

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 18, 2018, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, Margot Merz,

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

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 Mr. Bower, seconded by Ms. Holihan, the minutes of the Board meeting of March 21, 2018, and the facilities meeting of April 9, 2018 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

Heather Ruch, Information Services Assistant, Vandalia Branch Library, to participate in “Ebook Alternatives” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Heather McClure, Security Manager, Security, Operations Center, to attend “Opioid Symposium” 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.

Elaine Johnson, Trustee, Board of Trustees, and Tim Kambitsch, Executive Director, Executive Administration, Main Library to attend “Southwest Ohio Trustee Dinner” being held in Wilmington, OH on April 5, 2018. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Kay Trochelman, Senior Accounting Clerk, Finance, Main Library, to participate in “Excel Agility” webinar being sponsored by Aurora Training Advantage on April 18, 2018. It is further recommended that registration in the amount of \$219.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “Quarterly Tech Forum Q2 2018” being held in Kettering, OH on April 19, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Barbara Hayde, Trustee, Board of Trustees, to attend “Dayton Area Chamber of Commerce Annual Meeting” being held at Sinclair on April 24, 2018. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “CareSource Comp Management and Cost Control Workshop” being held in West Chester, OH on April 26, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Candice Jeske, Catalog Librarian, Cataloging, Operations Center, and Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “Journalpalooza” being held at the Cuyahoga County Public Library on April 27, 2018. It is further recommended that registration in the amount of \$50.00 each, mileage in an amount not to exceed \$220.18, lodging in an amount not to exceed \$120.00, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Developing Effective Community Partnerships” webinar being sponsored by ALA on May 3, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Dave Hess, Fiscal Officer/Finance Director, Finance, Main Library, to attend “Emerging Trend in Fraud Investigation & Prevention” being held in Columbus, OH on May 7, 2018

through May 8, 2018. It is further recommended that registration in the amount of \$350.00 be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to attend “Going from Peer to Supervisor” being held at the University of Dayton on May 8, 2018. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Kay Trochelman, Senior Accounting Clerk, Finance, Main Library, to participate in “Excel – How to Become a Power User” webinar being sponsored by Aurora Training Advantage on May 8, 2018. It is further recommended that registration in the amount of \$219.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “South Metro Chamber – Dragons Networking Night” being held at Dragons Stadium on May 21, 2018. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Kathy Bolmida, Information Services Librarian, Information Services, Main Library, and Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Level Up: Moving to Mastery in Adult Services Conference” being held in Bowling Green, OH on May 23, 2018. It is further recommended that registration in the amount of \$90.00 each, mileage in an amount not to exceed \$141.70 each, lodging in an amount not to exceed \$125.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “International Public Library Fundraising Conference” being held in Denver, CO on June 3, 2018 through June 5, 2018. It is further recommended that airfare in an amount not to exceed \$500.00, lodging in an amount not to exceed \$470.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Staff Development, Operations Center, to attend “Creating a Culture of Learning” being held in New Orleans, LA on June 22, 2018. It is further recommended that registration in the amount of \$100.00, lodging in an amount not to exceed \$225.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mandie Burns, Youth Service Director, Youth Services, Operations Center, to attend “National Summer Learning Association Conference” being held in Kansas City, MO on November 12, 2018 through November 14, 2018. It is further recommended that registration in the amount of \$870.00, airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$50.00, lodging in amount not to exceed \$950.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Danielle Gunther, Information Services Assistant, substitute, Grade Sub08, Public Services, effective April 1, 2018 at the rate of \$11.89 per hour.

Bethany Howard, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 1, 2018 at the rate of \$10.29 per hour.

PROMOTION, CHANGE IN LOCATION

Camee Decknadel, Assistant Branch Library Manager, full-time, Grade S07, Westwood/Madden Hills Branch Library, from Information Services Assistant, full-time, Grade 08, Outreach Services, effective May 13, 2018 at the rate of \$23.6995 per hour.

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 March 2018 were included in the Board folder. Christina Sanders, Accounting Manager, gave a review of the Financials.

The Executive Director approved the following investments:

<i>Major Sources of Revenue, Uses, and Investments</i>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
3/15/2017	PLF	1,094,380	694,380	400,000	STAR Ohio
4/5/2018	Tax Advance	818,194	418,194	400,000	STAR Ohio
4/5/2018	Tax Advance	745,580	-	745,580	Debt Service
4/13/2018	PLF	994,444	494,444	500,000	STAR Ohio
<b>Total</b>		<b>3,652,598</b>	<b>1,607,018</b>	<b>2,045,580</b>	

On a motion by Ms. Johnson, seconded by Ms. Merz, the March 2017 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

Karen Maynor, the liaison from the Friends of the Library, introduced herself and gave the Board a quick update on the recent furniture sale in which the Friends raised over \$7,000.

The Executive Director and Jayne Klose, Community Engagement Manager, gave a high level review of the Community Opinion Survey that was conducted in March 2018.

## 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. Punch list items are continuing for Main and hopefully closing will be soon.

## NEW BUSINESS

There was no new business brought before the Board.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 7, 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, May 16, 2018 at 4:00 p.m. in the Board Room at the Main Library.

## ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 4:50 p.m.

Ayes: All  
Nays: None