of Trustees.

The Board acknowledged a letter dated March 8, 2017 to Stephen Wilks, Corporate Secretary of Bethesda Temple Apostolic Church, from the Executive Director responding to the letter dated February 17, 2017.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 10, 2017 at 4:00 p.m. in the Operations Center 3<sup>rd</sup> Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 19, 2017 at 4:00 p.m. at the Northwest Branch Library, 2410 Philadelphia Dr.

### 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.

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 4:43 p.m. and returned to open session at 5:52 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.

On a motion by Ms. Holihan, seconded by Mr. Bower, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2017. It was further moved that the Executive Director received a \$3000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All  
Nays: None



ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:52 p.m.

Ayes: All  
Nays: None