

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, 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 4:02 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. Holihan, 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 Ms. Merz, the minutes of the Board meeting of June 21, 2017, the Special Board meeting of June 28, 2017, and the facilities meeting of July 10, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Victoria Hix, Information Services Assistant, Information Services, Main Library, to attend “Girl Develop It Dayton Event” being held in Dayton, OH on June 28, 2017. It is further recommended that registration in the amount of \$26.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to participate in “Library Juice Academy” online class being sponsored by Library Juice Academy on July 3, 2017 through July 28, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance, Main Library, to participate in “Employee Expense Reimbursement Fraud” being sponsored by GRC Advisory on July 13, 2017. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Carla Sullenberger, Public Services Assistant, Huber Heights Branch Library, to attend “Taking Care of Your Internal and External Customers” being held in Columbus, OH on August 16, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend “FGS Annual Conference” being held in Pittsburgh, PA on August 29, 2017 through September 1, 2017. It is further recommended that registration in the amount of \$272.00, mileage in an amount not to exceed \$272.85, parking in an amount not to exceed \$100.00, lodging in an amount not to exceed \$633.84, meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Mark Hensel, Branch Library Manager, Wilmington-Stoop Branch Library, to attend “City of Kettering Leadership Academy” being held in Kettering, OH on September 10, 2017 through May 10, 2018. It is further recommended that registration in the amount of \$600.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stoop Branch Library, Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, and Gretchen Yonata, Teen Services Librarian, Kettering Moraine Branch Library, to attend “Teen Think Tank” being held in Sidney, OH on September 15, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Jacobee Buchanan, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective June 25, 2017 at the rate of \$10.04 per hour.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective June 25, 2017 at the rate of \$17.03 per hour.

Janet Russell, Patron Services Assistant, substitute, Grade Sub 05, Miami Township Branch Library, effective July 9, 2017 at the rate of \$10.04 per hour.

Donald Stewart, Information Services Assistant, full-time, Grade 08, Westwood Branch Library, effective July 9, 2017 at the rate of \$17.03 per hour.

Chelsea Yergens, Teen Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective August 6, 2017 at the rate of \$22.91 per hour.

HAY RECLASSIFICATION

Rachel Kopchick, Pubic Services Director, full time, Grade S11, Public Services Administration, from Pubic Services Director, full time, Grade S12, Public Services Administration, effective June 11, 2017 at the rate of \$43.2183 per hour.

Karri Marshall, Pubic Services Director, full time, Grade S11, Public Services Administration, from Pubic Services Director, full time, Grade S12, Public Services Administration, effective June 11, 2017 at the rate of \$43.6418 per hour.

LEAVE WITHOUT PAY

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective July 3, 2017 for 16 hours for vacation.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective July 3, 2017 for 40 hours for vacation.

Heather Ruch, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective June 29, 2017 for 8 hours for vacation.

Shaun Wright, Information Services Manager, full-time, Grade S08, Information Services, Main Library, effective July 6, 2017 for 88 hours for vacation.

PROMOTION

Josh Ashworth, Information Technology Services Director, full-time, Grade S12, Information Technology Services, Operation Center, from Technology Development Manager, full-time, Grade S09, Information Technology Services, Operations Center, effective June 25, 2017 at the rate of \$43.2183 per hour.

RESIGNATION

John Callon, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective August 19, 2017 at the rate of \$22.91 per hour.

Jenna Pichot, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective July 19, 2017 at the rate of \$17.21 per hour.

Andrew Wichterman, Information Services Assistant, full-time, Grade 08, Outreach Services, effective July 14, 2017 at the rate of \$17.37 per hour.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

DAYTON METRO LIBRARY FOUNDATION UPDATE

Judge Michael Merz, President of the Dayton Metro Library Foundation, gave the Board an update on the Foundation's various committees and the status of the donor wall. The Main Event was a very successful fundraising event with a net of \$125,000 as well as gaining several more donors to the inaugural 1888 Society. The Foundation is now focusing on how to create a sustainable supply of donors and planning for the long term.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Thursday, June 9, 2017, a Real Estate Property Tax Advance payment was received in the amount of \$284,175.97. Of this total, \$150,107.93 was used for operations and \$134,068.04 was deposited in the Debt Service Fund.

On Friday, June 14, 2017, Public Library Funds were received in the amount of \$1,371,857.75. Of these funds, \$1,000,000 was deposited with StarOhio, the remaining \$371,857.75 of these funds were deposited into the general checking account for operations.

On Thursday, June 30, 2017, a Real Estate Property Tax Advance payment was received in the amount of \$113,862.10. Of this total, \$60,135.55 was used for operations and \$53,726.55 was deposited in the Debt Service Fund.

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

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2018

The Montgomery County Budget Commission has scheduled the 2018 Tax Budget Allocation Meeting for Wednesday, August 30, 2017 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Johnson, seconded by Ms. Merz the Board passed the following resolution in anticipation of the Budget Commission meeting.

Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, formally known as the Library and Local Government Support Fund, and

Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and

Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2018 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing significant to report.

PROBLEMS INVOLVING PATRONS POLICY

This policy was created to replace a manual that described how to handle different situations with patrons to allow for individual managers to empower staff to address issues as they see fit within the bounds of the policy.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the Problems Involving Patrons policy as presented in the Board Materials.

Ayes: All
Nays: None

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. Main has temporary occupancy and staff have moved in.

NEW BUSINESS

The President announced that there will be some policies that will be brought before the Board in September regarding conceal carry laws and elimination of fines.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, September 11, 2017 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, September 20, 2017 at 4:00 p.m. at the Main Library.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:05 p.m.

Ayes: All
Nays: None