

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 21, 2018, 4:00 p.m.

PRESENT: Glenn Bower, 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. 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 Mr. Bower, the minutes of the Board meeting of January 24, 2018 and the facilities meeting of March 12, 2018 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Johnson, 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:

Megan Cooper, Development Manager, External Relations, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Capitol Chat: Legislative Dinner” being held at the Dayton Racquet Club on January 25, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Carol Macmann, Branch Library Manager, New Lebanon, to attend “Bridges of Poverty” being held in Dayton, OH on February 7, 2018 through February 8, 2018. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “SW Ohio Logistics Conference” being held at Sinclair Community College on February 7, 2018. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “2018 Dayton Area Chamber of Commerce Breakfast Briefings” being held at the Dayton Racquet Club throughout the year of 2018. It is further recommended that registration in the amount of \$550.00 each be reimbursed by the Board.

Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, and Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, to attend “Teen Think Tank” being held in Bexley, OH on February 23, 2018. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Metro Library D.C. Fly In” being held in Washington, DC on February 28, 2018. It is further recommended that airfare in the amount of \$400.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “OLC Planning Meeting” being held in Columbus, OH on March 2, 2018. It is further recommended that mileage in an amount not to exceed \$43.98 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Mindfulness for Librarians” online course being sponsored by ALA on March 5, 2018 through April 1, 2018. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “The Dayton Business Hall of Fame” being held at The Mandalay on March 8, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “Tackling Digital Inclusion and Equity: Usage Edge to Improve Digital Literacy in the Community” webinar being sponsored by Urban Libraries Council on March 13, 2018. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, to participate in “Stress Management for Library Workers” webinar being sponsored by ALA on March 14, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Liven Up Baby & Toddler Storytime with Sign Language” being sponsored by ALA on March 22, 2018. It is further recommended that registration in the amount of \$108.00 be reimbursed by the Board.

Kelly Fullan, Children Services Librarian, Huber Heights Branch Library, and Jennifer Johnson, Information Services Assistant, Huber Heights Branch Library, attend “SWON Nonfiction Read-In” being held at the Boone County Public Library on March 22, 2018. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Jen Kadel, Recruitment and Retention Manager, Human Resources, Main Library, and Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber 2018 HR Forum” being held at the Crown Plaza Dayton on March 22, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Basic American Sign Language for Library Staff” online course being sponsored by ALA on March 26, 2018 through May 6, 2018. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Candice Jeske, Catalog Librarian, Cataloging, Operations Center, to attend “OLC Technical Services Retreat” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount of \$235.00 each, lodging in an amount not to exceed \$120.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “OLC Technical Services Retreat” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount of \$115.00, lodging in an amount not to exceed \$120.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to attend “CPIM: Public Library Fiscal Officer Conference” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount to

exceed \$185.00 and mileage in an amount not to exceed \$87.80 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Engaging Teens with Digital Media” online course being sponsored by ALA on April 2, 2018 through April 19, 2018. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operation Center, to attend “Opioid Symposium: Education, Strategies, and Best Practices for Public Libraries” being held in Columbus, OH on April 3, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Advanced Negotiations Seminar” being held in Columbus, OH on April 11, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, 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 to be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber Annual Meeting” being held at Sinclair Community College on April 24, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Chelsea Yergens, Teen Services Librarian, Huber Heights Branch Library, to attend “Take 5: For Teens, With Teens” being held on May 4, 2018 at the Loudonville Public Library. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Take 5: For Teens, With Teens” being held on May 3, 2018 through May 4, 2018 at the Loudonville Public Library. It is further recommended that mileage in an amount not to exceed \$163.50, lodging in an amount not to exceed \$110.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Welcoming Interactive” being held in Louisville, KY on June 18, 2018 through June 20, 2018. It is further recommended that registration in the amount of \$150.00, mileage in an amount not to exceed \$166.23, parking in an amount not to exceed \$50.00, lodging in an amount not to exceed \$410.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Jo Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, to attend “2018 ALSC National Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$475.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Keysha Alexander, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 18, 2018 at the rate of \$15.38 per hour.

Caitlin Blackford, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective March 18, 2018.

Joshua Caswell, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 18, 2018 at the rate of \$17.03 per hour.

Andrew Hiatt, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective February 18, 2018 at the rate of \$17.03 per hour.

Matthew Jones, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective March 18, 2018 at the rate of \$21.98 per hour.

Michael Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, Operations Center, effective March 18, 2018 at the rate of \$19.41 per hour.

Cynthia Woodruff, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 4, 2018 at the rate of \$14.74 per hour.

CHANGE IN HOURS

Christopher Erb, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective February 18, 2018 at the rate of \$14.74 per hour.

CHANGE IN LOCATION

Jeanette Dohner, Senior Patron Services Assistant, full-time, Grade 06, Brookville Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective March 18, 2018 at the rate of \$15.85 per hour.

CHANGE IN POSITION, CHANGE IN LOCATION

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, from Branch Library Manager, full-

time, Grade S09, Huber Heights Branch Library, effective April 1, 2018 at the rate of \$31.3462 per hour.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, East Branch Library, effective March 4, 2018 at the rate of \$22.23 per hour.

DECLINED POSITION

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.

LEAVE WITHOUT PAY

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, sometime in April 2018 for 240 hours for maternity leave.

Andrew Hiatt, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective June 25, 2018 for 40 hours for vacation.

Matthew Jones, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective May 21, 2018 for 56 hours for personal reasons.

Margaret Lozano, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 12, 2018 for 192 hours for maternity leave.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering Moraine Branch Library, effective March 24, 2018 for 2 hours for vacation.

PROMOTION

Mary Beth Rogers, Teen Services Librarian, full-time, Grade 11, New Lebanon Branch Library, from Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 18, 2018 at the rate of \$22.91 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Caitlin Wissler, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Information Services Assistant, substitute, Grade Sub08, Main Library, effective May 13, 2018 at the rate of \$26.9702 per hour.

RESIGNATION

Keysha Alexander, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 20, 2018 at the rate of \$15.38 per hour.

Theresa Araya, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective July 31, 2017 at the rate of \$11.60 per hour.

Sharon Buttram, Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective January 4, 2018 at the rate of \$10.29 per hour.

Emily Hackett, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective September 7, 2017 at the rate of \$15.56 per hour.

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective February 26, 2018 at the rate of \$20.66 per hour.

RETIREMENT

Charles Romine, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective March 30, 2018 after more than 26 years of service.

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:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "Managing Technological Change", Kent State University, 3.0 credit hours, at a cost of \$1,581.00, the course "Information Organization" 2.0 Credit hours, at the cost of \$1054.00, and the course "Library Materials and Services for School-age Children" Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$4,216.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop 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 Organization" 2.0 Credit hours, at the cost of \$1054.00, the course "People in the Information Ecology" 2.0 Credit hours, at the cost of \$1054.00, 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 \$4,743.00.

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 January 2018 and February 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
			Used in		Where
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Operations</u>	<u>Invested</u>	<u>Invested</u>
12/14/2017	PLF	1,315,822	315,822	1,000,000	STAR Ohio
1/12/2018	PLF	1,263,974	263,974	1,000,000	STAR Ohio
1/26/2018	Tax Advance	384,961	384,961	-	
1/26/2018	Tax Advance	355,523	-	355,523	Debt Service
2/8/2018	Tax Advance	367,724	367,724	-	
2/8/2018	Tax Advance	338,554	-	338,554	Debt Service
2/14/2018	PLF	1,574,536	1,274,536	300,000	STAR Ohio
2/16/2018	Tax Advance	1,412,081	12,081	1,400,000	STAR Ohio
2/16/2018	Tax Advance	1,308,333	-	1,308,333	Debt Service
2/23/2018	Tax Advance	1,740,847	40,847	1,700,000	STAR Ohio
2/23/2018	Tax Advance	1,601,477	-	1,601,477	Debt Service
3/2/2018	Tax Advance	847,099	447,099	400,000	STAR Ohio
3/2/2018	Tax Advance	772,090	-	772,090	Debt Service
	Total	13,283,021	3,107,044	10,175,977	

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the January 2018 and February 2018 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2018 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Mr. Bower, seconded by Ms. Merz the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2018, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	Final Appropriation for 2018
<u>GENERAL FUND</u>	
1000 - Salaries and Benefits	\$21,316,103
2000 – Supplies	781,336
3000 - Purchased and Contracted Services	6,126,087
4000 - Library Materials & Information	3,911,241
5000 - Capital Outlay	1,493,968
6000 - Debt Service	0
7000 - Other Objects	181,265
8000 – Contingency	0
9000 - Transfers to other funds	<u>55,000</u>
Total General Fund Appropriations	\$33,865,000
<u>SUSTAINABILITY FUND</u>	
3000 - Contracted Services	<u>\$11,000</u>
Total Sustainability Fund Appropriations	\$11,000
<u>FACILITIES ENHANCEMENT FUND</u>	
2000 – Supplies	\$500
3000 - Purchased and Contracted Services	404,500
5000 - Capital Outlay	<u>185,000</u>
Total Facilities Enhancement Fund Appropriations	\$590,000
<u>FUTURE EMPLOYEE EXPENSE FUND</u>	
3000 – Purchased and Contracted Services	<u>\$1,500</u>
Total Future Employee Expense Fund Appropriation	\$1,500
<u>DEBT SERVICE FUND</u>	
3000 - Purchased and Contracted Services	\$175,000
6000 – Debt Service	<u>\$11,650,305</u>
Total Debt Service Fund Appropriations	\$11,825,305

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$1,458,054
5000 - Capital Outlay	<u>7,407,520</u>
Total Building & Repair Fund Appropriations	\$8,865,574

COMPUTER CO-OP FUND

3000 - Purchased and Contracted Services	\$350
5000 - Capital Outlay	<u>\$384,650</u>
Total Computer Co-Op Fund Appropriations	\$385,000

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 85,000
3000 - Purchased and Contracted Services	12,000,000
5000 - Capital Outlay	<u>41,000,000</u>
Total Taxable Construction Fund Appropriations	\$53,085,000

TAX EXEMPT CONSTRUCTION FUND

2000 – Supplies	\$1,500
3000 - Purchased and Contracted Services	318,500
5000 - Capital Outlay	<u>1,916,955</u>
Total Exempt Construction Fund Appropriations	\$2,236,955

TRUST FUND

3000 - Purchased and Contracted Services	\$500
Total Trust Fund Appropriations	\$500

ENDOWMENT FUND

3000 - Purchased and Contracted Services	\$350
Total Endowment Fund Appropriations	\$350

Total All Funds Appropriations **\$110,866,184**

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Judge Michael Merz introduced himself as the liaison from the Dayton Metro Library Foundation Board.

The Executive Director shared with the Board that the Library will be hosting a Career Adventure Camp for a limited number of rising 7th and 8th graders this summer. He also announced that there will be a new Mike Peters exhibit in the Opportunity Space at Main that will run for 6 weeks.

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 Wilmington-Stroop are progressing. Southeast has had some delays due to foundation issues.

LIBRARIES FOR A SMARTER FUTURE BUDGET RECALIBRATION

At the March 12, 2018 Facilities Meeting of the Board Tom Marchesano, Facilities Consultant, updated the Board on the expenditures and budget for all projects. Mr. Marchesano recommended transfer of unencumbered fund allocations designated for Segment One, Segment Two and Segment Three to the remaining projects in Segment Four.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board to approve the changes to budget allocations as follows:

	Change	Recommended Budget
Segment One Owners Costs	(\$132,759)	\$92,189,837
Segment Two Owners Costs	(\$228,116)	\$42,377,121
Segment Three Owners Costs	(\$1,354,857)	\$25,101,178
Segment Four Owners Costs	\$1,715,732	\$36,353,601

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES METAL SHELVING PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Metal Shelving Package. Two (2) bids were received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
Collective Spaces <i>Cincinnati, OH</i>	\$103,742.75
Space Savers/Patterson Pope <i>Fort, Atkinson, WI</i>	\$114,315.60

These bids were presented to the Board and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board awarded Collective Spaces for the Segment III and Future Branches Metal Shelving contract for an amount not to exceed \$103,742.75.

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES LOUNGE FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Lounge Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$430,716.40

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Bower, the Board awarded APG Office Furnishings for the Segment III and Future Branches Lounge Furniture contract for an amount not to exceed \$430,716.40.

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES CHILDREN'S FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Children's Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$29,422.29

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board awarded APG Office Furnishings for the Segment III and Future Branches Children's Furniture contract for an amount not to exceed \$29,422.29.

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES MISCELLANEOUS FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Miscellaneous Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$29,525.42

These bids were presented to the Board and on a motion by Mr. Bower, seconded by Ms. Holihan, the Board awarded APG Office Furnishings for the Segment III and Future Branches Miscellaneous Furniture contract for an amount not to exceed \$29,525.42.

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES CAFÉ FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Café Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$750.93

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board awarded APG Office Furnishings for the Segment III and Future Branches Café Furniture contract for an amount not to exceed \$750.93.

Ayes: All
Nays: None

SEGMENT III AND FUTURE BRANCHES LIBRARY FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Library Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
Collective Spaces <i>Cincinnati, OH</i>	\$603,315.18

These bids were presented to the Board and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board awarded Collective Spaces for the Segment III and Future Branches Library Furniture contract for an amount not to exceed \$603,315.18.

Ayes: All
Nays: None

MOU WITH MONTGOMERY COUNTY DEVELOPMENT SERVICES

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

WHEREAS both organizations have a goal to support the alignment of workforce, education, and economic development systems in the support of a comprehensive, accessible, and high-quality workforce development system. These efforts will provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers the employers need to success in a global economy.

NOW THEREFORE, the Parties agree as follows:

1. **Purpose.** The purpose of this memorandum is to provide the basic framework for Montgomery County Development Services (MCDS) and the Dayton Metro Library (DML) to facilitate collaboration and coordination of workforce programs such as education, job training, and employment opportunities. Collaborative efforts may include, but not limited to:

- Leveraging digital literacy activities
- Training library staff about in-person and virtual employment and training resources available through the public workforce system
- Using space available at a library to provide career assistance and employment services to library patron and/or to host career events, such as job or career fairs
- Sharing workforce and labor market information
- Enabling outreach efforts to bring awareness to education, training, and employment resources available

2. **Obligations.** The partners acknowledge that no contractual relationship is created through this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive effort in providing comprehensive education, training, and employment supports.

3. **Cooperation.** Matriculation of participants in education, training, and education programs; when appropriate refer clients to the proper counterparts below:

Montgomery County Development Services	Dayton Metro Library
Garth McLean, Workforce Manager	Ann Riegle-Crichton
Development Services, Business Services	Business Librarian
Phone: (937) 225-4077	937-496-8631
E-mail: McLeanG@MCOhio.org	ARiegle@daytonmetrolibrary.org

4. **Funding.** Any resources utilized and/or endured by either party will be their responsibility. No funding or reimbursement will be exchanged between the Montgomery County Development Services (MCDS) and the Dayton Metro Library (DML).

Ayes: All
Nays: None

CLEANING SERVICES

Facilities Manager Angela Peterson developed a Request for Proposal for Cleaning Services and invited our existing janitorial services contractor Clean All, Inc. and other qualified contractors to develop proposals for a new contract to begin April 1, 2018. Proposals were received from five firms:

Contractor	Custodial Services	Carpet Cleaning	Total
Clean All	\$576,996.00	\$38,369.00	\$615,365.00
Scioto Services	\$637,026.21	\$59,637.60	\$696,663.81
Access Cleaning Services, Inc.	\$593,350.38	\$43,329.00	\$636,679.38
Gem City's Finest Professional Services	\$477,204.00	\$17,376.75	\$494,590.75
Robinson's Janitorial & Floor Care Service	\$434,416.00	\$76,995.00	\$511,411.00

The Executive Director has reviewed the summary of proposals and costs for services is in support of the Ms. Peterson's recommendation to split the award of contracts for cleaning services between the two lowest cost firms. This recommendation is based upon discussions with the two lowest cost firms, taking into consideration their expertise, costs, and capability of each firms to perform the total scope of work outlined in Request for Proposal. After final evaluation and adjustment of proposed services and costs, the total of work to split between the two first is estimated to be \$540,256.

Due to the necessity for each firm to develop staffing for an April 1, 2018 start date, letters of intent were issued to both firms.

On a motion by Mr. Kennebrew, seconded by Mr. Bower, the Board approved the award an annual contract to Gem City's Finest Professional Services in an amount not to exceed \$107,507, and an annual contract to Robinson Janitorial & Floor Care Service for amount not to exceed \$432,749.

Ayes: All
Nays: None

AED POLICY AND DEVELOPMENT PLAN

Cindi Chibis, Human Resources Director, will gave a presentation to the Board about the proposed AED policy and Development Plan.

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board approved the AED Policy as presented in the Board materials.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated February 26, 2018 from the Dayton Metro Library Staff Association to the Executive Director regarding grievances filed against the Dayton Metro Library.

NEW BUSINESS

The Executive Director reminded Trustees about the OLC Southwest Trustee Dinner as well as OLC Legislative Day.

Ms. Johnson, reported on her visit to the Friends of the Library Board meeting. She also announced that Karen Maner would be the liaison from the Friends to the Fiduciary Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 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, April 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)(1) of the Ohio Revised Code to discuss the employment and compensation of the Executive Director and with Section 121.22(G)(4) to prepare for negotiations with public employees.

Ms. Hayde made a motion for the Board to enter into Executive Session, Ms. Johnson seconded.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
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 5:12 p.m. and returned to open session at 6:48 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)(1) and Section 121.22(G)(4) of the Ohio Revised Code.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2018. It was further moved that because of the overall exceeds expectations rating on his review, the Executive Director received a \$4,000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the Board adjourned at 6:51 p.m.

Ayes: All
Nays: None