

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 16, 2018, 4:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson,
Margot Merz, Arlinda Vaughn

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. Merz, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Merz, seconded by Ms. Johnson, the minutes of the Board meeting of April 18, 2018, the special Board meeting of April 28, 2018, and the facilities meeting of May 7, 2018 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:

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “1-70/75 Economic Development Summit” being held at Sinclair Community College on May 24, 2018. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to participate in “Providing Services to People Living with Alzheimer’s” webinar being sponsored by ALA on June 6, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, Julie Buchanan, Programming Manager, Youth Services, Main Library, Gregg Havey, Main Library Administrative Manager, Public Services Administration, Main Library, Dori Hegyi, Children Services Librarian, Miamisburg Branch Library, Allison Knight, Children Services Librarian, Outreach Services, and Jamie McQuinn, Special Collections Manager, Special Collections, 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.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, 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.

Jaclyn Fulwood, Youth Services Manager, Main Youth Services, Main Library, to attend “Library Leadership Ohio” being held in Columbus, OH on July 17, 2018 through July 20, 2018. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Chuck Duritsch, External Relations Managers, External Relations, Operations Center, to attend “Changing Youth Services Conference” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$45.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Changing Youth Services Conference” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$90.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Christy Ebbeson Kurtz, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 13, 2018 at the rate of \$15.95 per hour.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 29, 2018 at the rate of \$30.7620 per hour.

Sarah West, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 13, 2018 at the rate of \$15.95 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Elizabeth Schumacher, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, from Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective May 13, 2018 at the rate of \$16.09 per hour.

PROMOTION

Brandon Ulman, Information Services Assistant, full-time, Grade 08, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective May 13, 2018 at the rate of \$17.03 per hour.

Cynthia Woodruff, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective April 29, 2018.

PROMOTION, CHANGE IN LOCATION

David Jewell, Information Services Assistant, full-time, Grade 08, East Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Belmont Branch Library, effective April 29, 2018 at the rate of \$18.39 per hour.

RESIGNATION

Rachel Kopchick, Public Services Director, full-time, Grade S11, Public Services Administration, Operations Center, effective May 16, 2018 at the rate of \$44.5148 per hour.

RETIREMENT

Bobbi Marquart, Processor, full-time, Grade 02, Cataloging, Operations Center, effective June 1, 2018 after more than 25 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Mr. James Barna addressed the Board regarding his desire to have the Huber Heights Branch Library receive its own copy of the New York Times.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 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					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/15/2018	PLF	1,416,625	916,625	500,000	STAR Ohio
	Total	1,416,625	916,625	500,000	

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Mandie Burns, Youth Services Director, gave the Board an overview of this year’s summer challenge and the outreach the staff has made to the schools.

The Executive Director shared with the Board that the Dayton Metro Library will be pulling back in its participation in “The Big Read”.

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. There were no changes to the budget this month. Main is still working on closing, but there are still major HVAC issues. West Carrollton is about 70% complete and Southeast has steel going up.

SALE OF FORMER FORT MCKINLEY BRANCH LIBRARY

On March 20, 2018, the Executive Director signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3735 Salem Ave., Dayton, OH, formerly the Fort McKinley Branch Library, to Norre, LLC for the price of \$80,000.00.

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 3735 Salem Ave., Dayton, OH, formerly the Fort McKinley Branch Library, currently owned by the Library to Norre, LLC for the price of \$80,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

SALE OF FORMER NORTHTOWN-SHILOH BRANCH LIBRARY

On April 30, 2018, the Executive Director signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 35 Bennington Dr., Dayton, OH, formerly the Northtown-Shiloh Branch Library, to Christ Apostolic Church House of Wonder for the price of \$85,000.00.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 35 Bennington Dr., Dayton, OH, formerly the Northtown-Shiloh Branch Library, currently owned by the Library to Christ Apostolic Church House of Wonder for the price of \$85,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a resolution dated May 15, 2018 from the Board of County Commissioners of Montgomery County, reappointing Carl Kennebrew to the Dayton Metro Library Board of Trustees for a seven year term commencing June 1, 2018.

NEW BUSINESS

The Executive Director and the Board talked about some changes to be made to the Executive Director's 2018 Work Plan.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 11, 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, June 20, 2018 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:02 p.m.

Ayes: All
Nays: None