

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 21, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Carl Kennebrew, 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 4:00 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 Ms. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of April 15, 2017, the Board meeting of May 17, 2017, and the facilities meeting of June 12, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Carol Macmann, Branch Library Manager, New Lebanon Branch Library, to attend “Think Regional Ohio Leadership Summit” being held in West Chester, OH on April 28, 2017. It is further recommended that registration in the amount of \$59.00 and mileage in an amount not to exceed \$38.36 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Library Journal Design Institute” being held in Columbus, OH on May 5, 2017. It is further recommended that registration in the amount of \$140.25 be reimbursed by the Board.

Jared Baldwin, Information Services Librarian, Information Services, Main Library, to attend “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 and mileage in an amount not to exceed \$83.89 be reimbursed by the Board.

Isaac Fry, Children Services Librarian, Burkhardt Branch Library, to participate in “Basic American Sign Language for Library Staff” online course being sponsored by ALA on May 15, 2017 through June 24, 2017. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber Executive Women Council Luncheon” being held at Cox Arboretum on May 24, 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, Main Library, Megan Cooper, Development Director, External Relations, Main Library, and Diane Farrell, External Relations and Development Director, to attend “I-70/75 Economic Development Summit” being held at Sinclair Community College on May 25, 2017. It is further recommended that registration in the amount of \$100.00 each be reimbursed by the Board.

Camee Decknadel, Information Services Assistant, Outreach Services, to attend “Bookmobile Training” being held at Clark State Community College on May 25, 2017 through May 26, 2017. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Isaac Fry, Children Services Librarian, Burkhardt Branch Library, to participate in “Creating Early Literacy Programs online course being sponsored by ALA on June 5, 2017 through July 1, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “Bridges Out Of Poverty” being held in Dayton, OH on June 7, 2017. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “Grade-Level Reading Week” being held in Denver, CO on June 14, 2017 through June 16, 2017. It is further recommended that registration in the amount of \$349.00, 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 \$860.00, meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Multi-Cultural Communication” being held at Sinclair Community College on June 28, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “South Metro Chamber Metro Breakfast” being held at Sycamore Hospital on June 21, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Kathy Monhollon, Materials Selection Librarian, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “Overdrive Digipalooza” being held in Cleveland, OH on August 2, 2017 through August 4, 2017. It is further recommended that registration in the amount of \$199.00 each, mileage in an amount not to exceed \$226.84 each, parking in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$360.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Improving Supervisory Effectiveness” being held at Sinclair Community College on August 24, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance, Main Library, to attend “Library Fiscal Officer 102” being held in Columbus, OH on August 25, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Rachel Gut, Executive Deputy Director, Executive Administration, Main Library, to attend “ULC Annual Forum: Leading in a Democracy” being held in St. Paul, MN on October 11, 2017 through October 13, 2017. It is further recommended that registration in the amount of \$445.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA Symposium Preconference” being held in Louisville, KY on November 3, 2017. It is further recommended that registration in the amount of \$158.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Levers of Employee Engagement” being held at Sinclair Community College on November 30, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Maeghan Dolan, Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$22.46 per hour.

Eric Hockaday, Information Services Assistant, full-time, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$16.70 per hour.

Todd Lampley, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective April 30, 2017 at the rate of \$16.70 per hour.

Megan Patsch, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective May 14, 2017 at the rate of \$13.93 per hour.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective June 11, 2017 at the rate of \$32.6923 per hour.

Hannah Pigg, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 14, 2017 at the rate of \$10.04 per hour.

Teresa Robinson, Information Services Assistant, substitute, Grade Sub08, Belmont Branch Library, effective May 28, 2017 at the rate of \$11.60 per hour.

Heather Ruch, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective May 28, 2017 at the rate of \$16.70 per hour.

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$20.06 per hour.

Michael Smith, Information Services Librarian, substitute, Grade Sub11, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$15.56 per hour.

Holly Varley, Collection Development Director, full-time, Grade S11, Collection Development, Operations Center, effective June 25, 2017 at the rate of \$38.5880 per hour.

Shaun Wright, Information Services Manager, full-time, Grade S08, Information Services, Main Library, effective May 28, 2017 at the rate of \$26.9702 per hour.

Gail Zapatony, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$10.04 per hour.

CHANGE IN HOURS

Kathleen Carson, Patron Service Assistant, 3/5-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library effective May 28, 2017 at the rate of \$14.45 per hour.

Subrina Mower, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, effective June 11, 2017 at the rate of \$14.75 per hour.

Jenna Pichot, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective April 30, 2017 at the rate of \$16.87 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Benjamin Thornber, Patron Services Assistant, 4/5-time, Grade 05, Northmont Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective April 30, 2017 at the rate of \$14.45 per hour.

CHANGE IN TITLE

Cynthia Chibis, Human Resources Director, full-time, Grade S10, Human Resources, Main Library, from Human Resources Manager, full-time, Grade S10, Human Resources, Main Library, effective May 28, 2017.

Diane Farrell, External Relations and Development Director, full-time, Grade S11, External Relations, Main Library, from Director of Development and Externals Relations, full-time, Grade S11, External Relations, Main Library, effective May 28, 2017.

Jaclyn Fulwood, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, from Youth Services Division Manager, full-time, Grade S08, Main Youth Services, Main Library, effective May 28, 2017.

Jean Gaffney, Collection Development Director, full-time, Grade S11, Collection Development, Operations Center, from Acquisition and Collection Development Manager, full-time, Grade S11, Collection Development, Operations Center, effective May 5, 2017.

Rachel Gut, Deputy Executive Director, full-time, Grade S15, Executive Administration, Main Library, from Deputy Director, full-time, Grade S15, Executive Administration, Main Library, effective May 28, 2017.

Deborah Hathaway, Cataloging Manager, full-time, Grade S08, Cataloging, Operations Center, from Cataloging Division Manager, full-time, Grade S08, Cataloging, Operations Center, effective May 28, 2017.

David Hess, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, from Fiscal Officer/Treasurer, full-time, Grade S12, Finance, Main Library, effective May 28, 2017.

Rachel Kopchick, Public Services Director, full-time, Grade S12, Public Services Administration, Operations Center, from Assistant Director for Public Services, full-time, Grade S12, Public Services Administration, Operations Center, effective May 8, 2017.

Barbara Kuhns, Information Technology Services Director, full-time, Grade S12, Information Technology Services, Operations Center, from Assistant Director for Information Technology, full-time, Grade S12, Information Technology Services, Operations Center, effective May 5, 2017.

Karri Marshall, Public Services Director, full-time, Grade S12, Public Services Administration, Operations Center, from Assistant Director for Public Services, full-time, Grade S12, Public Services Administration, Operations Center, effective May 8, 2017.

James McQuinn, Special Collections Manager, full-time, Grade S08, Special Collections, Main Library, from Special Collections Division Manager, full-time, Grade S08, Special Collections, Main Library, effective May 28, 2017.

Charles Romine, Borrower Services Manager, full-time, Borrower Services, Main Library, from Circulation Division Manager, full-time, Borrower Services, Main Library, effective May 28, 2017.

Letitia Wilson, Youth Services Director, full-time, Grade S11, Youth Services, Main Library, from Assistant Director for Youth Services, full-time, Grade S11, Youth Services, Main Library, effective May 5, 2017.

CHANGE IN TITLE, CHANGE IN GRADE

Ashley Orr, Executive Assistant, full-time, Grade CE6, Executive Administration, Main Library, from Administrative Assistant, full-time, Grade CS3, Executive Administration, Main Library, effective May 8, 2017.

LEAVE WITHOUT PAY

Christopher Blackford, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective May 23, 2017 for 24 hours for vacation.

Camee Decknadel, Information Services Assistant, full-time, Grade 08, Outreach Services, effective June 21, 2017 for 20 hours for vacation.

Jaclyn Fulwood, Youth Services Division Manager, full-time, Grade S08, Main Youth Services, Main Library, effective June 12, 2017 for 16 hours for vacation.

John Gregory Havey, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective July 5, 2017 for 16 hours for personal reasons.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective June 26, 2017 for 40 hours for vacation.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, effective July 3, 2017 for 8 hours for vacation.

Kristina Richey, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective June 6, 2017 for 176 hours for school.

Joanna Rocheleau, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective August 18, 2017 for 24 hours for vacation.

PROMOTION

Linda Jackson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Northwest Branch Library, effective April 30, 2017 at the rate of \$20.07 per hour.

PROMOTION, CHANGE IN HOURS

William Colston, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Patron Services Assistant, 4/5-time, Grade 05, Borrower Services, Main Library, effective June 25, 2017 at the rate of \$16.70 per hour.

Kimberly Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, from Information Services Librarian, substitute, Grade Sub11, Brookville Branch Library, effective 14, 2017 at the rate of \$34.4534 per hour.

RESIGNATION

Christine Bolivar, Interim Information Services Manager, full-time, Grade S08, Information Services, Temporary Downtown Branch Library, effective May 31, 2017 at the rate of \$26.9701 per hour.

Douglas Clendening, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 18, 2017 at the rate of \$14.75 per hour.

Teresa Gaylard, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 4, 2017 at the rate of \$25.50 per hour.

Lisa Nabel, Materials Selection Librarian, substitute, Grade Sub12, Collection Development, Operations Center, effective June 6, 2016 at the rate of \$19.51 per hour.

Linda Nichols, Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective May 18, 2017 at the rate of \$11.81 per hour.

Daniel Reke, Fiscal Officer, substitute, Grade Sub12, Finance, Main Library, effective November 7, 2016 at the rate of \$49.8194 per hour.

Caitlin Wichterman, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective November 18, 2016 at the rate of \$15.55 per hour.

RETIREMENT

Linda Lanning, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective June 30, 2017 after more than 12 years of service.

Derrick Stiles, Audio-Visual Materials Inspector, full-time, Grade 08, Borrower Services, Main Library, effective May 31, 2017 after more than 37 years of service.

Wanda Tucker, Information Services Assistant, full-time, Grade 08, Westwood Branch Library, effective June 30, 2017 after more than 31 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Karah Power, Information Services Assistant, Outreach Services, in order to attend Kent State University School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between with Kristina Richey, Patron Services Assistant, Trotwood Branch Library, in order to attend Simmons College.

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, Cataloging, Operations Center, for the course “Culminating Experience Internship in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00, and the course “History of the Library in the Western World”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00 for a total of \$3,030.00.

William McIntire, Information Services Librarian, Special Collections, Main Library, for the course “Culminating Experience Internship in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00, for a total of \$1,515.00.

Kristina Richey, Patron Service Assistant, Trotwood Branch Library, for the course “Archives Field Study”, Simmons College, 3.0 credit hours, at a cost of \$3,630.00, and the course “Records Management Environments”, Simmons College, 3.0 credit hours, at a cost of \$3,630.00 for a total of \$7,260.00.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.17/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of \$0.03/\$1,000 for the period July 1, 2017 through July 1, 2018.

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 April 2017 and May 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, April 14, 2017, Public Library Funds were received in the amount of \$1,005,032.39. All of these funds were deposited into the general checking account for operations.

On Thursday, May 11, 2017, a Real Estate Property Tax Rollback payment was received in the amount of \$1,407,344.87. Of this total, \$744,059.99 was used for operations and \$663,284.88 was deposited in the Debt Service Fund.

On Friday, May 12, 2017, Public Library Funds were received in the amount of \$1,313,233.98. A total of \$1,300,000 of these funds were invested in StarOhio. The remaining \$13,233.98 was invested in the general checking account for operations.

On a motion by Ms. Johnson, seconded by Mr. Bower, the April 2017 and May 2017 Financial Report were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Board an update on the Public Library Fund and the State budget. The State budget will be going into conference committee with the PLF at 1.68%.

Jayne Klose, Community Engagement Manager, shared with the Board all the things that will be happening on Saturday, August 5th for the Main Grand Opening and Community Celebration.

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. The move into Main continues to be delayed as everyone is working towards the TCO, but collections have started moving into the building.

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the proposed Managerial and Confidential Employee Compensation Plan.

Ayes: All
Nays: None

NEW BUSINESS

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved resolution honoring Tish Wilson that was read into the record at the May 17, 2017 Board Meeting.

Ayes: All
Nays: None

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

WHEREAS, Jean Gaffney has served the Dayton Metro Library with distinction from June 17, 1974 through June 30, 2017 devoting over 43 years of services to the benefit of residents throughout its service area; and

WHEREAS, she began her career as a Children’s Librarian at the Main Library but made a name for herself in Miamisburg serving its residents for just shy of 30 years, first as a Children’s Librarian and then expanding her impact as the Miamisburg Branch Manager; and

WHEREAS, during that time she experienced extraordinary success as a Children’s Librarian by developing the passion for reading in the lives of generations of children as evidenced by the unique achievement of her branch regularly lending more juvenile materials than adult materials, and by her branch leading all other branches in children’s programming attendance; and

WHEREAS, she utilized her skills in librarianship and management, her knowledge of literature for all age groups, and her unequaled passion for customer service, to reinvent collection development for the Dayton Metro Library by efficiently centralizing the selection of library materials while drawing upon the expertise of librarians system-wide and creating processes for supporting the unique needs of the neighborhoods and communities served by the Dayton Metro Library; and

WHEREAS, she has served in leadership roles at the Ohio Library Council, the American Library Association, the Association for Library Services for Children, and a long list of Miamisburg civic and school committees; and

WHEREAS, she utilized her considerable depth of knowledge in service to multiple book and media award selection committees including the most prestigious Randolph Caldecott and John Newbery Awards, and most recently serving on the Sibert award selection committee; and

WHEREAS, she brought recognition to the Dayton Metro Library as celebrated by the Urban Libraries Council Innovation Award for programming and promotion of local authors; and

WHEREAS, she fostered collaboration between libraries and bookstores throughout the Miami Valley by leading the annual Big Read community book club program; and

WHEREAS, she inspired many to expand their career horizons and aspired to new and enhanced careers in librarianship – including her own daughter; NOW

THEREFORE BE IT RESOLVED, that on this 21st day of June, TWO THOUSAND SEVENTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant professional, civic and personal contributions that **Jean Gaffney**, Director of Collection Development, has made to the Library, its staff, and to the residents of Montgomery County during her distinguished service to the Dayton Metro Library.

Ayes: All
Nays: None

The Executive Director also recognized Barb Kuhn's retirement and acknowledged her many years of service with the Dayton Metro Library.

Ms. Merz brought up some business that she would like discussed, but could be tabled to a meeting in the future. She would like a full recap on The Main Event from the Foundation, she would also like to make sure the Foundation continues to make more regular updates. The last item of business she brought up was she would like to make sure the Library is developing a Facilities Use Policy for all the new spaces.

Ms. Holihan brought up a recent news story about the Denver Library System being one of the first libraries in the country to carry Narcan for opiate overdoses. Dayton Metro will need to address similar issues related to the Heroin epidemic but the discussion can happen at a later date.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 19, 2017 at 4:00 p.m. at the Miamisburg Branch Library, 545 E. Linden Ave.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:10 p.m.

Ayes: All
Nays: None