

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 2018, 4:00 p.m.

PRESENT: 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. Merz, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of December 19, 2017, and the facilities meeting of January 16, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, 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:

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Chamber of Commerce Breakfast Briefing” being held in Dayton, OH on January 12, 2018. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “CIO Forecast Panel Discussion 2018” being held in Kettering, OH on January 18, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Telling the Story of Your Program: Evaluation” being held in Dayton, OH on January 26, 2018. It is further recommended that registration in the amount of \$5.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Molly Millsop, Information Services Assistant, Miami Township Branch Library, to attend “2018 National Land Grant Diversity Conference” being held in Hebron, KY on February 15, 2018 and February 16, 2018. It is further recommended that registration in the amount of \$195.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Teen Think Tank” being held in Bexley, OH on February 23, 2018. It is further recommended that lodging in an amount not to exceed \$165.00 be reimbursed by the Board.

Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to participate in “Diversity and Cultural Competency Training” being sponsored by Library Journal on February 28, 2018 and March 14, 2018. It is further recommended that registration in the amount of \$205.74 be reimbursed by the Board.

Desiree Davey, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend “IUG 2018 Conference” being held in Orlando, FL on April 23, 2018 through April 26, 2018. It is further recommended that registration in the amount of \$325.00, 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 \$960.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Sara Carpenter, Cataloging Librarian, Cataloging, Operations Center, to attend “Traditional Strengths and Transformational Growth” being held in Notre Dame, IN on May 13, 2018 through May 15, 2018. It is further recommended that registration in the amount of \$130.00, mileage in an amount not to exceed \$265.36, lodging in an amount not to exceed \$265.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to attend “2018 ALSC National Institute” being held in Cincinnati, CO on September 27,

2018 through September 29, 2018. It is further recommended that registration in the amount of \$400.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kathryn Carnegis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective January 21, 2018 at the rate of \$17.03 per hour.

Nicole Greathouse, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 21, 2018 at the rate of \$15.38 per hour.

Douglas Keech, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective January 21, 2018 at the rate of \$23.6995 per hour.

LEAVE WITHOUT PAY

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective March 2, 2018 for 16 hours for vacation.

Phillip Dunlevy, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective December 4, 2017 for 4.5 hours for personal reasons.

Christopher Merritt, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective December 8, 2017 for .2 hours for personal reasons.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Jenelle Allen, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Belmont Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

REHIRE AS SUBSTITUTE

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective January 21, 2018 at the rate of \$14.20 per hour.

RESIGNATION

Dinah Bremer, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective December 9, 2017 at the rate of \$20.36 per hour.

Luellen Wilson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective March 10, 2018 at the rate of \$29.9254 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 Program Guidelines:

Karah Power, Information Services Assistant, Outreach Services, for the course "Rare Book Librarianship", Kent State University, 3.0 credit hours, at a cost of \$1,581.00, the course "Digital Technologies I: Data Fundamentals" Kent State University, 1.0 credit hours, at a cost of \$527.00, and the course "Digital Technologies II: Internet Fundamentals" Kent State University, 1.0 credit hours, at a cost of \$527.00, for a total of \$2,635.00.

Darryn Reams, Information Services Assistant, West Carrollton Branch Library, for the course "The Information Landscape", Kent State University, 2.0 credit hours, at a cost of \$1,054.00, and the course "Information Organization" Kent State University, 2.0 credit hours, at a cost of \$1054.00, for a total of \$2,108.00.

AMERICAN LIBRARY ASSOCIATION

The 2018 PLA Annual Conference will be held in Philadelphia, PA, from March 20 until March 24, 2018. The Board authorized payment of the advance registration fee of \$280.00, \$800.00 reimbursement for lodging, \$450.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,950.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$4,950.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

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

Ayes: All
Nays: None

TUITION REIMBURSEMENT

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board authorized \$30,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2018 to be awarded in accordance with the Staff Development Program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared that he would be making a trip to Washington D.C. with the other Ohio Library Metro Directors on February 28th to speak with legislators about library funding.

The Executive Director also shared that news reporter, Jim Otte, made a public records request for a story he is doing about safety in the Libraries.

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. West Carrollton and Southeast are moving along and Wilmington-Stroop has just started abatement and demolition.

MIAMISBURG DP&L EASEMENT AGREEMENT

The Board of Trustees had previously granted a 10' by 15' easement to Dayton Power and Light for an electrical right of way and location of equipment servicing the new Miamisburg Branch. A revised equipment plan has required an easement area is 10' by 20'.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the extended easement as documented in the easement agreement.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR WORK PLAN REVIEW

Ms. Holihan discussed the work she had done to try to align the Executive Director's goal to strategic outcomes. An Ad Hoc committee consisting of Ms. Holihan, Ms. Vaughn, and Mr. Bower were appointed to determine the best way to evaluate the Executive Director.

Mr. Kennebrew left the meeting at 5:01 p.m.

NEW BUSINESS

The Executive Director suggested possible dates for a Board Retreat in April.

There was discussion about facilitating better communication between the three Library Boards (Fiduciary, Foundation, and Friends). There was a suggestion to pick a representative to be a liaison between the Fiduciary and the other two Boards.

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board appointed the Fiduciary Board President to serve as the liaison to the Foundation and the Fiduciary Board Vice President to serve as the liaison to the Friends.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 21, 2018 at 4:00 p.m. in the Board Room at the Main Library.

The next Facilities Meeting, originally scheduled for Monday, February 12, 2018, was canceled due to the Executive Director attending a conference.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board adjourned at 5:43 p.m.

Ayes: All

Nays: None