

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 20, 2018, 4:00 p.m.

PRESENT: Jeanne Holihan, Elaine Johnson, Carl Kennebrew,  
Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The Vice President called the meeting to order at 4:00 p.m. and appointed Ms. Merz as Secretary Pro Tem.

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 Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Holihan, the minutes of the Board meeting of May 16, 2018, and the facilities meeting of June 11, 2018 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “New Directors Workshop” being held in Columbus, OH on May 16, 2018 through August 8, 2018. It is further recommended that registration in the amount of \$375.00 be reimbursed by the Board.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, to participate in “Reference Tips for Supportive Staff” webinar being sponsored by OLC on May 16, 2018. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, Main Library, to participate in “Cultivating Emotional Intelligence within Your Organization” webinar being sponsored by LLAMA on May 16, 2018. It is further recommended that registration in the amount of \$59.00 be reimbursed by the Board.

Borrower Services Staff, Borrower Services, Main Library, to participate in “Reference Tips for Supportive Staff” webinar being sponsored by OLC on May 25, 2018. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Camee Decknadel, Assistant Branch Library Manager, Madden Hills and Westwood Branch Library, Mike Hensel, Branch Library Manager, Wilmington-Stroop Branch Library, and Dave Hicks, Volunteer Services Manager, Public Services Administration, Main Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Mark Roma, Branch Library Manager, Belmont Branch Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$45.00 and mileage in an amount not to exceed \$86.11 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, Main Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “National Family and Community Engagement” being held in Cleveland, OH on July 11, 2018 through July 13, 2018. It is further recommend that registration in the amount of \$585.00, mileage in an amount not to exceed \$233.26, lodging in an amount not to exceed \$700.00, 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 “Beyond Books & Programs: Changing Youth Services” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

LaSasha Harris Lackey, Information Services Assistant, Trotwood Branch Library, and Mariah Johnson, Information Services Assistant, Northwest Branch Library, to attend “Beyond Books & Programs: Changing Youth Services” being held at Ohio University on

August 10, 2018. It is further recommended that registration in the amount of \$45.00 each, mileage in an amount not to exceed \$158.05 each, lodging in an amount not to exceed \$150.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Chuck Duritsch, External Relations Managers, External Relations, Operations Center, to attend “Content Marketing World Conference & Expo” being held in Cleveland, OH on September 4, 2018 through September 7, 2018. It is further recommended that registration in the amount of \$1400.00, mileage in an amount not to exceed \$233.26, lodging in an amount not to exceed \$630.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, and Celeste Swanson, Children Services Librarian, Northmont Branch Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$450.00 each be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$275.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Public Services Administration, effective May 27, 2018 at the rate of \$12.01 per hour.

Jasmine Jones, Patron Services Assistant, ½-time, Grade 05, Northwest Branch Library, effective May 27, 2018 at the rate of \$14.74 per hour.

Sarah Mellon, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective May 27, 2018 at the rate of \$15.38 per hour.

William Stolz, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective June 10, 2018 at the rate of \$15.95 per hour.

#### CHANGE IN HOURS

Mariah Busher, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, from Patron Services Assistant, ½ -time, Grade 05, Trotwood Branch Library, effective June 10, 2018 at the rate of \$14.89 per hour.

#### CHANGE IN LOCATION

Danielle Gunther, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, from Information Services Assistant, substitute, Grade Sub08, Public Services Administration, Main Library, effective June 24, 2018 at the rate of \$11.89 per hour.

#### INCREASE IN HOURS

Raida Ishtewi, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, from Patron Services Assistant, ½ -time, Grade 05, Belmont Branch Library, effective June 24, 2018 at the rate of \$15.20 per hour.

#### LEAVE WITHOUT PAY

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective June 16, 2018 for 4.16 hours for personal reasons.

Caitlin Wissler, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective June 11, 2018 for 40 hours for vacation.

#### PROMOTION, CHANGE IN LOCATION

William McIntire, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective June 24, 2018 at the rate of \$24.2462 per hour.

#### REHIRE AS SUBSTITUTE

Sarah Reynolds, Children Services Librarian, substitute, Grade Sub11, Outreach Services, effective June 10, 2018 at the rate of \$16.06 per hour.

Le'Shanda Wingard, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective May 27, 2018 at the rate of \$10.29 per hour.

#### RESIGNATION

Lillian Jackson, Patron Services Assistant, 2/5-time, Grade 05, Borrower Services, Main Library, effective June 3, 2018 at the rate of \$20.36 per hour.

Allison Knight, Children Services Librarian, full-time, Grade 11, Outreach Services, effective June 30, 2018 at the rate of \$23.60 per hour.

Nancy McCluskey, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective March 13, 2018 at the rate of \$12.28 per hour.

Sarah West, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 23, 2018.

#### 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:

Darryn Reams, Information Services Assistant, West Carrollton Branch Library, for the course “People in the Information Ecology”, Kent State University, 2.0 credit hours, at a cost of \$1,054.00, and the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$2,635.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00, and the course “Learning Theories”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$3,162.00.

#### 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, 2018 through July 1, 2019.

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 May 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Use in Operations</u></b>	<b><u>Investment</u></b>	<b><u>Where</u></b>
6/15/2018	PLF	1,451,555	451,555	1,000,000	STAR Ohio
5/17/2018	Tax Advance	728,029	28,029	700,000	STAR Ohio
<b>5/17/2018</b>	<b>Tax Advance</b>	<b>679,680</b>	-	<b>679,680</b>	<b>Debt Service</b>
6/1/2018	Tax Advance	165,925	165,925	-	STAR Ohio
<b>6/1/2018</b>	<b>Tax Advance</b>	<b>152,131</b>	-	<b>152,131</b>	<b>Debt Service</b>
<i>Total</i>		<u>3,177,320</u>	<u>645,509</u>	<u>2,531,811</u>	

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the May 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Diane Farrell, External Relations and Development Director, shared a high level overview of the successes of this year’s Career Adventure Camp.

The Executive Director review suggested changes made to the Executive Director’s 2018 Work Plan.

The Executive Director gave a presentation to the Board comparing Dayton Metro Library to its peer libraries throughout the country on many different data points.

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. All current construction projects are progressing on schedule.

SOUTHEAST DP&L EASEMENT AGREEMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved a 10 foot right of way and easement for the Southeast property to Dayton Power and Light. The proposed easement will not impact the library’s use of the property.

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 of the Dayton Metro Library Board of Trustees will be Monday, July 9, 2018 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 18, 2018 at 4:00 p.m. in the Board Room 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)(4) to prepare for negotiations with public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Holihan seconded.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:50 p.m. The Vice 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)(4) of the Ohio Revised Code.

## ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:50 p.m.

Ayes: All  
Nays: None