

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 19, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, Margot Merz,

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 Ms. Johnson, 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 Special Board meeting of March 11, 2017, the Board meeting of March 15, 2017, and the facilities meeting of April 10, 2017 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “Human Resources Forum” being held at the Crown Plaza on March 23, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Jen Kadel, Recruitment & Retention Manager, Human Resources, Main Library, to attend “Human Resources Forum” being held at the Crown Plaza on March 23, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Darryn Presley, Information Services Assistant, West Carrollton Branch Library, to attend “OLC Central Chapter Conference” being held in Worthington, OH on March 24, 2017. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Arlinda Vaughn, Library Trustee, to attend “OLC Trustee Workshop” being held in Columbus, OH on March 25, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Rachel Gut, Deputy Director, Executive Administration, Main Library, Jeanne Holihan, Library Trustee, Tim Kambitsch, Executive Director, Executive Administrative, Main Library, Karri Marshall, Assistant Director for Public Services, Main Library, to attend “2017 OLC Legislative Day” being held in Columbus, OH on March 29, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Barbara Hayde, Library Trustee, Elaine Johnson, Library Trustee, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “OLC Southwest Ohio Trustee Dinner” being held in Mason, OH on April 4, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Katie Hoskinson-Burks, Information Services Assistant, Burkhardt Branch Library, Jeanette Dohner, Senior Patron Services Assistant, Burkhardt Branch Library, Gregg Havey, Information Services Librarian, Information Services, Main Library, Jason Long, Information Services Assistant, Miami Township Branch Library, Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Teresa Scarpelli, Patron Services Assistant, Miamisburg Branch Library, Cindy Simerlink, Staff Development Coordinator, Human Resources, Operations Center, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, 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.

Ian Kinser, Patron Services Assistant, Circulation Division, Main Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, Jeff Reid, Teen Services Librarian, Northmont Branch Library, and Mary Beth Rogers, Information Service Assistant, New Lebanon Branch Library, to participate in “5 Teen Reader Advisory” webinars being sponsored by OLC on April 12, 2107 through May 10, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Cheryl Wirtley, Branch Library Manager, Miami Township, to attend “South Metro Chamber of Commerce Meeting” being held at the Symcamore Medical Center on April 19, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Building Effective Relationships with Schools” webinars being sponsored by ALA on April 19, 2017 through April 26, 2017. It is further recommended that registration in the amount of \$170.00 be reimbursed by the Board.

Barry Fought, Accountant, Finance, Main Library, Dave Hess, Fiscal Officer, Finance, Main Library, and Chrissy Sanders, Accountant, Finance, Main Library to attend “Analytics Training” being held in Columbus, OH on May 4, 2017. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

LaSasha Lackey, Information Services Assistant, Trotwood Branch Library, and Molly Millsop, Information Services Assistant, Miami Township Branch Library, to attend “Take 5: Where We’ve Been and Where We’re Going” being held at the Northwest Branch Library on May 5, 2017. It is further recommended that registration in the amount of \$10.00 each be reimbursed by the Board.

Jason Long, Information Services Assistant, Miami Township Branch Library, to attend “Adult Mental Health First Aid Training” being held in Chillicothe, OH on May 11, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Special Collections, Main Library, to participate in “Grant Writing for Librarians” online class being sponsored by the University of Wisconsin on June 26, 2017 through August 4, 2017. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “2017 LENA Early Language Conference” being held in Vail, CO on September 12, 2017 through September 14, 2017. It is further recommended that registration in the amount of \$299.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$150.00, lodging in an amount not to exceed \$680.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$329.00, mileage in an amount not to exceed \$162.64, lodging in an amount not to exceed \$450.00, 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

Christopher Blackford, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective April 19, 2017 at the rate of \$16.70 per hour.

Shari Bowers, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective April 16, 2017 at the rate of \$30.7620 per hour.

Allison Doerman, Teen Services Librarian, full-time, Grade 11, Brookville Branch Library, effective April 16, 2017 at the rate of \$22.46 per hour.

Jaelyn Fulwood, Youth Service Division Manager, full-time, Grade S08, Youth Services Division, Main Library, effective April 2, 2011 at the rate of \$26.9702 per hour.

Emma Haney, Information Services Assistant, substitute, Grade Sub 08, West Carrollton Branch Library, effective March 20, 2017 at the rate of \$11.60 per hour.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CS2, External Relations, Main Library, effective March 19, 2017 at the rate of \$19.44 per hour.

Jeffery Opt, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective April 16, 2017 at the rate of \$16.70 per hour.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective April 2, 2017 at the rate of \$16.70 per hour.

#### CHANGE IN LOCATION, CHANGE IN POSITION

Donna Balskey, Construction Clerk, substitute, Grade Sub 05, Construction Management, Operation Center, from Library Aide, Northmont Branch Library, effective March 19, 2017 at the rate of \$10.04 per hour.

Cheryl Edwards, Accounting Clerk, 2/5-time, Grade 05, Finance, Main Library, from Construction Clerk, 2/5-time, Grade 05, Construction Management, Operations Center, effective April 2, 2017 at the rate of \$19.96 per hour.

#### LEAVE WITHOUT PAY

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Acquisition, Operations Center, effective March 29, 2017 for 24 hours for personal reasons.

#### POSITION REALIGNMENT

Carl Bach, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective April 16, 2017 at the rate of \$33.6810 per hour.

#### PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Debra Vent, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Patron Services Assistant, 4/5-time, Grade

05, Northmont Branch Library, effective April 2, 2017 at the rate of \$20.15 per hour.

Victoria Hix, Information Services Assistant, full-time, Grade 08, Information Services Division, Main Library, from Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective April 30, 2017 at the rate of \$16.70 per hour.

#### PROMOTION, CHANGE IN LOCATION

Kahlil Ian Kinser, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, from Patron Services Assistant, full-time, Grade 05, Circulation Division, Main Library, effective April 16, 2017 at the rate of \$22.46 per hour.

#### RESIGNATION

Dorothy Barr, Patron Service Assistant, substitute, Grade Sub 05, Northwest Branch Library, effective October 21, 2016 at the rate of \$10.55 per hour.

Linda Brock, Information Services Assistant, substitute, Grade Sub 08, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$13.85 per hour.

Jo Anne Collins, Information Services Librarian, substitute, Grade Sub 11, Huber Heights Branch Library, effective September 15, 2016 at the rate of \$13.59 per hour.

Saundra Hodges, Patron Services Assistant, substitute, Grade Sub 05, Northwest Branch Library, effective February 22, 2016 at the rate of \$14.87 per hour.

Nichelle Jewett, Patron Services Assistant, substitute, Grade Sub 05, Westwood Branch Library, effective August 6, 2016 at the rate of \$9.79 per hour.

Thomas Marchesano, Director for Library Construction, full-time, Grade S13, Construction Management, Operations Center, effective April 28, 2017 at the rate of \$53.5154 per hour.

Karyna Mitchell, Information Services Assistant, substitute, Grade Sub 08, Burkhardt Branch Library, effective October 29, 2016 at the rate of \$11.60 per hour.

Suzanne Schiml, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, effective August 29, 2016 at the rate of \$13.85 per hour.

Jennifer St. Onge, Teen Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective April 15, 2017 at the rate of \$22.93 per hour.

Jane Wetzel, Patron Services Assistant, substitute, Grade Sub 05, Outreach Services, effective October 1, 2016 at the rate of \$10.03 per hour.

RESIGNATION

Jean Gaffney, Acquisition and Collection Development Manager, full-time, Grade S11, Collection Development Division, Operations Center, effective June 30, 2017 after more than 43 years of service.

Barbara Kuhns, Assistant Director for Information Technology Services, full-time, Grade S12, Information Technology, Operations Center, effective June 30, 2017 after more than 28 years of service.

Letitia Wilson, Assistant Director for Youth Services, full-time, Grade S12, Youth Services, Main Library, effective May 31, 2017 after more than 37 years of service.

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

The Board approved the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) with Fifth Third Bank to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below with a checked box appearing next to their name are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank’s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank.

Barbara Hayde, Board President  
Timothy Kambitsch, Executive Director  
David Hess, Fiscal Officer & Treasurer

✓
✓
✓

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 March 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 Wednesday, March 15, 2017, Public Library Funds were received in the amount of \$1,095,703.24. All of these funds were invested in Star Ohio.

On Tuesday, April 4, 2017, a Real Estate Tax Settlement was received in the amount of \$1,337,419.09 and a Trailer Tax Settlement of \$9,292.71 for a total of \$1,346,711.80. Of this total \$710,926.94 was invested in Star Ohio and \$635,784.86 was invested in the Debt Service Fund.

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

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing of note to report this month.

#### 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. Segment III projects are in the design process with the hope to go out for bid this summer.

#### FACILITIES PROGRAM BUDGET

The Executive Director reported at the April 10, 2017 Board Facilities meeting that soil conditions and other requirements at the site of the Wilmington-Stroop Branch would necessitate additional site preparation and improvements beyond originally estimated and budgeted for the project. The estimated additional costs to cover building demolition, soil conditions, and road easement improvements is approximately \$400,000. The following discussion by Trustees the Executive Director stated he would prepare an appropriate resolution allocating the required funds from the Building and Repair Fund to ensure the Wilmington-Stroop Branch project had sufficient funds to meet the program.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the following resolution:

Whereas, by prior Board actions the Building and Repair Fund has \$8,465,574 designated for site acquisition, site preparations and improvements for projects as a part of the Libraries for a Smarter Future building program, the Board resolves to designate an additional \$400,000 from the Building and Repair Fund for the Wilmington-Stroop building project.

Ayes: All  
Nays: None

#### DEVELOPMENT AGREEMENT WITH DAYTON PUBLIC SCHOOL BOARD

The Executive Director negotiated a contract to purchase approximately 2.75 acres located adjacent to the Belmont High School in Dayton, OH for the new Southeast Branch Library. The Library has agreed to purchase the land from the Dayton Public School Board for the amount of \$ 204,531.25.

The agreement allows the Library to acquire approximately 2.75 acres of land for the new branch and its required parking. As a part of the construction process, the Library will relocate an existing softball field and provide walks and other necessary amenities to connect the library to school property.

On a motion by Mr. Bower, seconded by Ms. Holihan, the Board approved the execution of the Development Agreement contingent upon appropriate due diligence investigations of the property, and legal review of the title by legal counsel.

Ayes: All  
Nays: None

#### 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, May 8, 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, May 17, 2017 at 4:00 p.m. at the Vandalia Branch Library, 330 S. Dixie Dr.

#### ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board adjourned at 4:37 p.m.

Ayes: All  
Nays: None