

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 20, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Carl Kennebrew, 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 Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Johnson, the minutes of the Board meeting of July 19, 2017, the Special Board meeting of August 16, 2017, and the facilities meeting of September 11, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Holly Varley, Collection Development Director, Collection Development, Operations Center, to attend “Digipalooza” being held in Cleveland, OH on August 2, 2017 through August 4, 2017. It is further recommended that mileage in an amount not to exceed \$226.84, parking in an amount not to exceed \$40.00, lodging in an amount not to exceed \$347.17, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Camee Decknadel, Information Services Assistant, Outreach Services, Allison Knight, Children Services Librarian, Outreach Services, and Karah Power, Information Services Assistant, Outreach Services, to attend “Outreach and Special Services Retreat” being held at Westerville Public Library on August 11, 2017. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Carol Macmann, Branch Library Manager, New Lebanon Branch Library, and Lori Rotterman, Information Services Assistant, Special Collections, Main 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 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, Jennifer Johnson, Information Services Assistant, Huber Heights Branch Library, and Melissa Rhoades, Information Services Assistant, Brookville Branch Library, to attend “22nd Annual Picture Book Read-In” being held in West Chester, OH on August 17, 2017. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stoop Branch Library, to attend “SWON Summer Reading Workshop” being held at the Miami Township Branch on September 12, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, and Dave Hess, Fiscal Officer/Finance Director, Finance, Main Library, to attend “2017 Software Solutions Fall Conference” being held in Columbus, OH on September 13, 2017 through September 15, 2017. It is further recommended that registration in the amount of \$355.00 each, and mileage in an amount not to exceed \$266.75 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to participate in “ASERL Collaborative Federal Depository Program” webinar being sponsored by ALCTS on September 13, 2017. It is further recommended that registration in the amount of \$43.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Kijrsten Frank Hoppe, Director, Dayton Metro Library Foundation, to attend “Nonprofit Seminar: Stepping Up Your Governance Game” being held at Aileron on September 13, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Barbara Hayde, Trustee, Dayton Metro Library, to attend “Nonprofit Seminar: Stepping Up Your

Governance Game” being held at Aileron on September 13, 2107. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Rachel Kopchick, Public Services Director, Public Services Administration, Main Library, to attend “Nonprofit Seminar: Stepping Up Your Governance Game” being held at Aileron on September 13, 2107. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Maeghan Dolan, Teen Services Librarian, Main Youth Services, Main 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 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “Advances Public Library Administration” online course being sponsored by the University of Wisconsin on September 18, 2017 through December 8, 2017. It is further recommended that registration in the amount of \$208.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Women in Business Networking Annual Conference” being held in Dayton, OH on September 20, 2017. It is further recommended that registration in the amount of \$155.00 be reimbursed by the Board.

Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, to participate in “36 Adult Program Ideas in 90 Minutes” webinar being sponsored by ALA on September 27, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “National Conference on Summer Learning” being held in Phoenix, AZ on October 23, 2017 through October 25, 2017. It is further recommended that registration in the amount of \$575.00, airfare in an amount not to exceed \$530.00, ground transportation in an amount not to exceed \$30.00, lodging in an amount not to exceed \$750.00, meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Allison Doerman, Teen Services Librarian, Brookville Branch Library, to attend “YALSA’s Young Adult Services Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$266.00, mileage in an amount not to exceed \$162.64, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Maeghan Dolan, Teen Services Librarian, Main Youth Services, Main Library, to attend “YALSA’s Young Adult Services Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$199.00, mileage in an amount not to exceed \$162.64, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Coding Together, Learning Together” online course being sponsored by iSchool on November 6, 2017 through December 6, 2017. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Borrower Services, Main Library, effective August 6, 2017 at the rate of \$14.74 per hour.

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective September 3, 2017 at the rate of \$38.5880 per hour.

Kathleen Co, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective August 20, 2017 at the rate of \$14.74 per hour.

Phillip Dunlevy, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective September 3, 2017 at the rate of \$14.74 per hour.

Christopher Merritt, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective September 3, 2017 at the rate of \$14.74 per hour.

Jonathan Murphy, Information Services Assistant, substitute, Grade Sub08, Belmont Branch Library, effective August 30, 2017 at the rate of \$11.60 per hour.

Elijah Stephens, Information Services Assistant, full-time, Grade 08, Outreach Services, effective, September 3, 2017 at the rate of \$17.03 per hour.

Daria Stone, Parent Engagement Liaison, substitute, Grade Sub12, Public Services Administration, Main Library, effective September 3, 2017 at the rate of \$14.97 per hour.

Celeste Swanson, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 6, 2017 at the rate of \$22.91 per hour.

Caitlin Wissler, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective August 20, 2017 at the rate of \$15.56 per hour.

Jennie Wettle, Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, effective September 17, 2017 at the rate of \$14.74 per hour.

CHANGE IN HOURS

Mariah Johnson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library effective August 6, 2017 at the rate of \$14.88 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Donna Balskey, Administrative Assistant for Construction Management, 3/5-time, Grade CE1, Construction Management, Operations Center, from Construction Clerk, substitute, Grade Sub05, Construction Management, Operations Center, effective August 6, 2017 at the rate of \$14.45 per hour.

CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Angela Keltner, Special Collections Clerk, full-time, Grade 05, Special Collections, Main Library, from Information Services Assistant, substitute, New Lebanon Branch Library, effective August 6, 2017 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Julie Buchanan, Programming Manager, full-time, Grade S07, Youth Services, Main Library, from Julie Buchanan, Programming Manager, full-time, Grade S07, Public Services Administration, Main Library, effective September 3, 2017 at the rate of \$25.7268 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective August 20, 2017 at the rate of \$11.98 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Hannah Pigg, Library Aide, Brookville Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective September 3, 2017.

LEAVE WITHOUT PAY

Dinah Bremer, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective June 12, 2017 for 328 hours for extended medical leave.

Kathleen Co, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective September 9, 2017 for 20 hours for vacation.

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective August 28, 2017 for 40 hours for vacation.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CE5, External Relations, Main Library, effective July 27, 2017 for 16 hours for vacation.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective August 26, 2017 for 40 hours for vacation.

PROMOTION

Lori Rotterman, Information Services Assistant, full-time, Grade 08, Special Collections, Main Library, from Special Collections Clerk, full-time, Grade 05, Special Collections, Main Library, effective July 23, 2017 at the rate of \$17.91 per hour.

Christina Sanders, Accounting Manager, full-time, Grade S07, Finance, Main Library, from Accountant, full-time, Grade 11, Finance, Main Library, effective September 17, 2017 at the rate of \$25.4808 per hour.

PROMOTION, CHANGE IN LOCATION

Gregg Havey, Main Library Administrative Manager, full-time, Grade S06, Main Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective August 20, 2017 at the rate of \$23.5973 per hour.

Mariah Johnson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch, effective October 15, 2017 at the rate of \$17.03 per hour.

RESIGNATION

Christine Gaffney, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective July 27, 2017 at the rate of \$23.12 per hour.

Nancy Madden, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective, August 14, 2017 at the rate of \$33.6731 per hour.

Megan Patsch, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective July 19, 2017 at the rate of \$13.93 per hour.

Michael Reisz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective September 8, 2017 at the rate of \$15.05 per hour.

Zachary Roberts, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective March 11, 2017 at the rate of \$11.60 per hour.

S. H. Subramanian, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective July 7, 2017 at the rate of \$11.60 per hour.

RETIREMENT

Carl Bach, Maintenance Manager, full-time, Grade S08, Facilities, Operations Center, effective September 30, 2017 after more than 14 years of service.

2017 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Dayton, OH from October 4, 2017 until October 6, 2017. The Board authorized reimbursement in an amount up to \$175.00 for registration for OLC members who chose to attend the conference. Travel, accommodations, and meal expenses incurred by those attending will not be reimbursed.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, in order to attend Kent State University School of Library and Information Science.

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 Program Guidelines:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "The Information Landscape", Kent State University, 2.0 credit hours, at a cost of \$1,054.00, the course "Information Institutions and Professions", Kent State University, 3.0 credit hours at a cost of \$1581.00, and the course "Library Materials and Services for Young Children" Kent State University, 3.0 credit hours at a cost of \$1581.00 for a total of \$4,216.00.

Karah Power, Information Services Assistant, Outreach Services, for the course "Designing Successful Grant Projects for Libraries", Kent State University, 1.0 credit hours, at a cost of \$527.00, the course "Research and Assessment in Library and Information Science", Kent State University, 3.0 credit hours at a cost of \$1581.00, and the course "Preservation and Conservation of Heritage Materials" Kent State University, 3.0 credit hours at a cost of \$1581.00 for a total of \$3,689.00.

Ayes: All
Nays: None

ENDORSEMENT OF THE HUMAN SERVICES LEVY

Andrea Hoff, Director of Prevention and Early Intervention Division of the Montgomery County Alcohol Drug Addiction & Mental Health Services addressed the Board regarding the Human Services Levy on the November 7, 2017 ballot.

On a motion by Mr. Kennebrew, seconded by Mr. Bower, the Board endorsed the Human Services Levey.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Andy Burton from Ohio Carry addressed the Board regarding his concerns about the Weapons on Library policy.

Ms. Holihan arrived at the meeting at 4:24 p.m.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Bower, seconded by Ms. Johnson, the July and August 2017 Financial Reports were approved by the Board.

Ayes: All
Nays: None

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,379,235	1.75
Bond Fund	\$10,158,357	1.56

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

On a motion by Ms. Johnson, seconded by Mr. Bower, the Board adopted the resolution.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

OPERS PICKUP RESOLUTION

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board adopted the resolution.

Resolution for Fringe Benefit Pick-up Plan

The Dayton Metro Library will pick up the statutorily required contribution to the Ohio Public Employees Retirement System for Dayton Metro Library employees established in Section 2 herein, pursuant to IRC Section 414(h)(2).

WHEREAS, pursuant to federal and Ohio laws, the Dayton Metro Library may offset future salary increases and "pick up" (assume and pay) the contributions statutorily required by designated employees to the Ohio Public Employees Retirement System (OPERS) and such individuals will not be required to pay federal and state income taxes on such contributions; and

Now therefore be it ordained by the Dayton Metro Library, that:

SECTION 1: As of September 20, 2017 the full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Dayton Metro Library for each person within any of the classes established in Section 2 herein. The pick-up shall be an offset against future salary increases. This “pick up” by the Dayton Metro Library shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Dayton Metro Library or of being excluded from the “pick up”. The Dayton Metro Library shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

SECTION 2: The “pick up” by the Dayton Metro Library provided by this ordinance shall apply only to the Executive Director of the Dayton Metro Library, who is a member of OPERS.

SECTION 3: Under the fringe-benefit method of employer pick up, salary is not modified; however, the employer will pay the employees’ statutorily required contribution to OPERS.

SECTION 4: The Fiscal Officer, of the Dayton Metro Library is hereby authorized and directed to implement the provisions of this ordinance to institute the “pick up” of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to have their employee contributions paid by their employer.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Rachel Gut, Deputy Executive Director, gave an overview of the successes from the 2017 Summer Challenge.

Jill Billman Royer from Burgess & Burgess shared the results of the Community Research the firm complete about the new branch libraries and the community and staff’s response to them.

The Executive Director shared that the Ohio Library Council’s annual convention is being held in Dayton this year and invited Trustees to a reception at the Main Library on Thursday, October 5, 2017.

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. Not much has changed since the last report, contractors are continuing to work on punch list items at Main.

WEAPONS ON LIBRARY PROPERTY POLICY

This policy was updated to accommodate changes to Ohio Law involving concealed carry.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board approved the Weapons on Library Property policy as presented in the Board Materials.

Ayes: All
Nays: None

Mr. Bower left the meeting at 5:37 p.m.

BORROWING PRIVILEGES AND SCHEDULE OF CHARGES POLICY

This policy was updated to help eliminate the amount of cash needed to be exchanged between patrons and staff.

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board approved the Borrowing Privileges and schedule of charges policy as presented in the Board Materials.

Ayes: All
Nays: None

NEW BUSINESS

The President congratulated Library staff on the successful opening of the new Main Library.

The President also shared that she had attended a “Stepping Up Your Governance Game” seminar and passed out a report on of her observations and takeaways.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director and all seven Library Trustees.

Among the requirement of the law, is an annual meeting to review the Library’s records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 19, 2016 at 4:00 p.m. at the Trotwood Branch Library, 651 E. Main St, Trotwood, OH 45426The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, October 9, 2017 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, October 18, 2017 at 4:00 p.m. at the Main Library.

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)(2) of the Ohio Revised Code to discuss the property acquisition.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:58 p.m. and returned to open session at 6:24 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)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the Board adjourned at 6:24 p.m.

Ayes: All
Nays: None