DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 20, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:10 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 Mr. Bower, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Vaughn, the minutes of the Board meeting of April 15, 2020 were approved by the Board.

Ayes: All
Nays: None

The May 11, 2020 Facilities meeting of the Board was canceled.
CONSENT AGENDA

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

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

RESIGNATION

Janet Russell, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective April 30, 2020.

Suzanne Sandridge, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective May 9, 2020.

RETIREMENT

Linda Gough, Senior Patron Services Assistant, full-time, Grade 06, Northmont Branch Library, effective May 31, 2020, after more than 25 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 Agreement:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at a cost of $737.00 for a total of $5,159.00.

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 April 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.
On a motion by Ms. Holihan, seconded by Ms. Hayde, the April 2020 Financial Report was approved by the Board.

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. Projects are moving forward and design work continue for the new Burkhardt and Northmont Branches. The West Branch has moved into the construction document phase. The Executive Director stated that with the closure of the Libraries due to COVID-19 and the cost saving measures the Trustees have asked him to make, it is important that patrons understand that the money used for the new buildings is coming from a different pot of money than the everyday operation of the Libraries. This money, from the bond fund, can only be used on the construction projects and the four remaining branched will still be built to the same quality of all the other new branches.

SALE OF FORMER BELMONT BRANCH

The Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 1041 Watervliet Ave, Dayton, OH, formerly the Belmont Branch Library, to Sean and Kristi McCartney for the price of $185,000.00.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 1041 Watervliet Ave, Dayton, OH, formerly the Belmont Branch Library, to Sean and Kristi McCartney for the price of $185,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All  
Nays: None

COVID-19 UPDATE

The Executive Director updated the Trustees on the Library’s response to the COVID-19 outbreak. He shared that all staff are currently being furloughed at 50% through the SharedWorks Ohio program. A Memorandum of Understanding (MOU) has been signed with the Dayton Metro Library Staff Association and the Executive Director asked the Board to ratify the agreement, which could last up until October 31, 2020.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board ratified the MOU with the Dayton Metro Library Staff Association.

Ayes: All  
Nays: None
Jayne Klose, Community Engagement Manager, shared the results of a Burges & Burges survey that was conducted to determine how COVID has impacted service. This survey was conducted online so it does not capture those patrons without internet access, but all branches were represented in the responses. One of the takeaways from this survey was that Coronavirus has impacted almost everyone, but particularly minorities and homes with school-aged children learning remotely. This survey also reinforced the continued need for the Library’s mission to provide digital access to underserved communities.

Holly Varley, Collection Development Director, shared how the collection has been affected due to the Library closure and budget cuts. When the Library closed $100,000 was transferred from the budget for physical collection into the budget for electronic collections as then need was greater for digital access when the physical collection was inaccessible. Overall, Ms. Varley has cut the collection development budget by 18%, mostly from the physical collection but also cutting out some lesser used databases and implementing some new restrictions on Hoopla. In terms of usage, April has an all-time high circulation for eBooks and eVideo has increased because people are home, binge watching. Ancestry.com and LinkedIn Learning usage has also increased.

Rachel Gut, Deputy Executive Director, discussed plans for the first phase of reopening the Libraries to patrons. Starting May 28th all locations will be providing contactless curbside pickup. Staff will be calling those patrons who have reserves that have been on the shelves throughout the closure and patrons can also place new reserves through the online catalog or the AskMe Line. The Library will also start taking returns via the automated system or through book drops. These items will be quarantined for 4 days before returning to the collection for circulation. Plans are being made to gradually open other services but no dates have been confirmed yet.

Mandie Burns, Youth Services Director, explained how the Library will be handling Summer Challenge this year. It will look different this year as it has moved to an online program. Summer Challenge will run from June 1st through August 1st, starting a little later than normal. All programs will be virtual and a mix of in-house and paid. DML will be using the READsquared software again this year and paper trackers available to print off on the website. Those patrons who use the paper trackers solely can call into the AskMe Line to report their progress to staff. The prizes are moving to a fulfillment model where participations can pick a prize option and it will be mailed to their home or for curbside pick on special “prize pickup days”. There will also be a broader definition of what counts this year ranging from reading to online challenges to watching educational programing online.

NEW BUSINESS

The Executive Director recognized Glenn Bower’s years of service to the library by proposing the following resolution:

WHEREAS, Glenn Bower has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 11, 2015, through May 31, 2020; and

WHEREAS, he demonstrated his leadership by serving as Secretary of the Board from January 2017 through December 2019; and

WHEREAS, he freely and unselfishly gave of his time, talents, expertise and efforts to promote, champion, and improve the library; and
WHEREAS, he defended the intellectual freedom of all citizens and helped library collections representing diverse viewpoints; and

WHEREAS, his clear vision of quality library service helped guide the Board in setting and accomplishing its strategic goals and outcomes during his tenure; and

WHEREAS, his acute legal insights years of experience with work in business law proved to be extremely beneficial to the Board and the Library in the many decisions that were required; and

WHEREAS, he contributed to extensive planning and decision making at a time of unprecedented change as evidenced by the many construction projects completed during his tenure as a part of the Libraries for a Smarter Future facilities construction program; and

WHEREAS, his dedication to the community has been further illustrated by his distinguished service to other local organizations, including Big Brothers/Big Sisters of Greater Dayton, Friends of Aullwood Audubon Center and Planned Parenthood of Miami Valley; and

WHEREAS, his dedicated service and commitment to excellence insured quality library service to ALL residents of Montgomery County; NOW

THEREFORE BE IT RESOLVED, that on the TWENTIETH DAY OF MAY, TWO THOUSAND TWENTY, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that GLENN BOWER has made to the Library, its Staff, and to the residents of Montgomery County during his distinguished service as a Library Trustee and volunteer to the community.

On a motion by Ms. Vaughn, seconded by Ms. Merz, the Board adopted the resolution.

Ayes: All
Nays: None

President Johnson also shared that she had been in touch with the Court of Common Pleas and had discussed the Board’s preference for a new appointee in hopes to get the appointment from the Judges as soon as possible.

The President also requested that Ms. Vaughn and Ms. Merz move forward with the Executive Director’s performance appraisal and lead a discussion about it in Executive Session at the June Board meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 8, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 17, 2020 at 4:00 p.m. via WebEx.
ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 6:19 p.m.

Ayes:  All
Nays:  None