

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., January 23, 2008

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,  
Joseph Oehlers, Allan Spetter, Dennis Turner

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:04 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, the following items were approved by the Board:

- A. Minutes of the Board Meeting of December 19, 2007.
- B. The Executive Director approved the following investments: On Wednesday, January 16, 2008, the Local Government Funds for January 2008 were received in the amount of \$1,503,747.24. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, (page 5)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 5 & 6)
- F. Tuition Reimbursement: The Board approved reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for "Computers in Education", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Cataloging and Classification I”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the workshop “ABC’s of Emergent Literacy”, Kent State University, 3.0 credit hours, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk I/SWB, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, for the course “Cataloging and Classification I”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Beth Lynch, Accountant, Finance Office, for the course “Management Accounting”, Wright State University, 4.0 credit hours, at a cost of \$876.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through December 31, 2007. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the monthly Financial Report for December 2007 was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying the Library had finished 2007 with the highest circulation ever at 6,965,194 items. He told Board members that he was truly happy with the increased use of the collections, and thanked everyone who helped to make the Urban Initiative possible. The Board President also thanked all Library Staff and said everyone should be very proud of their part in making those increases possible.

The Executive Director then shared with the Board a mailer which is being sent to approximately 38,000 lapsed library users in conjunction with the Urban Initiative. The flyer invites users to come back to the library and explains that overdue fines have been waived for them. He explained that the mailer was ready late last year but decision was made to delay the mailing until after the holiday mailing season was over. He also said that the mailing of this flyer should have an impact that drives up circulation and library use further.

The Executive Director explained to the Board Members that he had received notice that an application had been made to the "National Register of Historic Places Designation" for the Dayton View Branch Library. He also said that a member of the FROC Priority Board had called him to share her concern over possible closure of the Dayton View Branch.

## STRATEGIC PLANNING

The Executive Director said he was pleased to share with Board members the final full version of the 2008 Strategic Plan which details how the Planning for Results process worked and offers a glimpse as to what programs the Library will employ toward hopes of reaching the stated goals and objectives over the next five years. He also presented an Executive Summary of the plan which will be mailed to the community at large. On a motion by Mr. Turner, seconded by Mr. Oehlers the Board of Trustees adopted the final draft of the 2008 Strategic Plan.

Ayes: All  
Nays: None

## 2008 WORK PROGRAM

The Executive Director reviewed the 2008 Work Program with the Board. He explained that this year's work program begins the implementation of the 2008 Strategic Plan. The work program identifies activities that will be undertaken in the coming year towards meeting the objectives outlined in the Strategic Plan. He stated that these activities only represent a subset of the full range of things that the library does, but focuses on the new initiatives.

The Executive Director said he was not asking the Board for approval of the 2008 Work Program at this month's meeting. He asked that the Board members look over the work program and offer any thoughts or suggestions, and he would incorporate more activities and strategic initiatives for presentation and approval at next month's Board meeting.

## FACILITIES PLANNING

The Executive Director presented an outline of activities drafted by planning consultant Burges and Burges Strategists, highlighting activities required to complete a facilities plan in 2008. In addition, he shared a draft of a letter inviting participation in a Task Force that will create a working model of the Dayton Metro Library system's facilities for recommendation to the Board of Trustees. The Executive Director asked for suggestions from the Board as to who might be asked to participate in the Task Force.

David Milling and Eric Hartz , representing David Milling Associates, Architects discussed with the Board some of the key activities they will need to participate in during the development of a master facilities plan. Among the recommendations, David Milling suggested that the Board consider forming a facilities or buildings committee.

## AFFIRMATIVE ACTION REPORT

Cindi Chibis, Human Resource Manager, presented the Library's annual Affirmative Action Report. She explained that this report has been accomplished since 1975, and compares internal minority and female representation to the available work force in Montgomery County. Statistics for both 2007 and 2008 were listed. Cindi said the overall staff number has stayed steady, the female representation is above the available work force in all but one category, and the minority representation is at or above the available work force in all but two categories, paraprofessionals and professionals.

## HEALTH INSURANCE BENEFITS

The Executive Director reviewed Health Insurance information with the Board. He explained that 2008 premiums for the Anthem PPO plan could increase by as much as 28%. The Anthem HRA plan, first offered to employees in 2007, also increased 28%. Several different options have been pursued to try to keep costs as affordable as possible. The Executive Director said a recommendation would be brought to the Board of Trustees next month.

## BOARD CALENDAR

Board bylaws call for regular meetings to be held on the third Wednesday of each month. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adopted the following revised schedule for 2008:

February 27, 2008	August – No Meeting
March 19, 2008	September 17, 2008
April 9, 2008	October 15, 2008
May 14, 2008	November 19, 2008
June 11, 2008	December 17, 2008
July 16, 2008	

## COMMENTS FROM THE GENERAL PUBLIC

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He said that Mr. Kambitsch has provided details on library legislative issues which the Staff Association has incorporated into their Newsletter. He stated that although health insurance new is not good news, the Library has been very inclusive and cooperative of the Bargaining Unit as a solution is sought.

## NEW BUSINESS

The Executive Director told the Board that Dr. Allan Spetter was appointed on January 9, 1996 by the Judges of the Court of Common Pleas to complete the unexpired term of Irving L. Schwartz. He was reappointed in 2001 and that term will expire on May 31, 2008. He is ineligible for reappointment.

The Executive Director then explained that he had received a letter from Michael T. Hall, Administrative Judge of the Court of Common Pleas, seeking the Executive Director's assistance in soliciting names of individuals to be considered for an appointment to the Board of Library Trustees, and the text of a notice which Judge Hall had requested be posted on the Library website from January 21, 2008 through March 21, 2008.

He also told Board Members that he had enclosed a copy of a letter from Judge Michael Merz, a former Dayton Metro Library Board Member nominating Marguerite L. Merz for consideration by the Court of Common Pleas.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be February 27, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

## EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the evaluation of the Executive Director 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Katsuyama, Aye  
Mr. Oehlers, Aye  
Dr. Spetter, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 5:40 p.m. and returned to open session at 5:57 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

ADJOURNMENT

The Board adjourned at 5:58 p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Melissa Dix, Children's Librarian, Belmont Branch, to attend "Butler University Children's Literature Conference" in Indianapolis, Indiana on January 26, 2008. It is further recommended that registration in the amount of \$85.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$89.89.

Nancy Bruck, Reference Librarian, Adult Services Division, Cheryl Wirtley, Miami Township Library Branch Manager, and Jan Nottingham, Specialist, to attend "Non-Fiction Reader's Advisory in Toledo, Ohio on May 14, 2008. It is further recommended that registration in the amount of \$95.00 each be paid by the Board and mileage for Nancy Bruck be reimbursed in an amount not to exceed \$150.49.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Cheryl Burns, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Ft. McKinley Branch, effective January 20, 2008 at the rate of \$8.74 per hour.

Bonnie Simmons, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective January 6, 2008 at the rate of \$14.17 per hour.

Jean DeLauche, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective January 6, 2008 at the rate of \$14.17 per hour.

Linda Lewis, Children's Librarian, full time, Grade 11, Step C, Burkhardt Branch Library, effective January 20, 2008 at the rate of \$19.83 per hour.

Kathryn Page, Catalog Librarian, full time, Grade 11, Step A, Catalog Division, Main Library, effective January 20, 2008 at the rate of \$18.84 per hour.

It is recommended that the following rehire be accepted:

Debra Eisert, Specialist, hourly substitute, Grade 12, Step F, Office of Collection Development, Main Library, effective January 20, 2008 at the rate of \$17.29 per hour.

It is recommended that the following change in hours be accepted:

Matthew Heath Davis, from Reference Librarian, hourly substitute, Adult Services Division, Main Library to Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services Division, Main Library, effective December 23, 2007 at the rate of \$16.41 per hour.

It is recommended that the following change in position be accepted:

Brielle Maynor from Reference Librarian, hourly substitute, Grade 11, Step B, Wilmington Stoop Branch Library to Interim Branch Library Manager, hourly substitute, Grade S06, Step B, effective January 20, 2008 at the rate of \$21.3606 per hour.

It is recommended that the following promotion be accepted:

Christine Estes, from Library Technical Assistant I, full time, Grade 4, Step K, East Branch Library to Library Technical Assistant III, full time, Grade 6, Step J, East Branch Library, effective December 23, 2007 at the rate of \$16.08 per hour.

It is recommended that the following promotion and change in hours be accepted:

Mary Jewell, from Library Technical Assistant I, 7/10 time, Grade 4, Step C, East Branch Library, to Reference Assistant, full time, Grade 8, Step A, effective January 20, 2008 at the rate of \$13.97 per hour.

It is recommended that the following resignation be accepted:

Kacey Cramer, Library Technical Assistant I, hourly substitute, Grade 4, Step C, Northmont Branch Library, effective May 26, 2007 at the rate of \$9.27 per hour.

Victoria Rogers, Library Technical Assistant I, hourly substitute, Grade 4, Step B, E.C.Doren Branch Library, effective January 5, 2008 at the rate of \$9.00 per hour.

It is recommended that the following leave without pay be accepted:

Helen Fogle, Library Technical Assistant I, Grade 4, Step D, Ft. McKinley Branch Library, effective December 19, 2007 for 30 minutes for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., February 27, 2008

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,  
Joseph Oehlers, Allan Spetter, Dennis Turner

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:00 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the following items were approved by the Board:

- A. Minutes of the Board Meeting of January 23, 2008.
- B. The Executive Director approved the following investments: On Friday, January 18, 2008, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$2049.80. It was determined that the entire amount was needed for current operations. On Tuesday, January 29, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$399,581.74. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 11, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$370,726.29. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 19, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$502,713.03. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 19, 2008, the Local Government Funds for February 2008 were received in the amount of \$2,051,959.07. It was determined that \$551,959.07 was needed for current operating expenses. The remaining amount of \$1,500,000.00 was invested in the high balance savings account yielding 3.98%.
- C. Workshop Hours (included in Consent Agenda Addendum, (page 7, 8, & 9)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 9 & 10)



- F. Tuition Reimbursement: The Board approved reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Materials/Services-Adolescent”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Utilizing Instructional Media”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Library Materials and Services for Adults”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Digital Imaging”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

#### G. OLC SOUTHWEST CHAPTER CONFERENCE

The Southwest Chapter Conference of the Ohio Library Council will be held May 2, 2008 at Roberts Centre, Wilmington, Ohio. The registration fee for the conference is \$70.00 for OLC members. The Executive Director recommends the Board approve reimbursement of one-half of the registration fee (\$35.00) for staff members who wish to attend the OLC Southwest Chapter Conference only. Staff must be members of OLC to attend.

The Executive Director also recommends approval for payment of the \$35.00 registration fee for the Executive Director and any Trustee attending the OLC Trustee Dinner on May 1, 2008.

#### H. 2008 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Minneapolis, Minnesota from March 25-29, 2008. The Executive Director recommends the Board authorize reimbursement of expenses in an amount up to \$1,360 but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, shuttle service, lodging, meals and registration for the following individuals:

Board members who will attend

Executive Director

Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 50 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,080 will be divided amongst those bargaining unit members attending the conference. It is further

recommended that \$4,080 will be divided amongst those managerial and confidential staff members attending the conference.

#### H. AMERICAN LIBRARY ASSOCIATION

The American Library Association Annual Conference will be held June 26-July 2, 2008 in Anaheim, California. It is recommended that the Board authorize reimbursement of expenses in an amount up to \$1,255 each, but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, lodging, meals and registration for the following individuals:

Board members who will attend

Executive Director

Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 50 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$3,765 will be divided amongst those bargaining unit members attending the conference. It is further recommended that \$3,765 will be divided amongst those managerial and confidential staff members attending the conference.

#### I. RENEWAL OF IRS SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Executive Director recommends renewal of IRS Section 125 Flexible Spending Account benefits for the benefit year 2008. The cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds. As in prior years, the Library will assume the cost of third-party administration fees for the program.

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through January 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Turner, the monthly Financial Report for January 2008 was approved by the Board.

Ayes: All

Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that January 2008 circulation and door count statistics were included in the Board folder. He then discussed Senate Bill 185 with the Board members. He explained that the bill had been unanimously passed by the Senate. He said a number of changes will be made with the passing of the bill some of which include:

- Limits the number of libraries in Ohio which can share in the Local Government Fund to the existing 251
- Allows public libraries to require their employees to participate in direct deposit

- Changes procedures for bidding and letting of contracts over \$25,000
- Corrects an error in HB 9 Public Records Law to include School District Free Public Libraries
- Changes the name of the Library and Local Government Support Fund to the Public Libraries Fund
- Places OPLIN in permanent law
- Renames the position of library clerk treasurer to library fiscal officer

The Executive Director then discussed the impact of projected shortfalls in the Ohio General Receipts Fund (GRF) for the years 2008 and 2009. He shared a table with the Board outlining how revenues in the Library and local Government Support Fund might be affected under a low growth scenario, a zero growth scenario and a recession scenario.

The Executive Director invited all Trustees to the 2008 Library Trustee Dinner which will be held on May 1, 2008 at Roberts Center in Wilmington, Ohio. He asked Trustees to contact Cheri Edwards if they were interested in attending.

### 2008 WORK PROGRAM

At the January Board of Trustees meeting, the Executive Director reviewed the 2008 Work Program with Board members and asked that they look over the work program and offer any thoughts or suggestions. He said he would incorporate more activities and strategic initiatives for presentation and approval at the next Board meeting. Copies of the final Plan were presented to Trustees at the February meeting. On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, the Board approved the final 2008 Goals and Objectives with Work Plan Activities.

Ayes: All  
Nays: None

### HEALTH INSURANCE BENEFITS

The Board discussed a memorandum of understanding (MOU) with the DMLSA to modify Article 44 of the Collective Bargaining Agreement to cap Library expenditures to an amount equal to the Library's Lumenos high deductible insurance plan with the employer provided Health Reimbursement Account (HRA). The MOU would further provide to each bargaining unit member up to \$25 per month for wellness program expenditures or a supplemental insurance plan developed by the Library's Labor Management Committee. The Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. The Board of Trustees took no action at this time.

### HEALTH INSURANCE BENEFITS

The Executive Director explained that renewal rates had been received from Anthem Blue Cross/Blue Shield for the Blue Access Preferred Provider Organization (PPO) Health Plan as well as rates for Anthem's Lumenos high deductible PPO plan which includes an employer provided Health Reimbursement Account (HRA) to cover first dollar expenditures. He said rates were also received from Medical Mutual of Ohio for dental and vision insurance. The following proposed rates would be effective March 1, 2008 through February 28, 2009.

	Current Rate		Renewal Rate	
	Single	Family	Single	Family
<b>Lumenos HRA PPO</b>	\$363.49	\$803.84	\$466.39	\$1,031.41
<b>Annual HRA Contribution</b>	\$500.00	\$1,000.00	\$500.00	\$1,000.00
<b>Anthem BC/BS</b>				
<b>Blue Access PPO</b>	\$457.07	\$1,010.83	\$586.47	\$1,297.00
<b>Medical Mutual of Ohio</b>				
<b>Vision</b>	\$1.34	\$3.46	\$1.29	\$3.33
<b>Dental</b>	\$21.81	\$91.88	\$23.18	\$97.76

The Executive Director recommended the Library offer the Lumenos HRA PPO plan as the core health insurance plan. He explained that eligible employees would be offered the opportunity to “buy up” to the more expensive Blue Access PPO plan but would be responsible for the additional premiums. He also recommended that the Board approve the core plan design and rates submitted by Anthem Blue Cross/Blue Shield for Lumenos HRA health coverage and funding of HRA contributions for participating library staff. He recommended that the Board approve the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2008 through February 28, 2009. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the Lumenos HRA PPO plan as the core health insurance plan, approved the core plan design and rates as submitted by Anthem Blue Cross/Blue Shield for Lumenos HRA health coverage and funding of HRA contributions for participating library staff and approved the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2008 through February 28, 2009.

Ayes: All  
Nays: None

ENDORSEMENT OF SINCLAIR COMMUNITY COLLEGE LEVY

Gary Honnert, Director of College Communications, Sinclair Community College, addressed Trustees seeking endorsement of ISSUE 39. On a motion by Mr. Turner, seconded by Mr. Oehlers the Board approved the following resolution:

*Whereas, Sinclair Community College was founded as an adult training school;  
and*

*Whereas, the College has grown to 22,000 enrollees, becoming one of the largest  
community colleges in the United States; and*

*Whereas, the College has developed a national reputation, earning numerous  
awards for excellence; and*

*Whereas, the Board of Trustees recognizes that the College shared missions with the Dayton Metro Library, one of supporting students, families, workers and employers in Montgomery County; and*

*Whereas, the College and the Dayton Metro Library have collaborated on many projects for the benefit of the citizens of Montgomery County; and*

*Whereas, Sinclair Community College has placed Issue 39 on the March 4th Ballot, consisting of a replacement levy of 2.5 mils with an increase of 0.7 mils for ten years;*

*Therefore be it resolved, that the Dayton Metro Library Board of Trustees endorses Issue 39 to keep Sinclair Community College as a world class, affordable and accessible resource for the Montgomery County citizens; and*

*Be it further resolved, that the Dayton Metro Library Board of Trustees in demonstrating its support for Sinclair Community College authorizes the placement of yard signs on library property and display of informational literature in support of Issue 39.*

Ayes: All  
Nays: None

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Cinnamon Peppo dated January 30, 2008 concerning the request for reconsideration of the book The Visual Dictionary of the Human Body.
- b. The Executive Director's letter to Michele Powell dated January 30, 2008 concerning the request for reconsideration of the video Third Man Out.

#### COMMENTS FROM THE GENERAL PUBLIC

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He said health care renewal has been the main issue for the past several weeks. He told Board members he feels that the Staff Association and management have come to an agreeable solution for all. He felt there was a great deal of cooperation during the last month at a very trying time.

Doris Ernst, a Huber Heights Branch Library patron, addressed the Board concerning the Library's Rules of Conduct. She said she feels behavior in the Library has become a problem. She hopes that management will see that teens in particular need a consequence for bad behavior. She described such behaviors at the Huber Heights Branch as use of cell phones in the Library, yelling, playing cards, and foul or graphic language and told Board members that she feels the Library sounds at times like a busy restaurant or a bowling alley. She said she feels this is inappropriate in the library and hopes that management will address and improve the situation.

A discussion about these types of problems and situations followed. The Executive Director said this is definitely a challenge, and one that is being addressed. The Library's Rules of Conduct are being revised, with appropriate consequences for infractions.

### NEW BUSINESS

The Executive Director told the Board that notices had been posted on the Library's Website soliciting interested persons to serve on the Board of Library Trustees. The Executive Director said that if the Board wanted to make any recommendations to the Court of Common Pleas, he would be happy to forward those recommendations to the Court. The Board chose not to send recommendations or nominations at this time.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be March 19, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the evaluation of the Executive Director 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Katsuyama, Aye  
Mr. Oehlers, Aye  
Dr. Spetter, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 5:15 p.m. and returned to open session at 6:10 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

Mr. Oehlers said the Board commends the Executive Director for his excellent performance in 2007. He said that the Board of Trustees would encourage the Executive Director to complete the selection of a Deputy Director, and to move forward with completion of the Library Foundation. On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved to extend the contract of the Executive Director through December 31, 2008, and to increase his salary to \$129,000 retroactive to January 1, 2008.

Ayes: All  
Nays: None

## ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board adjourned at 6:26 p.m.

### CONSENT AGENDA ADDENDUM

#### C. WORKSHOP HOURS

Terri Stringer, Children's Librarian, Vandalia Branch and Kim Fletcher, Children's Librarian, New Lebanon Branch, to participate in the webinar "Science Sleuthing" on February 15, 2008. It is further recommended that registration in the amount of \$50.00 each be paid by the Board.

Karen Bryant, Children's Librarian, Trotwood Branch and Kim Bautz, Outreach Services, to attend the 2008 Ohio Reading Program "Catch the Reading Bug @ Your Library" in West Chester, Ohio on March 17, 2008. It is further recommended that registration in the amount of \$35.00 each be paid by the Board and mileage for Karen Bryant be reimbursed in an amount not to exceed \$21.21.

Andrea Christman, Catalog Librarian, and Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library to attend "Choosing Our Tools For Tomorrow" in Perrysville, Ohio on April 1, 2008. It is further recommended that registration in the amount of \$125.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$151.50 and lodging for one night be reimbursed in an amount not to exceed \$111.62.

Arianne Ketchen, Children's Librarian, Huber Heights, Cynthia Carpenter, Reference Assistant, Brookville, Tonya Cross, Reference Assistant, Main Children's, Linda Lewis, Children's Librarian, Burkhardt, and Rebecca Kearney, Children's Librarian, Dayton View, to attend "Basic Ready to Read" workshop in Wilmington, Ohio on April 7, 2008. It is further recommended that meals be reimbursed in an amount not to exceed \$8.00 each, and mileage be reimbursed for Cynthia Carpenter and Tonya Cross in an amount not to exceed \$34.34.

Sheryl Brittig, Reference Librarian, Magazines and Special Collections Division, to participate in the online class "Digital Imaging for Text-Based Collections" on February 26-29, 2008. It is further recommended that the registration fee of \$155.00 be paid by the Board.

Joshua Ashworth, Integrated Systems Specialist, to attend the "Polaris Demonstration" for the Columbus Metro Library on January 31, 2008. It is further recommended that mileage be reimbursed in an amount not to exceed \$68.68 and lunch be reimbursed in an amount not to exceed \$8.00.

Virginia Palmer, Grants Specialist, to attend the PLA pre-conference "Grants for Libraries" in Minneapolis, Minnesota on March 26, 2008. It is further recommended that registration in the amount of \$85.00 be paid by the Board, lodging for one night not to exceed \$80.00 be reimbursed by the Board, and meals for one day in an amount not to exceed \$40.00 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the PLA “3M Leadership Institute” on March 25, 2008. It is further recommended that lodging for one night be reimbursed by the Board in an amount not to exceed \$238.00 and meals for one day be reimbursed by the Board in an amount not to exceed \$40.00.

Jonathan Knight, Community Relations Clerk I, SWB Operator, to attend “Adobe In Design” training at New Horizons in Fairborn, Ohio on March 4, 2008. It is further recommended that the registration fee of \$250.00 be paid by the Board and lunch be reimbursed in an amount not to exceed \$8.00.

Ken Basista, Finance Manager, to attend “Investment Training for the Fiscal Officer” in Columbus, Ohio on April 3-4, 2008. It is further recommended that the registration fee of \$165.00 be paid by the Board, lodging be reimbursed in an amount not to exceed \$86.90, mileage be reimbursed in an amount not to exceed \$78.28 and meals be reimbursed in an amount not to exceed \$40.00.

Nancy Horlacher, Local History Specialist, Jamie McQuinn, Manager, Magazines and Special Collections, Betty Brown, Reference Assistant, Sheryl Brittig, Reference Librarian, to attend “Midwest ContentDM Users Group Meeting”, in Indianapolis, Indiana on April 29, 2008. It is further recommended that the registration fee of \$70.00 each be paid by the Board, lodging be reimbursed for Nancy Horlacher, Jamie McQuinn and Sheryl Brittig in an amount not to exceed \$155.00 each, parking for Nancy Horlacher be reimbursed in an amount not to exceed \$20.00, mileage for Nancy Horlacher be reimbursed in an amount not to exceed \$121.20, and meals be reimbursed in an amount not to exceed \$40.00 each.

#### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Sharon Vaughan, Processor, full time, Grade 2, Step A, Processing Division, Main Library, effective February 3, 2008 at the rate of \$10.84 per hour.

Patricia Crawford, Reference Librarian, hourly substitute, Grade 11, Step A, Human Resource Office, Main Library, effective February 7, 2008 at the rate of \$12.68 per hour. It is recommended that the following rehire be accepted:

Marianne Ritter, Library Technical Assistant I, hourly substitute, Grade 4, Step E, Brookville Branch Library effective February 17, 2008 at the rate of \$9.84 per hour.

It is recommended that the following change in position and change in location be accepted:

Kristina Scott, from Reference Assistant, full time, Grade 8, Step L, Brookville Branch Library to Copy Cataloger I, full time, Grade 7, Step L, effective February 17, 2008 at the rate of \$18.36 per hour.



It is recommended that the following change in hours be accepted:

David Jewell, from Library Technical Assistant I, 1/2 time, Grade 4, Step E, East Branch to Library Technical Assistant I, 7/10 time, Grade 4, Step E, East Branch, effective March 2, 2008 at the rate of \$13.04 per hour.

It is recommended that the following promotion be accepted:

Suzanne Gourlie, from Reference Librarian, full time, Grade 11, Step D, Adult Services Division, Main Library to Adult Materials Selection Specialist, full time, Grade 12, Step C, Office of Collection Development, Main Library, effective February 17, 2008 at the rate of \$21.18 per hour.

It is recommended that the following promotion and change in location be accepted:

Arianne Ketchen, from Community Relations Clerk I/SWB Operator, full time, Grade 4, Step B, Community Relations, Main Library to Children's Librarian, full time, Grade 11, Step A, effective March 2, 2008 at the rate of \$16.79 per hour.

It is recommended that the following resignation be accepted:

Marianne Ritter, Library Technical Assistant I, full time, Grade 4, Step E, Brookville Branch Library, effective February 16, 2008 at the rate of \$13.04 per hour.

Joan Milligan, Reference Librarian, hourly substitute, Grade 11, Step C, Adult Services Division, Main Library, effective September 15, 2007 at the rate of \$14.94 per hour.

It is recommended that the following retirement be accepted:

Debra Henning, Acquisitions Division Manager, full time, Grade S05, Step L, Acquisitions Division, Main Library, effective March 31, 2008, at the rate of \$26.8266 after more than 31 years of service.

Carole Pierce, Library Technical Assistant I, full time, Grade 4, Step L, Kettering Moraine Branch Library, effective March 31, 2008, at the rate of \$16.05 after more than 27 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., March 19, 2008

PRESENT: William Gillispie, Barbara Hayde,  
Jane Katsuyama, Dennis Turner

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:01 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Mr. Gillispie, the following items were approved by the Board:

- A. Minutes of the Board Meeting of February 27, 2008.
- B. The Executive Director approved the following investments:

On Thursday, February 28, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$1,802,793.95. It was determined that \$452,793.95 was needed for current operating expenses. The remaining amount of \$1,350,000.00 was invested in the high balance savings account yielding 3.46%.

On Thursday, March 6, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$589,872.79. It was determined that \$89,872.79 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the high balance savings account yielding 3.34%.

On Friday, March 14, 2008, the Local Government Funds for March 2008 were received in the amount of \$1,182,244.76. It was determined that \$182,244.76 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the high balance savings account yielding 3.18%.

- C. Workshop Hours (included in Consent Agenda Addendum, page 6)
- D. Personnel Actions (included in Consent Agenda Addendum, page 6 & 7)

- E. Tuition Reimbursement: The Board approved reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through February 29, 2008. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the monthly Financial Report for February 2008 was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation statistics for February 2008 increased by 16.9% over February 2007. He said that nearly every agency had increased circulation by more than 10%, with some increases reaching over 50%. He then explained that renewal counts were included in most library circulation statistics, and through the convenience of the web catalog, there had been a large increase in the number of patrons renewing items online. However, actual first time checkouts also showed increases of more than 6%. He also said that a high percentage of circulation comes from reserves made by patrons.

The Executive Director told Trustees that he had received official “Notice with Intent to Negotiate” from the Dayton Metro Library Staff Association.

Mark Willis updated the Board of Trustees with information about the Big Read 2008. He explained that the Library’s website has a listing of more than 30 book discussions occurring throughout the community between March 6<sup>th</sup> and May 3<sup>rd</sup>. Mark told Trustees that Firoozeh Dumas, author of the Big Read 2008 choice *Funny in Farsi*, will visit Dayton on May 2<sup>nd</sup> and 3<sup>rd</sup>. The event on May 3<sup>rd</sup> at Books and Company at the Greene is free to the public, however there will be a charge for the event at the Dayton Masonic Center on May 2<sup>nd</sup>.

#### FINAL APPROPRIATION RESOLUTION

As distributed to Trustees prior to the meeting a draft Final Appropriation Resolution for 2008 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. The Executive Director explained that the 2008 Final Appropriation resolution is reported at the major object level, but monthly financial reporting will continue to be reported at the basic account level.

On a motion by Mr. Gillispie, seconded by Mr. Turner, the Board adopted the following resolution:

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that to provide for the Trustees, during the fiscal year ending December 31, 2008, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made and during the said year.

	<b>Final Appropriation for 2008</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and Benefits	\$19,836,000
2000 - Supplies	\$600,080
3000 - Purchased and Contracted Services	\$4,519,000
4000 - Library Materials & Information	\$5,000,000
5000 - Capital Outlay	\$2,209,955
6000 - Debt Service	\$0
7000 - Other Objects	\$82,000
8000 - Contingency	\$900,000
9000 - Transfers to other funds	\$3,000,000
<b>Total General Fund Appropriations</b>	<b>\$36,147,035</b>
<b><u>SPECIAL REVENUE FUND</u></b>	
1000 - Salaries and Benefits	\$1,553,590
<b>Total Special Revenue Fund Appropriations</b>	<b>\$1,553,590</b>
<b><u>BUILDING &amp; REPAIR FUND</u></b>	
3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$11,149,476
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$11,499,476</b>
<b><u>COMPUTER CO-OP FUND</u></b>	
5000 - Capital Outlay	\$335,014
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$335,014</b>
<b><u>TRUST FUND</u></b>	
3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$130,500
5000 - Capital Outlay	\$40,000
<b>Total Trust Fund</b>	<b>\$170,500</b>

**ENDOWMENT FUND**

4000 - Library Materials & Information	\$6,000
5000 - Capital Outlay	\$1,500
<b>Total Endowment Fund</b>	<b>\$7,500</b>
<b>Total All Funds Appropriations</b>	<b>\$49,713,115</b>

A roll call vote was taken as follows:

- Mr. Gillispie, Aye
- Ms. Hayde, Aye
- Ms. Katsuyama, Aye
- Mr. Turner, Aye

**HEALTH INSURANCE BENEFITS**

At the February meeting the Executive Director discussed a memorandum of understanding (MOU) with the DMLSA to modify Article 44 of the Collective Bargaining Agreement to cap Library expenditures to an amount equal to the Library’s Lumenos high deductible insurance plan with the employer provided Health Reimbursement Account (HRA). He explained that the MOU would further provide to each bargaining unit member up to \$25 per month for wellness program expenditures or a supplemental insurance plan developed by the Library’s Labor Management Committee. At that meeting, the Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. The Executive Director explained to the Board that he had not received a signed copy of the document, although the Dayton Metro Library Staff Association had voted to approve the MOU. The Board of Trustees took no action.

**LIBRARY RULES OF CONDUCT**

Included in the Board folder was a copy of the present Library Rules of Conduct as well as a revised draft of the Library Rules of Conduct for discussion by the Trustees. Mr. Gillispie told Board members that he would like to discuss a politically insensitive topic. He said he felt the downtown library seems to have become a daytime shelter for homeless individuals, and that the Library suffers because of this. Mr. Gillispie suggested engaging in dialogue with various agencies such as the “Homeless Shelter Policy Board”. He said there may be “Best Practices” throughout the country in which this issue had been dealt with. Mr. Kambitsch said that the problem had been discussed at length, and at the Main Library, the limited amount of seating made the situation more acute. He explained that some of the changes to the Rules of Conduct had attempted to adopt “Best Practices” that were being used by other libraries. He said that there is a real challenge in determining who is homeless, and said he was more than willing to follow-up with agencies that might provide a better alternative. Mr. Turner asked about constitutional issues. He suggested time limitations using a pass system. Ms. Katsuyama said she felt it would be very difficult to determine who might be a homeless patron. She suggested the possibility of offering some type of social services within the Library. Mark Willis said that some of the patrons who frequent the Main Library do not want to be involved in social services offered by outside agencies. Ms. Hayde asked if the draft was still under discussion. The Executive

Director said yes, and that it would be discussed further at the Manager's Meeting, and at the April Board Meeting.

#### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, read a statement to the Board concerning the upcoming negotiations between DMLSA and the Library. She said meetings would be scheduled in the near future. She told Trustees that the most important issue concerning bargaining unit members at this time was compensation. She explained that Staff Association members feel compensation has lagged behind inflation and hopes that the Library will work with the Union to remedy the situation.

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. A letter to the Executive Director dated February 29, 2008 from the Goodwill Easter Seals Miami Valley thanking the Library for contributing more than 80 computers as well as various mice and keyboards which will be used to support Goodwill's mission of empowering people with disabilities and other needs to achieve independence and enhance their lives.

#### NEW BUSINESS

The Executive Director told the Trustees that the term of Dr. Allan Spetter will expire in May, 2008. He told Board members he would like their input on a way to recognize Dr. Spetter for his long service to the Library Board of Trustees. Board members offered several suggestions, and Mr. Kambitsch thanked them for their ideas.

Mr. Gillispie asked how Board members were appointed and said he knew of an excellent candidate who might fill Dr. Spetter's vacancy. The Executive Director said he would encourage Trustees to offer names of candidates who might serve on the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 9, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

#### EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss a personnel issue 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Katsuyama, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 5:08 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

#### ADJOURNMENT

The Board adjourned at 5:36 p.m.

#### CONSENT AGENDA ADDENDUM

##### C. WORKSHOP HOURS

Joseph Greenward, Adult Services Division Manager, Main Library, to participate in the "PLA Virtual Conference" on March 27-28, 2008. It is further recommended that registration in the amount of \$200.00 be paid by the Board.

Tim Capehart, Reference Librarian, Adult Services Division, Main Library, to attend the McConnell Youth Literature Conference in Lexington, Kentucky on February 29 - March 1, 2008. It is further recommended that lodging for one night be reimbursed by the Board in an amount not to exceed \$141.78 and mileage be reimbursed by the Board in an amount not to exceed \$136.35.

Revision to amount paid for workshop listed in February 27, 2008 Board of Trustees minutes: Andrea Christman, Catalog Librarian, and Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library to attend "Choosing Our Tools For Tomorrow" in Perrysville, Ohio on April 1, 2008. It is further recommended that registration in the amount of \$125.00 for Tabitha Litteral be paid by the Board, registration in the amount of \$75.00 for Andrea Christman be paid by the Board, mileage be reimbursed in an amount not to exceed \$151.50 and lodging for one night be reimbursed in an amount not to exceed \$111.62.

##### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Karen Findlay, Assistant Branch Library Manager, full time, Grade S06, Step A, Huber Heights Branch Library, effective March 30, 2008 at the rate of \$20.7362 per hour.

Raymond Lee, Reference Assistant, full time, Grade 8, Step A, Brookville Branch Library, effective March 30, 2008 at the rate of \$13.97 per hour.

It is recommended that the following promotion be accepted:

Francesca Hary, from Reference Librarian, hourly substitute, Grade 11, Step G, Adult Services Division, Main Library to Branch Library Manager, full time, Grade S08, Step B, Burkhardt Branch Library, effective April 27, 2008 at the rate of \$24.5578 per hour.

Bonnie Simmons, from Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, to Reference Librarian, full time, Grade 11, Step A, Adult Services Division, Main Library, effective March 30, 2008 at the rate of \$18.84 per hour.

It is recommended that the following change in hours and change in location be accepted:

Carlette Baynum, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Audio Visual Division, Main Library, to Library Technical Assistant I, full time, Grade 4, Step A, Kettering Moraine Branch, effective March 30, 2008 at the rate of \$11.57 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Donald Niess, Jr., Library Aide, West Carrollton Branch, effective May 19, 2008 at the rate of \$7.00 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, EC Doren Branch Library, effective May 29, 2008, at the rate of \$10.44 per hour.

It is recommended that the following retirement be accepted:

Mary Lou Sendral, Library Technical Assistant III, full time, Grade 6, Step L, EC Doren Branch Library, effective March 29, 2008, at the rate of \$17.46 per hour after more than 15 years of service.

It is recommended that the following leave without pay be accepted:

Tonya Minge, Clerk, Grade 4, Step I, Office of Collection Development, Main Library, effective February 28, 2008 for 70.0 hours for personal reasons.



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., April 9, 2008

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,  
Joseph Oehlers, Dennis Turner, Allan Spetter

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:02 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

Dr. Spetter entered the meeting at 4:06.

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Mr. Gillispie, the following items were approved by the Board:

- A. Minutes of the Board Meeting of March 19, 2008.
- B. Workshop Hours (included in Consent Agenda Addendum, page 4)
- C. Personnel Actions (included in Consent Agenda Addendum, pages 5& 6)

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed a draft of library revenues and expenses through March 31, 2008.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation statistics for March 2008 had increased by 13.2% over March 2007. He said that every agency had increased circulation statistics as well as door count

statistics in March 2008. He also said the largest increases continue to come from areas targeted by the Urban Initiative.

The Executive Director then discussed House Bill 521 which was recently introduced to create the Ohio Commission on Local Government Reform and Collaboration to develop recommendations on reforming and restructuring local government in Ohio. He explained that this Bill could force many changes in local government and library funding, and said he would be following any news on it very closely.

The Executive Director told trustees that he would encourage their attendance at the Ohio Library Council's Legislative Day on May 6<sup>th</sup> in Columbus. He explained that this day would be a perfect opportunity to meet with legislators to talk about key issues facing libraries, and to let legislators know how much libraries do for the citizens of Ohio. He said that Governor Strickland would be the honored guest and speaker.

Included in the Board folder were preliminary numbers from online sources concerning the facilities survey. The Executive Director said there were also many comments about services included within the survey. He explained that he would have a complete report of the survey findings available at the next Board meeting. He also said that he had met with David Milling and Associates and received a preliminary report detailing and evaluating the Dayton Metro Library facilities.

#### HEALTH INSURANCE BENEFITS

At the February meeting the Executive Director discussed a memorandum of understanding (MOU) with the DMLSA to modify Article 44 of the Collective Bargaining Agreement to cap Library expenditures to an amount equal to the Library's Lumenos high deductible insurance plan with the employer provided Health Reimbursement Account (HRA). He explained that the MOU would further provide to each bargaining unit member up to \$25 per month for wellness program expenditures or a supplemental insurance plan developed by the Library's Labor Management Committee. At that meeting, the Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. At the March meeting, the Executive Director explained to the Board that he had not received a signed copy of the document, although the Dayton Metro Library Staff Association had voted to approve the MOU. At the April meeting, the Executive Director told Board members that he had received a signed copy of the MOU, and recommended approval of the document as well as identical healthcare options and benefits outlined in the MOU for all Managers and confidential Employees. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the MOU was approved by the Board of Trustees.

Ayes: All  
Nays: None

#### LIBRARY RULES OF CONDUCT

The Executive Director recommended approval by the Board of Trustees of a revised draft of the Library's Rules of Conduct. The Board was presented a draft at the March meeting. The draft was amended following comments received by library managers and staff.

The Executive Director explained what led to making changes since the draft introduced in March. Among the changes were explicit prohibitions to the use of profanity and the prohibitions related to inappropriate contacts of minors by adults. Mr. Turner asked why cell phones weren't banned out right. The Executive Director discussed how cell phone use policies had been explored many times at the staff level and that there is a consensus that there are legitimate uses of cell phones in the library so a blanket prohibition was not recommended. On a motion by Mr. Turner, seconded by Mr. Oehlers, the revised draft was approved by the Board.

Ayes: All  
Nays: None

### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Cinnamon Peppo dated March 20, 2008 concerning the request for reconsideration of the book The Visual Dictionary of the Human Body.
- b. The Executive Director's letter to Michele Powell dated March 20, 2008 concerning the request for reconsideration of the video Third Man Out.

Trustees discussed the amount of work required to complete the re-evaluation of items in the collection. Mr. Turner said that he felt while the letters written concerning requests for reconsideration were very informative he was concerned that the inclusion of a detailed analysis might encourage point by point challenges. The Executive Director explained that a great deal of work does go into every request, and documentation is absolutely necessary, but agreed that being more limited in the analysis was sound advice.

### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, read a statement to the Board concerning the amount of time allowed for DMLSA negotiation preparation. Chris Zurbuchen, Treasurer for the Dayton Metro Library Staff Association, also addressed the Board on behalf of the Staff Association. She explained that the purpose for the Staff Association to address the monthly board meetings is to emphasize issues that the Staff Association considers important to the mission of the Dayton Metro Library. She said the Staff Association believes that the employees of the library are the library's greatest asset and those same employees are essential to achieve the operational goals stated in the 2008 Strategic Plan. She stated that the Staff Association intends to work with management to achieve a labor contract that reflects fair labor practices and looks forward to negotiations beginning on April 22<sup>nd</sup>.

### NEW BUSINESS

The Executive Director told the Trustees that the term of Dr. Allan Spetter will expire in May, 2008. He told Board members that he would like to recognize Dr. Spetter for his long service to the Library Board of Trustees by meeting for a reception from 3:00 – 4:00 p.m. on May 14, 2008.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 14, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye	Mr. Oehlers, Aye
Ms. Hayde, Aye	Dr. Spetter, Aye
Ms. Katsuyama, Aye	Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

ADJOURNMENT

The Board adjourned at 5:40 p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Shawna Woodard, Reference Librarian, to attend the workshop “Science Fiction and Fantasy for Readers’ Advisory” in Blue Ash, Ohio on April 22, 2008. It is further recommended that mileage in the amount of \$45.45 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, Jeff Reid, Teen Librarian, Ben Murphy, Teen Librarian, Christy Trent, Reference Assistant, Tracee Arnold, Reference Assistant, and Chetuan Pegues-Nixon, Reference Assistant, to attend the Miami Valley Teen Coalition’s Spring Symposium in Dayton, Ohio on April 29, 2008. It is further recommended that the registration fee of \$30.00 each be paid by the Board.

Jeff Reid, Teen Librarian, Cathy Hochadel, Teen Librarian, and Ben Murphy, Teen Librarian to attend the Ohio Youth Symposium XIX in Mt. Sterling, Ohio on April 30-May 1, 2008. It is further recommended that registration in the amount of \$130.00 each be paid by the Board, mileage be reimbursed for Ben Murphy in an amount not to exceed \$64.64, lodging be reimbursed for Ben Murphy in an amount not to exceed \$113.00 and lodging be reimbursed for Cathy Hochadel in an amount not to exceed \$56.50.

Virginia Palmer, Grants Specialist to attend "Grant Writing Made Easy" in Dayton, Ohio on May 8, 2008. It is further recommended that the registration fee of \$99.00 be paid by the Board.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Nathan Burger, Community Relations Clerk/Switchboard Operator, full time, Grade 4, Step A, Community Relations Office, Main Library, effective March 30, 2008 at the rate of \$11.57 per hour.

It is recommended that the following change in hours and change in location be accepted:

Lark Heit, from Library Technical Assistant I, 7/10 time, Grade 4, Step K, Northmont Branch, to Library Technical Assistant I, full time, Grade 4, Step K, Brookville Branch, effective March 30, 2008 at the rate of \$15.58 per hour.

It is recommended that the following resignation be accepted:

Marianne Ritter, Library Technical Assistant I, hourly substitute, Grade 4, Step E, Brookville Branch, effective March 16, 2008 at the rate of \$9.84 per hour.

Matthew Holzauer, Facilities Maintenance Technician, Main Library, full time, Grade 7, Step C, effective April 12, 2008 at the rate of \$14.07 per hour.

Collette Herbig, Library Technical Assistant I, 1/2 time, Grade 4, Step L, Northtown-Shiloh Branch, effective April 26, 2008 at the rate of \$16.05.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Donald Niess, Jr., Library Aide, West Carrollton Branch, effective May 19, 2008 at the rate of \$7.00 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, EC Doren Branch Library, effective May 29, 2008, at the rate of \$10.44 per hour.

It is recommended that the following leave without pay be accepted:

Zachary Kimble, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective June 9, 2008 for 160.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., May 14, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, Dennis Turner, Allan Spetter

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:00 p.m.

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the Clerk-Treasurer and the Deputy Clerk Treasurer by Judge Michael Merz.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Mr. Turner, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Mr. Gillispie, the following items were approved by the Board:

- A. Minutes of the Board Meeting of April 9, 2008.
- B. Investment Actions:

On Tuesday, April 15, 2008, the Public Library Funds for April 2008 were received in the amount of \$1,367,150.01. It was determined that \$867,150.01 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the high balance savings account yielding 2.53%.

On Wednesday, April 9, 2007, a Property Tax settlement for the first half of 2007 was received in the amount of \$514,329.00. It was determined that the entire amount was needed for current operating expenses.

On Tuesday, May 6, 2008, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$418,080.87. It was determined that the entire amount was needed for current operations.

- C. Workshop Hours (included in Consent Agenda Addendum, pages 4 & 5)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 5, 6, & 7)
- E. Tuition Reimbursement:

Jonathan Knight, Community Relations Clerk I/SWB, Main Library, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children’s Librarian, Huber Heights Library, for the course “Information Technology for Library Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children’s Librarian, Huber Heights Library, for the workshop “Toys in a Library”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Joshua Ashworth, Integrated Systems Specialist, Main Library, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Library Management”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Youth Services”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director had presented an interim financial report at the April Board Meeting for the month ending March 31, 2008. No changes were made to the interim report. The Executive Director reviewed library revenues and expenses through April 30, 2008. On a motion by Mr. Gillispie, seconded by Mr. Turner, the financial reports for March 2008 and April 2008 were approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation statistics for April 2008 had increased by 14.1% over

April 2007. He said that the majority of locations throughout the Dayton Metro Library system are experiencing double digit increases.

Mark Willis told Board Members that Urban Nights would be held in downtown Dayton on Friday, May 16, 2008 from 5:00 to 9:00 p.m. He said that close to a hundred creative places and spaces would be a part of the event, including locations throughout downtown, the Oregon Arts District and the Wright-Dunbar Business Village. Mark said the New Tradition jazz band would perform at the Main Library.

The Executive Director told the Board members that he, Jane Katsuyama and Mark Willis had attended Legislative Day in Columbus and felt it was a very successful day.

#### GROUP LIFE INSURANCE RENEWAL

Anthem Life Insurance Company of Indiana had notified the Executive Director that the rate of \$0.18/\$1,000 for Group Life Insurance coverage for library staff from Anthem Life Insurance Company of Indiana for the period July 1, 2008 through June 30, 2009 had not changed.

On a motion by Mr. Turner, seconded by Mr. Gillespie, the Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.18/\$1,000 for the period July 1, 2008 through June 30, 2009.

Ayes: All  
Nays: None

#### 2009 BUDGET REQUEST

The Executive Director presented the 2009 Tax Budget Request for consideration by the Trustees. He reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2009 and explained that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2008. The budget request will be forwarded to the Montgomery County Budget Commission, if approved by the Board. The Executive Director said the 2009 Budget Request includes \$34,153,286 for the General Fund.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board approved the 2009 Tax Budget Request as presented by the Executive Director and authorized requesting \$22,774,050 for the General Fund from the Library and Local Government Support Fund.

Ayes: All  
Nays: None

#### RESOLUTION FOR DR. ALLAN SPETTER

On a motion by Ms. Katsuyama, seconded by Mr. Gillispie, the following Resolution for Board Member Dr. Allan B. Spetter was adopted by the Board of Trustees:



BOARD OF LIBRARY TRUSTEES  
DAYTON METRO LIBRARY

May 14, 2008

*Whereas, Dr. Allan B. Spetter served with distinction on the Board of Library Trustees of the Dayton and Montgomery County Public Library from June 1, 1979 through May 31, 1993; and;*

*Whereas, he further demonstrated his commitment to the Library by returning to service as a member of the Board as a Trustee from January 17, 1996 and serving for more than twelve additional years until May 31, 2008.*

*Whereas, he served in a leadership position for nine of the twenty-seven years of his tenure as either President or Vice President of the Board; and*

*Whereas, he freely and unselfishly gave of his time, talents, expertise and efforts to promote the Library through attendance at Board meetings, community meetings and various library functions; and*

*Whereas, he played a valuable role as a member of the County Council, in the development of a funding formula for Montgomery County's libraries; and*

*Whereas, he brought credit to the Library through his service on the Legislative and Intellectual Freedom Committees of the American Library Trustee Association; and*

*Whereas, his advice, counsel and knowledge helped the Administration and the Board of Trustees make wise decisions during times that included both years of rapid growth in funding and years of unprecedented cuts in funding; and*

*Whereas, his experience as an educator, a public library supporter and a library user proved to be exceedingly valuable to the Board; now*

*Therefore Be It Resolved, that on this 14th day of May, Two Thousand and Eight, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant personal and civic contribution that Dr. Allan B. Spetter has made to the Library and to the residents of Montgomery County during his distinguished service as a community volunteer.*

## BOARD OF TRUSTEES BYLAWS - INFORMATION

The Executive Director told Board Members that he had prepared a draft revision to the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library in accordance with a suggestion made by the auditing firm of Clark, Schaeffer, Hackett & Co. in their management letter dated June 13, 2007. The draft revision of the bylaws includes the addition of a new article entitled Ethics and Conflicts of Interest. The Executive Director said he would recommend adoption of the proposed bylaws at the June Board of Trustees meeting.

Mr. Gillispie said that on other Boards that he had served on, an early item in the agenda allows the members who are voting on agenda items to disclose if they want to recuse themselves from the voting process. The President indicated that such a step could be added to the regular agenda without an additional change to the Board Bylaws.

## CORRESPONDENCE

Since the last meeting the Board has received the following correspondence:

- a. A copy of the entry and order dated April 9, 2008 from The Honorable Michael T. Hall, Court of Common Pleas, appointing Jeanne S. Holihan to the Board of Trustees of the Dayton Metro Library for an unexpired term beginning April 14, 2008 and ending May 31, 2010.
- b. A copy of the entry and order dated April 9, 2008 from The Honorable Michael T. Hall, Court of Common Pleas, appointing Marguerite Merz to the Board of Trustees of the Dayton Metro Library for a term of seven (7) years beginning June 1, 2008 and ending May 31, 2015.

## COMMENTS FROM THE GENERAL PUBLIC

Roberto Gonzalez, a regular patron of the library system, addressed the Board of Trustees. He thanked Board members for the wonderful libraries throughout Montgomery County and distributed information to them concerning his company TekCollect which specializes in collecting debts owed to libraries.

Rich Robinson, President of the Dayton Metro Library Staff Association addressed the Board members. He said he was happy to report that during this time of negotiations, the Library and bargaining unit members are continuing to conduct business as usual. He also thanked Dr. Spetter on behalf of the Dayton Metro Library Staff Association for his long tenure on the Board of Trustees.

## NEW BUSINESS

Board Members received a draft copy of the revised Circulation Manual in their Board folders. The Executive Director explained that he hoped to place an action item on the June agenda for Board approval of the manual. He asked Trustees to review the revised manual before the June Board meeting and email him with any questions, concerns or changes.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 11, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye

Ms. Katsuyama, Aye  
Dr. Spetter, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

### ADJOURNMENT

The Board adjourned at 5:40 p.m.

## CONSENT AGENDA ADDENDUM

### C. WORKSHOP HOURS

Chris Zurbuchen, Microcomputer Specialist, and Josh Ashworth, Integrated Systems Specialist, to attend "Dual Boot 2008, OLC Boot Camp" in Columbus, Ohio on April 29, 2008. It is further recommended that the registration fee of \$95.00 each be paid by the Board and mileage be reimbursed to Josh Ashworth in an amount not to exceed \$80.80.

Karen Findlay, Huber Heights Assistant Branch Library Manager, Cara Kouse, Wilmington Stoop Assistant Branch Library Manager, Donna Brown, Northmont Branch Library Manager, Elaine Lindstrom, Brookville Branch Library Manager, Teresa Huntley, Kettering-Moraine Branch Library Manager, Rachelle Miller, Adult Services Assistant Division Manager, Mimi Morris, Assistant Director for Branch and Extension Services, Tish Wilson, Assistant Director for Youth Services and Sandy Prell, Business Specialist, Main Library to attend the "OLC Management Conference in Columbus, Ohio on May 21-22, 2008. It is further recommended that registration in the total amount of \$1,164.00 be paid by the Board, dinner in an amount not to exceed \$24.00 each be reimbursed, mileage be reimbursed in an amount not to exceed \$37.37 for Karen Findlay and Sandy Prell, mileage be reimbursed in an amount not to exceed \$74.74 for Mimi

Morris and Teresa Huntley and lodging for one night in an amount not to exceed \$115.00 each be reimbursed for Rachelle Miller, Cara Kouse, Elaine Lindstrom, Karen Findlay and Mimi Morris.

Stephanie Bange, Children's Librarian, Wilmington Stroop Branch Library, to attend the ALA preconference "Summer Reading Survivor" in Anaheim, CA on June 26-27, 2008. It is further recommended that registration in the amount of \$195.00 be paid by the Board, meals for two days in an amount not to exceed \$40.00 per day be reimbursed by the Board and lodging for one night in an amount not to exceed \$200.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services, Main Library, to attend "Cooperating Collections Network Days" in Cleveland, Ohio on June 4-5, 2008. It is further recommended that lodging for two nights be reimbursed in an amount not to exceed \$130.00 per night, parking for two days be reimbursed in an amount not to exceed \$22.00 per day, meals for two days be reimbursed in an amount not to exceed \$40.00 per day, and mileage be reimbursed in an amount not to exceed \$217.15.

Nancy Horlacher, Local History Specialist, Main Library, to attend "Developing a Special or Rare Books Collection" in Columbus, Ohio on May 22, 2008. It is further recommended that registration in the amount of \$80.00 be paid by the Board, lunch be reimbursed in an amount not to exceed \$8.00 and mileage be reimbursed in an amount not to exceed \$73.23.

#### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Alvey Shrader, Reference Assistant, hourly substitute, Grade 8, Step A, Miamisburg Branch Library, effective April 26, 2008 at the rate of \$10.56 per hour.

Julie Buchanan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, East Branch Library, effective April 27, 2008 at the rate of \$11.57 per hour.

Janet Marrinan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Northtown-Shiloh Branch Library, effective May 11, 2008 at the rate of \$11.57 per hour.

It is recommended that the following change in position be accepted:

Jean Gaffney, from Collection Development Manager, full time, Grade S09, Step L, Office of Collection Development, Main Library to Interim Collection Development and Acquisitions Manager, full time, Grade S10, Step K, Office of Collection Development and Acquisition Division, Main Library, effective March 30, 2008 at the rate of \$37.5269 per hour.

It is recommended that the following change in hours be accepted:

Paul Brown, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch to Library Technical Assistant I, 7/10 time, Grade 4, Step A, Northmont Branch, effective April 27, 2008 at the rate of \$11.57 per hour.

It is recommended that the following change in location be accepted:

James Hicks, from Library Technical Assistant I, 4/5 time, Grade 4, Step A, EC Doren Branch to Library Technical Assistant I, 4/5 time, Grade 4, Step A, West Carrollton Branch, effective May 11, 2008 at the rate of \$16.05 per hour.

It is recommended that the following promotion be accepted:

David Hicks, from Library Technical Assistant I, full time, Grade 4, Step H, Circulation Division, Main Library, to Library Technical Assistant III, full time, Grade 6, Step G, EC Doren Branch Library, effective May 11, 2008 at the rate of \$15.08 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Donald Niess, Jr., Library Aide, West Carrollton Branch, effective May 19, 2008 at the rate of \$7.00 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, EC Doren Branch Library, effective June 8, 2008, at the rate of \$10.44 per hour.

It is recommended that the following resignation be accepted:

Jennifer Wihebrink, Children's Librarian, full time, Grade 11, Step B, Northmont Branch, effective May 10, 2008 at the rate of \$19.33 per hour.

Marcia Davis, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Belmont Branch, effective July 21, 2007 at the rate of \$9.00 per hour.

Merrily Federle, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Burkhardt Branch, effective May 26, 2007 at the rate of \$9.00 per hour.

Betty Lou Schmidt, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Wilmington Stroop Branch, effective November 24, 2007 at the rate of \$12.89 per hour.

Amanda Andrews, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Huber Heights Branch, effective February 17, 2007 at the rate of \$10.44 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective January 19, 2008 at the rate of \$8.74 per hour.

Toni McNaughton, Copy Cataloger, hourly substitute, Grade 7, Step G, Catalog Division, Main Library, effective March 31, 2007 at the rate of \$11.96 per hour.

Laura Baumer, Reference Librarian, hourly substitute, Grade 11, Step G, Huber Heights Branch, effective August 4, 2007 at the rate of \$16.63 per hour.

Sheryl Brittig, Reference Librarian, full time, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective June 7, 2008 at the rate of \$19.83 per hour.

Carol Coy, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Miamisburg Branch, effective January 5, 2008 at the rate of \$9.00 per hour.

It is recommended that the following rehire be accepted:

Carla Sullenberger, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Outreach Services, effective May 11, 2008 at the rate of \$8.74 per hour.

It is recommended that the following retirement be accepted:

Cecelia Lovett, Senior Services Manager, full time, Grade S04, Step K, Outreach Services, effective July 31, 2008 at the rate of \$24.4803 after more than 13 years of service.

Sharon Watkins, Library Technical Assistant I, full time, Grade 4, Step L, Outreach Services, effective June 30, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

Charlene Scherbauer, Reference Assistant, full time, Grade 8, Step L, Main Children's Room, Youth Services, effective June 30, 2008 at the rate of \$19.33 per hour after more than 33 years of service.

It is recommended that the following leave without pay be accepted:

Carlette Baynum, Library Technical Assistant I, full time, Grade 4, Step A, Kettering Moraine Branch Library, effective May 30, 2008 for 8.0 hours for personal reasons.

Paul Brown, Library Technical Assistant I, full time, Grade 4, Step A, Northmont Branch Library, effective May 5, 2008 for 28.0 hours for personal reasons.

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step B, Miami Township Branch, effective July 28, 2008 for 8.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., June 11, 2008

PRESENT: William Gillispie, Jane Katsuyama, Margot Merz,  
Joseph Oehlers, Dennis Turner

PRESIDING: Jane Katsuyama, Vice President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:01 p.m.

WELCOME

The Executive Director welcomed Margot Merz to her first meeting of the Board of Trustees.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area on the agenda where there was an actual or potential perceived conflict of interest. All trustees confirmed that no issue had been identified.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Mr. Oehlers, the following items were approved by the Board:

A. Minutes of the Board Meeting of May 14, 2008.

B. Investment Actions:

On Thursday, May 15, 2008, the Public Library Funds for May 2008 were received in the amount of \$2,442,931.13. It was determined that \$642,931.13 was needed for current operating expenses. The remaining amount of \$1,800,000 was invested in the high balance savings account yielding 2.22%.

C. Workshop Hours (included in Consent Agenda Addendum, pages 5 & 6)

D. Personnel Actions (included in Consent Agenda Addendum, pages 6 & 7)

E. Tuition Reimbursement:

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Material Services for Children”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Library Personnel Management”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Digital Libraries”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Electronic Publishing on the Web”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Electronic Reference”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through May 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial report for May 2008 was approved by the Board.

Ayes: All  
Nays: None

#### 2007 AUDIT

Nicole Cottrell, Auditor for Clark, Schafer, and Hackett updated the Board of Trustees on the 2007 audited financial statements. Ms. Cottrell explained the methodologies and practices used in performing the audit. She stated that no material deficiencies were found. The Executive Director thanked Ken Basista, Finance Manager and his staff for their assistance in achieving an unqualified audit for 2007.



## PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Michelle Grim of the Brower Insurance Agency reviewed with the Board the proposed 2008-2009 renewal rates for Property, Liability and Blanket Insurance coverage. After reviewing coverage, she was able to explain that due to a soft market, coverage has actually increased and rates have dropped for the coming year. On a motion by Mr. Oehlers, seconded by Ms. Merz, the 2008-2009 renewal rates as presented were approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation for May 2008 had increased by over 18% from May 2007. All locations throughout the Dayton Metro Library system experienced double digit increases in circulation.

David Slivken, Assistant Director for Main Library Services, reported on the semi-annual Patron Assistance Tallies. He explained the processes used in obtaining these tallies, the changes that were made to the report in April 2007, and the comparisons between the two years.

The Executive Director updated the Trustees on several specific areas of the Strategic Plan. He said that under the outcome of Youth Succeeding, MusicSlam, an event co-hosted by Five Rivers Metro Parks, DATV, WDPS and the Library's Teen Service staff members in May had been held and was extremely successful. Within the Adult Succeeding/Lifelong Learning arena, he told Board Members that the number of test preparation materials had been increased by 67%. Continuing in that area, he said the Library had increased nonfiction large print titles by 135% and nonfiction audio books by 86% in an effort to respond to the information needs and leisure time activities of adults. The Executive Director also said that distributions of book collections at "places of opportunity" such as laundromats, doctor's offices, and barbershops would begin soon.

Mr. Kambitsch told Board members that in the Discovery and Interaction in a Virtual World outcome, two early literacy computers geared towards children five and under had recently been added to the Children's Room at the Main Library. He explained that these computers would primarily provide teaching games for children in that age group. He stated a pilot program enabling patrons at the Main Library to pay for fines and library donations with credit and debit cards was presently being evaluated. He said that there were many other items accomplished in the Strategic Plan that he didn't have time to mention.

The Executive Director discussed the facilities survey results which had been accomplished in March and suggested to Board members that they might like to take the copies of the completed results with them in order to read them more fully.

The Executive Director offered several Property Tax Levy Scenarios in both written and graph form to Board members for their information and consideration. Within the scenarios, he had calculated the revenue that could be received from the following:

- a renewal at current 1.25
- a replacement at current 1.25
- a replacement of 1.25 with an increase of .25 to total 1.50
- a replacement of 1.25 with an increase of .75 to total 2.00

Mr. Kambitsch said that meetings would be held during the next few weeks with David Milling, Burges and Burges, and others to discuss what will be accomplished through the facilities planning efforts. He told the Trustees that he would report on those meetings and update them at future Board meetings.

#### REVISED CIRCULATION MANUAL

The Executive Director said that at the May meeting Trustees were presented with a copy of the new Circulation Manual developed by a committee of library staff and managers. At that time, the Executive Director asked Trustees to review the revised manual before the June Board meeting and email him with any questions, concerns or changes. The Board of Trustees felt there were no revisions needed. On a motion by Mr. Turner, seconded by Mr. Oehlers, the Circulation Manual was approved by the Board.

Ayes: All  
Nays: None

#### BOARD OF TRUSTEES BYLAWS

The Executive Director explained that he had prepared a draft revision to the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library in accordance with a suggestion made by the auditing firm of Clark, Schaeffer, Hackett & Co. in their management letter dated June 13, 2007. He said the draft revision of the bylaws included the addition of a new article entitled Ethics and Conflicts of Interest. Mr. Oehlers had suggested an additional amendment to the bylaws to specifically include the addition of a statement of conflict of interest in the agenda. After discussion it was decided to defer that change. Mr. Oehlers withdrew his proposed amendment. On a motion by Mr. Gillispie, seconded by Mr. Turner, the draft revision including the addition of the article entitled Ethics and Conflicts of Interest was approved.

Ayes: All  
Nays: None

### REVISION OF INVESTMENT POLICY

The Executive Director asked Ken Basista, Finance Manager to review the proposed changes. Mr. Basista told Board members that the current Investment Policy was approved by the Board of Trustees on December 17, 2003. He explained that the policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. He said the revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. On a motion by Mr. Turner, seconded by Ms. Merz, the revised Investment Policy was approved by the Board.

Ayes: All  
Nays: None

### CORRESPONDENCE

Since the last meeting the Board has received the following correspondence:

- a. A letter to the Executive Director dated May 28, 2008, from David D. Hicks, City Manager, City of Moraine.

### COMMENTS FROM THE GENERAL PUBLIC

Janelle Oren, Copy Cataloger and member of the Dayton Metro Library Staff Association addressed the Board members. She said that the Staff Association members were actively involved in negotiations at this time, but were looking forward to putting their efforts toward the future levy campaign.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 16, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Katsuyama, Aye  
Ms. Merz, Aye

Mr. Oehlers, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 5:28 p.m. and returned to open session at 5:42 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

### ADJOURNMENT

The Board adjourned at 5:43 p.m.

### CONSENT AGENDA ADDENDUM

#### C. WORKSHOP HOURS

Revision to reimbursement amount listed in May 14, 2008 Board of Trustees minutes: Karen Findlay, Huber Heights Assistant Branch Library Manager, Cara Kouse, Wilmington Stroop Assistant Branch Library Manager, Donna Brown, Northmont Branch Library Manager, Elaine Lindstrom, Brookville Branch Library Manager, Teresa Huntley, Kettering-Moraine Branch Library Manager, Rachelle Miller, Adult Services Assistant Division Manager, Mimi Morris, Assistant Director for Branch and Extension Services, Tish Wilson, Assistant Director for Youth Services and Sandy Prell, Business Specialist, Main Library to attend the “OLC Management Conference in Columbus, Ohio on May 21-22, 2008. It is further recommended that registration in the total amount of \$1,164.00 be paid by the Board, dinner in an amount not to exceed \$24.00 each be reimbursed, mileage be reimbursed in an amount not to exceed \$37.37 for Karen Findlay and Sandy Prell, mileage be reimbursed in an amount not to exceed \$74.74 for Mimi Morris and Teresa Huntley and lodging for one night in an amount not to exceed \$97.00 each be paid by the Board for Rachelle Miller, Cara Kouse, Elaine Lindstrom, Karen Findlay and Mimi Morris.

Letitia Wilson, Assistant Director for Youth Services, Main Library, to attend the ALA preconference “Got Tweens? Serving Younger Teens and Tweens” in Anaheim, CA on June 27, 2008. It is further recommended that registration in the amount of \$235.00 be paid by the Board, meals for one day in an amount not to exceed \$40.00 be reimbursed by the Board and lodging for one night in an amount not to exceed \$160.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services, Main Library, to attend “Library Centered Book Clubs” in Blue Ash, Ohio on May 20, 2008. It is further recommended that registration in the amount of \$50.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$37.88.

Nancy Horlacher, Local History Specialist, Main Library, to attend “Making Special Collections Special” in Westerville, Ohio on June 11, 2008. It is further recommended that registration in the amount of \$95.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$85.85.

Katie Page, Catalog Librarian, Main Library, to attend “Cataloging Music Materials” in Columbus, Ohio on May 29, 2008. It is further recommended that registration in the amount of \$80.00 be paid by the Board, lunch be reimbursed in an amount not to exceed \$8.00 and mileage be reimbursed in an amount not to exceed \$72.72.

Revision to reimbursement amount listed in January 23, 2008 Board of Trustees minutes: Nancy Bruck, Reference Librarian, Adult Services Division, Cheryl Wirtley, Miami Township Library Branch Manager, and Jan Nottingham, Specialist, to attend "Non-Fiction Reader's Advisory in Toledo, Ohio on May 14, 2008. It is further recommended that registration in the amount of \$95.00 each be paid by the Board, mileage for Nancy Bruck be reimbursed in an amount not to exceed \$150.49 and lodging for one night in an amount not to exceed \$69.44 be reimbursed to Cheryl Wirtley.

Kathleen Moore, Early Literacy Specialist, to attend "Every Child Ready to Read at Your Library" training in Columbus, Ohio on June 11, 2008. It is further recommended that mileage in an amount not to exceed \$79.29 be reimbursed by the Board.

#### D. PERSONNEL ACTIONS

##### APPOINTMENT

John Wiley, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Branch, effective May 25, 2008 at the rate of \$8.74 per hour.

##### CHANGE IN HOURS

Tony McCleskey, from Library Technical Assistant I, 3/5 time, Grade 4, Step D, Circulation Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step D, Circulation Division, Main Library effective June 8, 2008 at the rate of \$12.68 per hour.

##### CHANGE IN LOCATION

Joan Gagan, from Children's Librarian, full time, Grade 11, Step K, Brookville Branch to Children's Librarian, full time, Grade 11, Step K, Northmont Branch, effective June 22, 2008 at the rate of \$24.59 per hour.

##### RESIGNATION

Laura Tincher, Library Technical Assistant I, hourly substitute, Grade 4, Step L, Dayton View Branch, effective January 19, 2008 at the rate of \$15.38 per hour.

Rachelle Miller, Adult Services Assistant Division Manager, full time, Grade S07, Step B, Adult Services Division, Main Library, effective July 5, 2008 at the rate of \$22.8521 per hour.

Sandra Bailey, Library Technical I, hourly substitute, Grade 4, Step A, New Lebanon Branch Library, effective June 3, 2008 at the rate of \$8.74 per hour.

##### RETIREMENT

Charlene Scherbauer, Reference Assistant, full time, Grade 8, Step L, Main Children's Room, Youth Services, effective June 30, 2008 at the rate of \$19.33 per hour after more than 35 years of service.

LEAVE WITHOUT PAY

Carlette Baynum, Library Technical Assistant I, full time, Grade 4, Step A, Kettering Moraine Branch Library, effective May 30, 2008 for 8.0 hours for personal reasons.

Paul Brown, Library Technical Assistant I, full time, Grade 4, Step A, Northmont Branch Library, effective May 5, 2008 for 28.0 hours for personal reasons.

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step B, Miami Township Branch, effective July 28, 2008 for 8.0 hours for personal reasons.

Julie Buchanan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, East Branch, effective May 12, 2008 for 40.0 hours for personal reasons.

Linda Boddie, Library Technical Assistant I, full time, Grade 4, Step E, Madden Hills Branch, effective September 2, 2008 for 32.0 hours for personal reasons.

Sharon Vaughan, Processor, full time, Grade 2, Step A, Processing Division, Main Library effective July 10, 2008 for 24.0 hours for personal reasons.

Janet Marrinan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Northtown Shiloh Branch, effective June 6, 2008 for 80.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 16, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Margot Merz, Joseph Oehlers

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:03 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

A. Minutes of the Board Meeting of June 11, 2008.

B. Investment Actions:

On Friday, June 13, 2008, the Public Library Funds for June 2008 were received in the amount of \$1,507,503.77. The entire amount was invested in the High Balance Savings account yielding 2.13%.

On Friday, June 13, 2008 a Property Tax advance for the second half of 2007 was received in the amount of \$162,992.41. It was determined that the entire amount was needed for current operating expenses.

On Friday, June 20, 2008, a Tangible Personal Property Tax payment in the amount of \$56,726.66 was received. It was determined the entire amount was needed for current operating expenses.

On Thursday, July 3, 2008, a Property Tax advance for the second half of 2007 was received in the amount of \$440,920.41. It was determined that the entire amount was needed for current operating expenses.

On Friday, July 11, 2008, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$119,539.45 was received. It was determined that the entire amount was needed for current operations.

On Wednesday, July 15, 2008, the Public Library Funds for July 2008 were received in the amount of \$1,816,684.81. It was determined that \$316,684.81 was needed for current operating expenses. The remaining amount of \$1,500,000 was invested in the High Balance Savings account yielding 2.26%.

C. Workshop Hours (included in Consent Agenda Addendum, pages 6 & 7)

D. Personnel Actions (included in Consent Agenda Addendum, pages 7 & 8)

E. Tuition Reimbursement Agreement:

The Tuition Reimbursement Agreement between the Board and Sandra L. Prell, Business Specialist, Adult Services Division, Main Library, in order to attend Kent State School of Library and Information Science.

The Tuition Reimbursement Agreement between the Board and Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, in order to attend Kent State School of Library and Information Science.

F. Tuition Reimbursement:

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "History of Libraries", IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children's Librarian, Huber Heights Branch Library, for the workshop "Electronic Reference Start-up", Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All  
Nays: None



## MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through June 30, 2008. On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the financial report for June 2008 was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation for June 2008 had increased by 12.7% over June 2007. He said that nearly all locations throughout the Dayton Metro Library system had experienced double digit increases in circulation compared to last year. He explained that the average daily door count statistics had also increased by 2.4% over the same period.

The Executive Director showed Board members a 2.0 G flash drive that will be available for sale to the public as of August 1<sup>st</sup>. He said that the drives will cost \$10.00.

The Executive Director reviewed data showing a substantial increase in card holders around Montgomery County. The percentage of residents throughout the county with usable borrower cards by zip code has risen 8.6% since 2006. He reminded Trustees that in July 2007 the Library reset overdue fines on all library cards to zero and fines were waived on all items brought back during that month in an effort to welcome delinquent library card users back to the Library. The data also underscores how successful this and other initiatives were in attracting users to the urban branches. The President said that this information would be very helpful when discussing facilities planning.

Mark Willis, Community Relations Manager, updated Board members with information concerning the Library's new television ad, and other library marketing that will begin soon. He said the new ad has been shown on all broadcast stations and cable television for approximately two weeks. Mark explained that the Library wants to inform the community about happenings within the system that they may not know about. He said radio spots will be used in the future on Dayton's public radio stations to promote the library. He explained that a new theme will be used each quarter to highlight different areas within the library system. Some of these areas might include telephone reference, local history, writing and poetry contests, new computer labs, book discussion groups, downloadable books and movies.

Mark also told Board members that the Big Read committee had chosen the three books that would be voted on to determine the 2009 Big Read title choice. The titles are Three Cups of Tea by Greg Mortenson, Nineteen Minutes by Jodi Picoult and People of the Book by Geraldine Brooks. Mark said that the Dayton Daily News would share the titles with the public and voting would occur within the next two to three weeks.

Board member William Gillispie told the Executive Director that he had recently seen yard signs sporting the Dayton Metro Library logo and stating "A Library Champion Lives Here". He asked about the significance of the signs. Mr. Kambitsch explained that these signs were a very popular

item and signs are being given to patrons who have completed the requirements for any of the 2008 Summer Reading Clubs.

### BOARD OF TRUSTEES BYLAWS

The Executive Director explained that he had prepared a draft revision to Article VI., Meetings, Section 7 of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library per a suggestion by Mr. Oehlers at the June Board Meeting. The draft revision included changes to the order of business as listed in the monthly agenda of the meetings of the Board of Trustees. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved adoption of the proposed amended bylaws.

Ayes: All  
Nays: None

### FUNDING DISTRIBUTION OF LIBRARY AND LOCAL GOVERNMENT SUPPORT FUND FOR 2009

The Executive Director told Board members that the Montgomery County Budget Commission scheduled the 2009 Tax Budget Allocation Meeting for Monday, August 18, 2008 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

He explained that in prior years, the Board has passed the following resolution in anticipation of the Budget Commission meeting. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved the following resolution for consideration by the 2009 County Budget Commission:

*Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, and*

*Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and*

*Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now*

*THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2009 Public Library Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

## FACILITIES PLANNING

The Executive Director updated the Board of Trustees on facilities planning. He explained that a meeting had recently been held with David Milling Architects to outline plans for the members of the task force who will be assisting in the facilities planning process. The first meeting of the task force is planned for mid August or early September. The Executive Director shared a map with the Trustees outlining today's population for Dayton Metro Library services areas as well as the estimated 2030 population for those areas, the size of Dayton Metro Library facilities by square feet, other Montgomery County libraries, and anticipated changes to population by 2030. Along with this information, several pages of statistics outlining items such as building characteristics, seating, staff number and collection size were given to the Trustees. The Executive Director explained that leadership by Board members will be a key factor in the facilities planning process and said that he would like the opportunity to discuss their ideas and views individually as the planning process progresses.

## CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Rachel Wilson dated June 23, 2008 concerning the request for reconsideration of the book Best American Comics.

## COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board members concerning his recent visit to Las Vegas where he attended the Working Assembly of Government Employees (WAGE) conference.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 17, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. The Executive Director explained to the Board members that there is the possibility that he may convene a special meeting of the Board if necessary during the month of August.

## EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Holihan, Aye  
Ms. Merz, Aye

Mr. Oehlers, Aye  
Mr. Turner, Aye

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:50 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:51p.m.

### CONSENT AGENDA ADDENDUM

#### C. WORKSHOP HOURS

Jean Gaffney, Interim Collection Development and Acquisitions Manager, Dorri Hegyi, Acquisitions Clerk II, Constance Grant, Invoice Clerk, Brandon Ulman, Shipping and Receiving Clerk, to tour the “Columbus Library Processing Center” in Columbus, Ohio on June 12, 2008. It is further recommended that mileage be reimbursed to Jean Gaffney in an amount not to exceed \$80.80 and lunch be reimbursed in an amount not to exceed \$8.00 each.

Beverly Barnes, Reference Librarian, Adult Services Division to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9, 2008. It is further recommended that registration in the amount of \$169.00 be reimbursed by the Board.

Sue Steinke, Reference Librarian, Adult Services Division and Shawna Woodard, Reference Librarian, Magazines and Special Collections Division to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9-10, 2008. It is further recommended that registration in the amount of \$169.00 each be paid by the Board, lodging for one night in an amount not to exceed \$113.25 each be reimbursed and mileage for Sue Steinke in an amount not exceed \$86.00 be reimbursed by the Board. Eric Wirick, Reference Assistant, East Branch, Tim Capehart, Reference Librarian, Adult Services Division and Gretchen Yonata, Teen Specialist, Youth Services to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9, 2008. It is further recommended that registration in the amount of \$37.50 each for Gretchen Yonata and Eric Wirick be paid by the Board, registration for Tim Capehart in the amount of \$37.50 be reimbursed by the Board and mileage for Gretchen Yonata in an amount not to exceed \$86.00 be reimbursed by the Board.

Jean Gaffney, Interim Collection Development and Acquisitions Manager, to attend “OverDrive’s Digipalooza” in Cleveland, Ohio on July 25-26, 2008. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$148.67 be reimbursed by the Board and mileage in an amount not to exceed \$251.55 be reimbursed by the Board.

Jen Kadel, Training Specialist, and Joe Greenward, Adult Services Division Manager, to attend “Library Leadership Ohio” in Millersburg, Ohio on July 27 – August 1, 2008. It is further recommended that tuition in the amount of \$650.00 each be paid by the Board,

mileage for Joe Greenward be reimbursed in an amount not to exceed \$195.39 and mileage for Jen Kadel be reimbursed in an amount not to exceed \$180.18.

Mimi Morris, Assistant Director for Branch and Extension Services, to participate in the online class "Shaping Outcomes" through Indiana University, August 8-30, 2008. It is further recommended that registration in the amount of \$150.00 be paid by the Board.

#### D. PERSONNEL ACTIONS

##### APPOINTMENT

Donald Foster, Facilities Maintenance Assistant, full time, Grade 5, Step A, Facilities, Main Library, effective July 6, 2008 at the rate of \$12.09 per hour.

Nathan McGuire, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Circulation Division, Main Library, effective July 20, 2008 at the rate of \$11.57 per hour.

##### PROMOTION

Brook Wullenweber, from Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step C, Outreach Services, to Reference Assistant, full time, Grade 8, Step A, Outreach Services, effective July 6, 2008 at the rate of \$13.97 per hour.

Constance Plisek, from Library Technical Assistant I, full time, Grade 4, Step L, Miamisburg Branch Library to Reference Assistant, full time, Grade 8, Step A, Children's Room, Main Library, effective July 6, 2008 at the rate of \$16.67 per hour.

##### CHANGE IN HOURS

Leslie Williams, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, EC Doren Branch to Library Technical Assistant I, 4/5 time, Grade 4, Step B, EC Doren Branch, effective June 22, 2008 at the rate of \$11.92 per hour.

##### CHANGE IN HOURS/REINSTATEMENT

Noel Lemons, from Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step D, Outreach Services to Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step D, Outreach Services effective July 6, 2008 at the rate of \$12.68 per hour.

##### RESIGNATION

Mildred Boehmer, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Wilmington Stroop Branch, effective February 16, 2008 at the rate of \$12.89 per hour.

Pat Crawford, Reference Librarian, hourly substitute, Grade 11, Step A, Human Resources, Main Library, effective June 21, 2008 at the rate of \$12.68 per hour.

RETIREMENT

Ella Maze, Library Technical Assistant I, full time, Grade 4, Step K, Outreach Services, effective July 31, 2008 at the rate of \$15.58 per hour after more than 12 years of service.

REVISION TO RETIREMENT

Sharon Watkins, Library Technical Assistant I, full time, Grade 4, Step L, Outreach Services, effective June 20, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

LEAVE WITHOUT PAY

Melissa Alexander, Library Technical Assistant I, 3/5 time, Grade 4, Step I, Miami Township Branch Library, effective June 13, 2008 for 3.25 hours for personal reasons.

Bonnie Simmons, Reference Librarian, Grade 11, Step A, Adult Services Division, Main Library, effective August 21, 2008 for 24 hours for vacation.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., September 17, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:04 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area on the agenda where there was an actual or potential perceived conflict of interest. All trustees confirmed that no issue had been identified.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the minutes of the Board meeting of July 17, 2008 were approved by the Board with one correction:

EXECUTIVE SESSION: Replace Ms. Katsuyama's name with Ms. Holihan.

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Turner, the following items were approved by the Board:

- A. Minutes of the Board Meeting of July 16, 2008.
- B. Investment Actions:

On Friday, July 18, 2008, a Property Tax advance for the second half of 2007 was received in the amount of \$852,079.53. The entire amount was invested in the High Balance Savings account yielding 2.26%.

On Friday, August 15, 2008, the Public Library Funds for August 2008 were received in the amount of \$1,301,452.80. It was determined that \$301,452.80 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 2.34%.

On Wednesday, September 3, 2008, a Property Tax Settlement net payment in the amount of \$472,755.53 was received. It was determined the entire amount was needed for current operating expenses.

On Friday, September 15, 2008, the Public Library Funds for September 2008 were received in the amount of \$1,314,858.89. It was determined that \$814,858.89 was needed for current operating expenses. The remaining amount of \$500,000 was invested in the High Balance Savings account yielding 2.41%.

- C. Workshop Hours (included in Consent Agenda Addendum, pages 8, 9, &10)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 10, 11, &12)
- E. Tuition Reimbursement Agreement:

The Tuition Reimbursement Agreement between the Board and Amanda Black, Library Technical Assistant I, Trotwood Branch Library, in order to attend Kent State School of Library and Information Science.

- F. Tuition Reimbursement:

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Workshop in Flash", IUPUI, 1.5 credit hours, at a cost of \$1414.81.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Digital Libraries", IUPUI, 3.0 credit hours, at a cost of \$2,829.62.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for "Public Library Services - Adult", Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,518.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for "Evaluation & Research", Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,518.00.



Arianne Ketchen, Children's Librarian, Huber Heights Library, for the course "Information Uses and Services", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children's Librarian, Huber Heights Library, for the course "Academic Library", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through August 30, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial reports for July 2008 and August were approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by sharing circulation counts for July and August. July showed an increase over 2007 while August was about the same as 2007.

He told Board members that the storm on Sunday, September 14<sup>th</sup> had damaged two locations: Brookville Branch lost approximately one half of their roof, and tiles were lost from the Madden Hills branch. Seven branches were closed due to lost power, however by Wednesday September 17<sup>th</sup> all but two branches had reopened. Mimi Morris, Assistant Director for Branch and Extension Services said staff at many branches had received wonderful compliments about the library "being there for the community".

The Executive Director described a recent Ohio federal court ruling against the Upper Arlington Public Library for excluding religious services from its meeting rooms. The Dayton Metro Library currently has similar restrictions. He told trustees that it was his intent to redraft the Community Meeting Rooms Policy originally approved by the Board in June 2003. He said his intent was to bring a revised policy to the Board in October.

The Executive Director invited all Board members to the Library's annual Staff Day. He told Trustees the event will be held this year on October 24, 2008 at Ponitz Center, Sinclair Community College beginning with a continental breakfast at 8:00 a.m.

#### BANKING UPDATE

Ken Basista, Finance Manager introduced Susan Lipowicz, Senior Vice President Government, Not-for-Profit and Healthcare, JPMorgan Chase Bank. Ms. Lipowicz and Mr. Basista addressed the Board of Trustees reviewing recent news events and trends in the banking industry. Of

particular interest was a discussion of items such as public funds investing, the Certificate of Deposit Account Registry Service (CDARS) program and the financial challenges and risks associated with all types of investing. As discussed in prior Board meetings, the library would enjoy higher interest rates through CDARS investments but even though these investments are backed by FDIC, they present their own challenges and risks. The Executive Director said constant effort is needed when looking at the best way to manage our investments and said he feels very confident about the Library's position.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the Board adopted the following Resolution:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2009; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$8,941,458*	1.25

\*Amount excludes Homestead and Rollback Grants

And be it further RESOLVED, That the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County. A roll call vote was taken as follows:

Barbara Hayde, Aye  
 Jeanne Holihan, Aye  
 Jane Katsuyama, Aye  
 Margot Merz, Aye

Joseph Oehlers, Aye  
 Dennis Turner, Aye  
 William Gillispie, Aye

## FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He explained that three meetings of the task force had been held and told Board members that participants included local planning experts in the community, as well as Miami Valley Regional Planning Commission associates, Burges and Burges Strategists, David Milling Associates, Architects and representatives from the Library Board and staff. The Board President said that people outside of the Library who are involved in this process have been very impressed and excited by the amount of information, statistics and scenarios that have been presented thus far.

At the first meeting the planning group was given background information about the Library system and its service areas. Each member received the Library's 2008 Strategic Plan for Results and maps detailing information such as population for Dayton Metro Library services areas as well as estimated 2030 population for those areas. The size of Dayton Metro Library facilities by square feet, and anticipated changes to population by 2030 were also shared with the group. Along with this information, several pages of statistics outlining items such as building characteristics, seating, staff number and collection size were also given to the participants.

At the second (and third) meetings, the Executive Director said the group discussed, "How much space (square footage) does the DML need for its branches?" Currently the Dayton Metro Library maintains 180,000 square feet of library branch space or 0.65 per capita. The needs assessment developed with the help of David Milling Associates Architects recommends 336,000 square feet or 1.16 square feet per capita. The task force discussed how large branches, those in excess of 25,000 sq. ft., are needed in order to create articulated spaces within branches; vital to allowing a wide range of different uses to occur at the same time.

The Executive Director told Trustees that the task force also discussed funding strategies that the library might use to generate the capital required to bring a plan to fruition.

The Trustees discussed the funding strategies and were interested in how the facilities planning and funding options might coincide with the next operating levy. Trustees could choose to seek passage of a bond issue or a capital improvement levy or extend the size of its operating levy to allow for demonstration projects.

The Director stated that future meetings would deal with issues surrounding the future of the main library. Mr. Gillispie said he was concerned about passage of the operating levy if the decision was made to go forward with a capital project. The Trustees agreed that timing was a key part of the entire process. Ms. Katsuyama suggested that Mr. Gillispie's expertise might be beneficial to the planning group's efforts.

## DIGITAL VIDEO SECURITY CAMERA POLICY – REVISION TO GUIDELINES AND PROCEDURES

The Executive Director reviewed with the Trustees a proposed revision of the Digital Video Security Camera Policy approved by the Board on March 21, 2007. He explained that this policy was one of the first policies to be drafted in the Public Library Association's Policies for Results format. In this format a policy would have a policy statement as well as supporting sections that include Regulations, Guidelines and Procedures. He explained that revisions to this particular document only involved changes to the Regulations, Guidelines and Procedures sections. The

Policy Statement itself had not been revised. He asked Trustees if they felt there was a need to approve the changes in this and similar policy documents statement. Mr. Oehlers said he felt that until there was a change to the policy statement, there was no need to bring revisions to the Board members. All other Trustees agreed. No formal action was found to be needed.

#### JANITORIAL SERVICE AGREEMENTS

On a motion by Mr. Turner, seconded by Ms. Holihan, the Trustees approved renewal of the janitorial service agreement with Wiggins Cleaning & Carpet Service for the Main Library, Outreach Services, Belmont, Brookville, Burkhardt, Dayton View, Ft. McKinley, Huber Heights, Kettering, New Lebanon, Northmont, Vandalia, West Carrollton, Westwood and Wilmington-Stroop branch libraries in the amount of \$242,068.57 for the period October 1, 2008 through September 30, 2009.

With the same motion, the Board also approved renewal of the janitorial services agreement with Environmental Management Group for the East, Madden Hills, Miamisburg, Miami Township, Northtown-Shiloh, and Trotwood branches in the amount of \$ \$57,933.98 for the period October 1, 2008 through September 30, 2009.

Ayes: All  
Nays: None

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Donna Martin dated July 24, 2008 endorsing her efforts to seek official designation of the Dayton View Branch Library on the National Register of Historic Places.
- b. The Executive Director's letter to Rachel Wilson dated September 2, 2008 concerning the request for reconsideration of the book, 2007 Best American Comics.
- c. The Executive Director's letter to Alexander Hughes dated September 3, 2008 concerning the request for reconsideration of the animated video Creature Comforts.

Ms. Holihan asked if there would be any particular restrictions placed on the library system if the Dayton View Branch Library was added to the National Register of Historic Places. The Executive Director explained that if the building was added to the register, there would be some restrictions as to what could be done with the exterior of the building. He also said that seeking official designation was a process that the neighborhood started and could complete without the Library's endorsement. He also felt that endorsing the effort was the right thing to do.

#### COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board members. He said that a tentative agreement had been reached between the Library and the Staff Association and that he was very appreciative of the willingness of the Library to return to the

negotiating table. He said the Union has a desire to build or rebuild trust, to build a plan of action as to how the Union can be of assistance in the impending operating levy campaign, and to build a strong working relationship between the Library and the Staff Association.

### NEW BUSINESS

The Executive Director explained that he and Members of the Board of Trustees serve as Members of the Dayton Metro Library Records Commission. He said the Commission is required by law to meet annually to:

- Provide rules for retention and disposal of records
- Review retention schedules and disposal requests
- Provide that proper procedures are followed for scheduling and disposing of records
- Revise retention schedules as needed

The Executive Director as Chair of the Commission scheduled the next meeting of the Commission for Wednesday, October 15, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 15, 2008 at 4:15p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

On a motion by Mr. Oehlers, the Board adjourned to Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. A roll call vote was taken as follows:

Barbara Hayde, Aye  
Jeanne Holihan, Aye  
Jane Katsuyama, Aye  
Margot Merz, Aye

Joseph Oehlers, Aye  
Dennis Turner, Aye  
William Gillispie, Aye

The Board entered Executive Session at 5:45 p.m. and returned to open session at 5:58 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:59 p.m.

## CONSENT AGENDA ADDENDUM

### C. WORKSHOP HOURS

Tish Wilson, Assistant Director for Youth Services, Main Library, Arianne Ketchen, Children's Librarian, Huber Heights Branch Library, Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch Library, Gretchen Yonata, Teen Specialist, Main Library, Kim Bautz, Children's Librarian, Outreach Services, Pat Clingman, Children's Librarian, Miamisburg Branch Library, Joan Gagan, Children's Librarian, Northmont Branch Library, Jeff Reid, Teen Librarian, Northmont Branch Library and Cathy Hochadel, Teen Librarian, Miamiburg Branch, to attend the "OLC Children and Teen Services Conference" in Columbus, Ohio on August 20-21, 2008. It is further recommended that registration in the amount of \$169.00 each be paid by the Board for Arianne Ketchen, Joan Gagan, Cathy Hochadel, Letitia Wilson, Gretchen Yonata and Jeff Reid and that registration in the amount of \$75.00 be reimbursed to Kim Bautz, Pat Clingman and Jennifer Sivers-Shrader. It is also recommended that lodging for one night in an amount not to exceed \$113.00 be reimbursed to Jeff Reid, Gretchen Yonata and Tish Wilson and in an amount not to exceed \$56.50 to Joan Gagan and mileage in an amount not exceed \$173.16 be reimbursed to Arianne Ketchen, Jennifer Sivers-Shrader and Gretchen Yonata.

Kim Bautz, Children's Librarian, Outreach Services, Rachel Gut, Outreach Services Manager, Zak Kimble, Library Technical Assistant/Driver, Outreach Services, and Brook Wullenweber, Reference Assistant, Outreach Services to attend the "2008 OLC Bookmobile Rally" in Columbus, Ohio on August 15, 2008. It is further recommended that registration in the amount of \$95.00 each be paid by the Board, lodging for one night be reimbursed to Zak Kimble and Kim Bautz in an amount not to exceed \$79.99 and lodging for two nights in an amount not to exceed \$89.99 per night be reimbursed to Rachel Gut by the Board.

Andrea Christman, Catalog Librarian, Catalog Division and Katie Page, Catalog Librarian, Catalog Division, Main Library to attend the "2008 OLAC-MOUG" conference in Cleveland, Ohio September 26-28, 2008. It is further recommended that registration in the amount of \$239.00 each be paid by the Board, lodging for two nights in the amount of \$160.20 per night, parking in an amount not to exceed \$69.00, and mileage in an amount not to exceed \$248.04 be reimbursed to Andrea Christman, and meals in an amount not to exceed \$56.00 each be reimbursed by the Board.

Sandy Prell, Business Specialist, Adult Services, Main Library to attend the "Small Biz Success Expo" breakfast in Dayton, Ohio on October 23, 2008. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

Sandy Prell, Business Specialist, Adult Services, Main Library to present at the OLC Reference and Adult Services Conference in Columbus, Ohio on July 7, 2008. It is further recommended that mileage in an amount not to exceed \$93.60 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazines and Special Collections Division, Main Library, to attend "Copyright and the Library" being held in Columbus, Ohio on October 10, 2008. It is further recommended that registration in the amount of \$80.00 be paid by the Board, mileage in an amount not to exceed \$84.83 be reimbursed by the Board and lunch in an amount not to exceed \$8.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services Division, Main Library to attend “Writing Tight” in Dayton, Ohio on September 19, 2008. It is further recommended that registration in the amount of \$89.00 be paid by the Board.

Cindi Chibis, Human Resource Manager, to attend “SERB Academy 2008” in Mason, Ohio on October 21-22, 2008. It is further recommended that registration in the amount of \$300.00 be paid by the Board and mileage in an amount not to exceed \$51.48 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library to attend “2008 DAYC Fall Professional Day” in Dayton, Ohio on September 27, 2008. It is further recommended that the registration fee of \$35.00 be paid by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, to attend and present a program at the “OLC 2008 Support Staff Conference” in Columbus, Ohio on September 25, 2008. It is further recommended that mileage in an amount not to exceed \$93.60 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, Rachel Gut, Outreach Services Manager, Jean DeLauche, Older Adult Specialist, Outreach Services, and Brook Wullenweber, Reference Assistant, Outreach Services to attend the 2008 ABOS Annual Conference in Columbus, Ohio on October 8-10, 2008. It is further recommended that registration in the amount of \$160.00 each be paid by the Board, lodging for two nights each in an amount not to exceed \$113.00 per night be reimbursed to Kim Bautz and Rachel Gut, and meals for two days in an amount not to exceed \$40.00 per day be reimbursed to Kim Bautz, Rachel Gut, Jean DeLauche and Brook Wullenweber.

Jeff Reid, Teen Librarian, Northmont Branch to attend Leadership Northmont in Englewood, Ohio on September 24, 2008 through March 9, 2009. It is further recommended that registration in the amount of \$449.00 be paid by the Board.

Tim Kambitsch, Executive Director to attend the “OLC Innovative Environments” conference in Columbus, Ohio on November 5-6, 2008. It is further recommended that lodging for one night in the amount of \$113.25, registration in the amount of \$169.00 and meals for two days in the amount of \$40.00 per day be reimbursed by the Board.

Erin Hunt, Children’s Librarian, West Carrollton, Pat Clingman, Children’s Librarian, Miamisburg, Gretchen Yonata, Teen Specialist, Youth Services, Main Library and Tish Wilson, Assistant Director for Youth Services, Main Library to attend the “2008 Greater Conference on Youth” in Dayton, Ohio on October 22m, 2008. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Paul Brown, Library Technical Assistant I, Northmont Branch, Mark Puterbaugh, Library Technical Assistant I, Northmont Branch, Christine Estes, Library Technical Assistant III, East Branch and Judy Ernst, Library Technical Assistant III, Brookville Branch to attend the “OLC Support Staff Conference” in Columbus, Ohio on September 24-25, 2008. It is further recommended that meals in the amount of \$24.00 each be reimbursed by the Board, mileage be reimbursed to Judy Ernst in an amount not to exceed \$86.58, lodging in an amount not exceed \$113.00 each be reimbursed to Judy Ernst and Paul Brown.

Stephanie Bange, Children's Librarian, Wilmington Stroop Branch, to attend the "2008 OKI Children's Literature Conference" in Crestview Hills, KY on November 1, 2008. It is further recommended that registration in the amount of \$60.00 be paid by the Board, and mileage in the amount of \$74.88 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

#### APPOINTMENT

Sharon Buttram, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Trotwood Branch Library, effective August 3, 2008 at the rate of \$8.74 per hour.

Lisa Rickey, Reference Librarian, full time, Grade 11, Step A, Magazines and Special Collections, Main Library, effective August 17, 2008 at the rate of \$16.79 per hour.

Aaron Oates, Library Technical Assistant I, 2/5 time, Grade 4, Step A, EC Doren Branch Library, effective August 3, 2008 at the rate of \$11.57 per hour.

Steven Wilson, Adult Services Assistant Division Manager, full time, Grade S07, Step A, Adult Services Division, Main Library, effective August 31, 2008 at the rate of \$22.1874 per hour.

Erin Abney, Web Specialist, full time, Grade 12, Step A, Information Technology Services, Main Library, effective September 14, 2008 at the rate of \$18.04 per hour.

Robert Stout, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective September 14, 2008 at the rate of \$11.57 per hour.

Rani Crowe, Library Technical Assistant I/Driver, hourly substitute, Grade 4, Step A, Outreach Services, effective September 28, 2008 at the rate of \$8.74 per hour.

Sara Root, Reference Librarian, hourly substitute, Grade 11, Step A, Miamisburg Branch Library, effective August 31, 2008 at the rate of \$14.17 per hour.

Jared Baldwin, Reference Librarian, full time, Grade 11, Step A, , Adult Services Division, Main Library, effective September 28, 2008 at the rate of \$16.79 per hour.

#### PROMOTION

Kathryn Monhollon, from Reference Librarian, full time, Grade 11, Step K, Adult Services, Main Library, to Materials Selection Specialist, full time, Grade 11, Step K, Office of Collection Development, Main Library, effective August 17, 2008 at the rate of \$26.30 per hour.

#### CHANGE IN HOURS

Zachary Kimble, from Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step B, EC Doren Branch to Library Technical Assistant I, full time, Grade 4, Step B, Outreach Services, effective August 3, 2008 at the rate of \$11.92 per hour.



Nicholas Lake, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miamisburg Branch Library to Library Technical Assistant I, full time, Grade 4, Step A, Miamisburg Branch Library, effective August 3, 2008 at the rate of \$11.57 per hour.

Jean DeLauche, from Reference Librarian, hourly substitute, Adult Services, Main Library, to Older Adult Specialist, Grade 12, Step A, Outreach Services, effective July 20, 2008 at the rate of \$20.09 per hour.

Courtney Dale, from Library Technical Assistant I, 2/5 time, Children's Room, Main Library to Library Technical Assistant I, 3/5 time, Children's Room, Main Library effective August 31, 2008 at the rate of \$12.29 per hour.

#### CHANGE IN TITLE

Jean Gaffney, from Interim Collection Development and Acquisitions Manager to Collection Development and Acquisitions Manager effective July 20, 2008.

#### REHIRE

Judy Evans, Reference Librarian, hourly substitute, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective September 28, 2008 at the rate of \$14.94 per hour.

La'Rese Pollard, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Children's Room, Main Library, effective November 9, 2008 at the rate of \$10.44 per hour.

#### RESIGNATION

Eileen Krajewski, Reference Librarian, hourly substitute, Grade 11, Step A, Magazines and Special Collections, Main Library, effective September 13, 2008 at the rate of \$12.68 per hour.

Matthew Heath Davis, Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services Division, Main Library, effective August 30, 2008 at the rate of \$16.79 per hour.

Cherie Spencer, Children's Librarian, full time, Grade 11, Step D, Kettering-Moraine Branch Library, effective September 13, 2008 at the rate of \$20.39 per hour.

Judy Evans, Reference Librarian, 2/5 time, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective September 27, 2008 at the rate of \$19.83 per hour.

Lorraine Kotler, Reference Librarian, hourly substitute, Grade 11, Step D, Adult Services Division, Main Library, effective May 10, 2008 at the rate of \$13.85 per hour.

#### RETIREMENT

La'Rese Pollard, Library Technical Assistant I, 3/5 time, Grade 4, Step L, Children's Room, Main Library, effective August 31, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

Merry L. McDonough, Display Artist, full time, Grade 9, Step L, Community Relations Office, Main Library, effective October 31, 2008 at the rate of \$20.47 per hour.

LEAVE WITHOUT PAY

Bonnie Simmons, Reference Librarian, full time, Grade 11, Step A, Adult Services Division, Main Library, effective August 21, 2008 for 24 hours for vacation.

Bobbi Marquart, Processor, full time, Grade 2, Step K, Processing Division, Main Library, effective July 3, 2008 for 88 hours for personal reasons.

Karen Findlay, Assistant Branch Library Manager, full time, Grade S06, Step A, Huber Heights Branch Library, effective August 6, 2008 for 24 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., October 15, 2008

PRESENT: Barbara Hayde, Jeanne Holihan, Jane Katsuyama,  
Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:04 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area on the agenda where there was an actual or potential perceived conflict of interest. All trustees confirmed that no issue had been identified.

APPROVAL OF AGENDA

On a motion by Ms. Holihan, seconded by Mr. Turner, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Katsuyama, seconded by Ms. Merz, the minutes of the Board meeting of September 17, 2008 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

A. Investment Actions:

On Wednesday, October 8, 2008, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$345.76. It was determined that the entire amount was needed for current operations.

Each year the Ohio Department of Taxation reviews the cash balance of the local government public utility property tax replacement fund and determines if the amount exceeds what is necessary to meet the fund's distribution needs of the following month. If there is an excess, the department then distributes this excess to the counties for distribution to the local governmental taxing district. On Friday, October 10, 2008 an Excess Deregulation Revenue Distribution in the amount of \$16,557.47 was received from the State of Ohio. It was determined that the entire amount was needed for current operations.

B. Workshop Hours (included in Consent Agenda Addendum, page 6 & 7)

C. Personnel Actions (included in Consent Agenda Addendum, page 7 & 8)

D. Tuition Reimbursement:

Arienne Ketchen, Children's Librarian, Huber Heights Library, for the workshop "Library Programs for Young Children", Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All  
Nays: None

The Executive Director told Board members that within the Personnel Actions area he would like to make note of the many years of service and forthcoming retirement of Virginia Palmer, Grants Specialist. Ginny is charged with the Grants Collection and the Library's Grants Foundation Resource Center. He said the Library truly appreciates Ginny's efforts throughout her work history and said she will be missed.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through September 30, 2008. On a motion by Ms. Holihan, seconded by Ms. Merz, the financial report for September was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by sharing September 2008 circulation counts and told Trustees that circulation was up 7.3% from the previous September. He said that the month of September in 2008 had one extra day than

September of 2007, but also reminded Board members that due to Hurricane Ike activities in Ohio, several branches had been closed for a short period during September.

Tish Wilson, Assistant Director for Youth Services reported to the Board of Trustees on Children's and Teen Summer Reading Clubs. She said 2008 club statistics for the Children's Reading Club were down slightly compared to 2007, possibly due to the theme which in 2008 was "*Catch the Reading Bug*". Tish told Board members she was especially proud of the 1,387 young children, birth through sixth grade, who read more than 30 hours this year. The culmination of the Children's Program was the very successful "Bug Bash" held at Wegerzyn Gardens. The Teen's Club, "*TuneIn@YourLibrary2008*" enjoyed a membership of 1,200 students from 6<sup>th</sup> grade through high school. Gaming tournaments and Music Slam @ Riverscape were very successful events enjoyed by this group. Tish said she felt both clubs were very successful this year and thanked the Board of Trustees for their continued support.

Mimi Morris, Assistant Director for Branch and Extension Services, shared statistics with the Trustees on both the Adult Summer Reading Club and the Staff Summer Reading Club. She explained that these clubs are a little bit different from the children and teen clubs, in that the focus is on promoting awareness of library resources in all formats. Adults can read, listen to or view any library material to participate. Mimi told Board members that the theme this year was "*It's a Mystery*". Although actual participation numbers were down slightly in 2008, Mimi explained that this could have been due to the new "online signup program" that was introduced this year. Items logged as having been read, watched or listened to were up more than 8,000 compared to 2007. Mimi also said she felt both clubs were very successful this year and thanked all Board members for their continued support.

The Executive Director reminded all Board members that the Library's annual Staff Day would be held this year on October 24, 2008 at Ponitz Center, Sinclair Community College beginning with a continental breakfast at 8:00 a.m. He said there was still time to RSVP if any Board member would like to attend.

## FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He explained that on Tuesday, October 14<sup>th</sup> he had shared a slide presentation concerning the Library's Facilities Plan with the Montgomery County Board of Commissioners. He explained that Barbara Hayde, Board of Trustees President, had attended the Commissioners meeting along with him. He told Board members that the Commissioners had asked questions and were impressed with the plan and the process.

The Executive Director then shared the slide presentation with the Board of Trustees which detailed comparisons between the Dayton Metro Library and nine other libraries throughout the United States which were similar to the Dayton system. The presentation also depicted a needs assessment in square footage for branch libraries and the Main Library which recommended substantially increasing the size of present libraries throughout the system. The Executive Director told Board members that "Total Items Borrowed" in 2007 ranked Dayton as number one amongst its' peer libraries. However, he also explained that slides comparing "Holdings Per Square Foot" and "Items Borrowed Per Square Foot" also ranked Dayton highest, and said that because so much space has been devoted to collections, less space has been allocated for people, computers, displays, quiet areas and other amenities that patrons want in today's libraries.

The Executive Director said he told the Commissioners that nearly all of our libraries are the equivalent of the one room schoolhouse and that residents want articulated spaces that allow different types of visitors to use the library on their own terms. To accomplish this, buildings need to be expanded in size while maintaining the same size and quality collections. He said he also told the Commissioners that the Library is working on a detailed cost analysis to determine the impact on operating costs and funding sources while being cognizant of the May 2009 levy. He explained that although progress is being made toward completion of the facilities plan, the next steps may have to be based upon polling results which will be shared with the Trustees. Some of the key issues that Trustees will have to decide upon will be “When should we do this? How long should it take? Do want to do demonstration projects?” Board members will have to make a decision by January 2009 as to how much local tax support will be needed to continue current operations and how much funding should be included for facilities.

The Executive Director asked Ms. Hayde to share with the Trustees the comments she had made at the Commissioners meeting. She said she reminded the Board of Commissioners that the Facilities Plan is definitely the “dog wagging the tail,” and that the Strategic Plan came out of numerous meetings with community residents who told us what they wanted and were looking for in their libraries. She said that the numbers show that “Dayton wants and deserves to have fine library facilities”.

#### COLLECTIVE BARGAINING AGREEMENT

The Executive Director presented the Collective Bargaining agreement negotiated with the Dayton Metro Library Staff Association. The agreement had already been ratified by the Bargaining Unit. The three year agreement calls for salary and benefit increases for two years with provisions to reopen negotiations for salaries and benefits for year three. Each party will be able to reopen two additional articles in the third year. On a motion by Mr. Turner, seconded by Ms. Merz, the Board of Trustees approved ratification.

Ayes: All  
Nays: None

#### AMENDED MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Executive Director presented a proposed Amended 2008 Managerial and Confidential Employees Compensation Plan. He explained that historically he asks Trustees to approve an amended Managerial and Confidential Employees Compensation Plan when contract negotiations between management and bargaining unit include changes to the salaries and benefits that should be extended to managerial employees. The proposed plan included changes to benefit plans and a 3% salary increase.

He also described one additional significant change in this years' plan. Managers and Confidential Employees are no longer automatically eligible for step increases or longevity bonuses. He explained that within this group of employees, those who fail to meet satisfactory performance levels will not be eligible for increases or bonuses. On a motion by Ms. Katsuyama, seconded by Ms. Merz, the Board of Trustees approved implementation of the 2008-2009 Amended Managerial and Confidential Employees Compensation Plan.

Ayes: All  
Nays: None

#### MEETING ROOM POLICY

The Executive Director presented a revision of the Library's Meeting Room Policy. In addition to format revisions, the key change was to remove restriction from use of Library meeting rooms for religious purposes. This change was recommended due to a recent court case upholding a challenge to such restrictions at the Upper Arlington Public Library.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board of Trustees approved the revised Meeting Room Policy.

Ayes: All  
Nays: None

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Terry Rich, Regional Director of JaniKing of Dayton, dated September 18, 2008, concerning janitorial services.
- b. The Executive Director's letter to Rodney B. Middleton, General Manager, Environmental Management Group, Inc. dated September 18, 2008, concerning janitorial services.
- c. The Executive Director's letter to Jewel Wiggins, President, Wiggins Cleaning & Carpet Service, dated September 18, 2008, concerning janitorial services.
- d. A letter dated October 1, 2008 from the Regional Air Pollution Control Agency expressing their appreciation for allowing their agency to have access to the Main Library to operate their Air Monitoring Equipment.

## COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, thanked the Library for their cooperation in solving problems for their members and for the Library during the past year. She said the Union looked forward to working together throughout the next year, facing challenges that arise and finding the best solutions to benefit all.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 19, 2008 at 4:00p.m. in the Main Library Auditorium, 215 E. Third Street.

## ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:30 p.m.

## CONSENT AGENDA ADDENDUM

### B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Ken Basista, Finance Manager, to attend “Dayton CPA Day” in Dayton, Ohio on November 7, 2008. It is further recommended that registration in the amount of \$139.00 be reimbursed by the Board.

Ken Basista, Finance Manager, to attend “Ohio Library Fiscal Officer Fall 2008 Conference” in Dayton, Ohio on November 17, 2008. It is further recommended that registration in the amount of \$16.00 be paid by the Board.

Carol Macmann, New Lebanon Branch Manager, to attend “Greater Dayton Conference on Youth” in Dayton, Ohio on October 22, 2008. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, to participate in the “Gem City Walking Tour – Main Street Walk” in Dayton, Ohio on October 17, 2008. It is further recommended that registration in the amount of \$6.00 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, to participate in the “Gem City Walking Tour – Oregon Historic District Walk” in Dayton, Ohio on October 10, 2008. It is further recommended that registration in the amount of \$6.00 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazines and Special Collections, Erin Hunt, Children’s Librarian, West Carrollton Branch, Gretchen Yonata, Young Adult Specialist, Youth Services, Andrea Christman, Catalog Librarian, Catalog Division, Joe



Greenward, Adult Services Division Manager, Adult Services Division, Kim Bautz, Children's Librarian, Outreach Services, and Rachel Gut, Outreach Services Manager, to attend OLC Leadership Conference in Columbus, Ohio on October 23, 2008. It is further recommended that registration in the amount of \$80.00 each be paid by the Board.

Arianne Ketchen, Children's Librarian, Huber Heights Branch, to attend "The 100 Best Books for Children" in Columbus, Ohio on November 13, 2008. It is further recommended that registration in the amount of \$199.00 be paid by the Board, lunch in an amount not to exceed \$8.00 be reimbursed by the Board, parking in an amount not to exceed \$11.00 be reimbursed by the Board and mileage in an amount not to exceed \$81.90 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

#### APPOINTMENT

La'Keisha Merritt, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Children's Room, Main Library effective October 12, 2008 at the rate of \$11.57 per hour.

#### CHANGE IN LOCATION

Patricia Clingman, from Children's Librarian, full time, Grade 11, Step K, Miamisburg Branch Library to Children's Librarian, full time, Grade 11, Step K, Kettering-Moraine Branch Library effective October 26, 2008 at the rate of \$24.59 per hour.

#### RESIGNATION

Kimberly Fletcher, Children's Librarian, full time, Grade 11, Step A, New Lebanon Branch Library, effective October 25, 2008 at the rate of \$19.33 per hour.

Carol Leatherman, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch Library, effective May 10, 2008 at the rate of \$8.74 per hour.  
Robert Stout, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective October 11, 2008 at the rate of \$11.57 per hour.

#### RETIREMENT

Virginia Palmer, Grants Specialist, full time, Grade 12, Step K, Adult Services Division, Main Library, effective December 31, 2008 after more than 11 years of service.

#### LEAVE WITHOUT PAY

Jessica Wallace, Order Clerk I, full time, Grade 4, Step L, Acquisition Division, Main Library, effective August 29, 2008 for 4.43 hours for personal reasons.

Carol Meyer, Library Technical Assistant III, Adult Services Division, Main Library, effective September 3, 2008 for 64.0 hours for illness.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective August 20, 2008 for 6.0 hours for personal reasons.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective September 4, 2008 for 8.0 hours for illness.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective October 2, 2008 for 13.0 hours for illness.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., November 19, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:04 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area 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 Mr. Turner, seconded by Mr. Oehlers, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the minutes of the Board meeting of October 15, 2008 were approved by the Board, with one correction: remove Mr. Gillispie's name from those present at the September meeting.

Ayes: All  
Nays: None

CONSENT AGENDA

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

A. Investment Actions:

On Thursday, October 15, 2008 a Tangible Personal Property Loss Reimbursement was received in the amount of \$358,618.34. The entire amount was used for current operating expenses.

On Thursday, October 16, 2008, the Public Library Funds for October 2008 were received in the amount of \$1,580,448.34. It was determined that \$580,448.34 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 2.37%.

On Thursday, October 23, 2008 a Tangible Personal Property Tax Settlement was received in the amount of \$293,646.01 which represents the gross collection amount of \$297,075.52 minus the tax collection fees of \$3,429.51. The entire amount was used for current operating expenses.

On Thursday, November 14, 2008, the Public Library Funds for November 2008 were received in the amount of \$1,477,996.20. It was determined that \$77,996.20 was needed for current operating expenses. The remaining amount of \$1,400,000 was invested in the High Balance Savings account yielding 2.09%.

B. Workshop Hours (included in Consent Agenda Addendum, page 6)

C. Personnel Actions (included in Consent Agenda Addendum, page 6, 7 & 8)

D. Tuition Reimbursement:

Beth Lynch, Accountant, Finance Office, for the course "Advanced Accounting", Wright State University, 4.0 credit hours, at a cost of \$876.00.

Beth Lynch, Accountant, Finance Office, for the course "Auditing", Wright State University, 4.0 credit hours, at a cost of \$876.00.

E. Cross Management Consulting Services

It is recommended that the Board authorize the Executive Director to execute the renewal of the "Contract for Services" with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$80/hour for consulting services, \$120/hour for staff attorneys and \$100/month as a retainer fee for the period November 21, 2008 through November 20, 2009.

Ayes: All  
Nays: None

The Executive Director told Board members that within the Personnel Actions area he would like to make note of the combined 121 years of service and forthcoming retirement of three managers,

Myrna Allen, Children's Room, Main Library, Treva Pickenpaugh, Huber Heights Branch, and Beverly Moody, Ft. McKinley Branch. He said he appreciated their many years of service to the library and said they will be missed. The President asked Mr. Kambitsch to extend the appreciation of the Board to those retiring employees.

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through October 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial report for October was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by sharing October 2008 circulation counts and told Trustees that circulation was down slightly compared to the previous October. He said that the month of October in 2008 had one less day than October of 2007, but also told Board members that October 2007 had increased a banner 17% over October 2006. He also said door count statistics showed a 2% increase over 2007.

David Slivken, Assistant Director for the Main Library, presented statistics from the October 2008 Patron Assistance Activity Log which is performed twice annually, during the months of April and October. He told Board members that October 2008 statistics were down slightly compared to October 2007, however that was due in part to the addition of Easy Checkout and PC Reservation.

The Executive Director and Cindi Chibis, Human Resource Manager, reviewed the annual count of the staff, made from the first full payroll in October, 2008. The Executive Director said that efforts had been made in recent years to add several specialist positions. Staffing full time equivalents increased by 1.4% from October 2007.

The Executive Director told Board members that the Westwood Branch Library 70<sup>th</sup> Anniversary Celebration was being held that day from 4:00 – 7:00 p.m.

#### RESOLUTION TO DECLARE EMERGENCY REPLACEMENT OF BROOKVILLE BRANCH LIBRARY ROOF

The Executive Director updated the Trustees on efforts to replace the damaged Brookville Branch roof. In order to comply with Ohio's requirements for competitive bidding, the Executive Director prepared a draft resolution for Trustees to consider. The text of the resolution to declare an emergency was reviewed by the Montgomery County Prosecutor's office.

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

WHEREAS, the Dayton Metro Brookville Branch roof was extensively damaged during extreme weather conditions; and

WHEREAS, immediate replacement of the roof is needed to prevent damage and loss to the Brookville Branch Library's furnishings, equipment and collections; and

WHEREAS, Robert Pretzinger, Consulting Engineer had documented the extent of the damage and had recommended to the Dayton Metro Library the need to replace the roof; and

WHEREAS, Enterprise Roofing and Sheet Metal had previously inspected and provided repair work on this roof and is capable of providing and installing the replacement roof in a timely manner;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3375.41 an urgent necessity exists necessitating the award of a contract to Enterprise Roofing and Sheet Metal for the emergency replacement of the Brookville Branch Roof for an amount not to exceed \$90,000 with moneys to be paid from the Library's 401 Building and Repair fund.

Ayes: All  
Nays: None

### FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He said the bulk of the research and data gathering had been completed and that some additional analysis was needed before presentation to the Board. He shared a "Summary of Conceptual Budgets" developed by David Milling Architects, Inc. which included cost projections for several different system construction scenarios. He explained that within each scenario different costs per square foot were used for renovations than for new construction. He said although the costs may seem high, members of the Library's external Technical Planning Task Force understood that a project of this scope would be expensive and the costs were consistent with what is being planned.

The Executive Director said that at the last two meetings with the Technical Planning Task Force, members emphasized the importance of a community dialog as neighborhoods and communities will have to be engaged before certain facility decisions can be made. Community engagement will be needed to better understand how many branches the Library needs and to determine where they should be located. Similar questions about whether to relocate or expand the Main Library will be answered only after an open dialog with community leaders as to how a new Library might best serve as a catalyst for other developments in downtown Dayton.

The President talked about how the Library needed to begin speaking in terms of “when the plan is implemented” not “if it is implemented”. Mr. Kambitsch commented that those discussions will be complicated by the fact that the Library will have a levy on the ballot in May 2009. He said that because it is imperative to pass the operating levy, efforts will be centered on that particular task for the next several months and community-wide discussions about the size and cost of a facilities plan could make it harder to pass a replacement operating levy.

## LEVY PLANNING

The Executive Director explained that the most important task at this time is work towards passing a replacement operating levy in May 2009. He said the Board of Trustees will need to make a final decision in January 2009 as to what millage will be on the ballot if a decision is made to place an issue on the May 2009 primary ballot. He stated that the primary election on May 5th will be the best time for the library as no other county wide initiative is planning to be on that ballot and should a May effort fail, the Board could elect to try again in November.

He shared revenue data from other libraries in the state. He shared a bar chart illustrating that the Dayton Metro Library receives smaller per capita revenues through local funding when compared to the other large libraries in Ohio. He explained that each of these libraries have passed levies requesting higher mils than the Dayton Metro Library. Cleveland passed a 5.8 mil levy, Cuyahoga a 2.5 mil, and Toledo and Akron both passed 2 mil levies. [correction: Akron currently has a 1.4 mil levy in place, not 2.0 mils as stated at the meeting.] Mr. Kambitsch stated that from examining this chart it certainly seems reasonable for our community to have the capacity for more local library funding. Mr. Gillispie said he felt the information supplied in the chart would be very useful when approaching voters and said the first question voters usually ask is “why do you need more”. He felt this chart makes a case without having to paint any other picture.

Mr. Kambitsch told Trustees that while items such as health care, staffing, and general operating expenses continue to rise, he has already been notified to expect a 6-8% reduction in state funding for the first half of next year. This alone amounts to a \$1.5 million loss in state funding for the library system in 2009.

The Executive Director then reviewed a table depicting five possible levy scenarios with revenue and expense projections through 2014 which included:

1. Renewal of the current 1.25 mils
2. Replacement of the current 1.25 mils
3. Replacement of the current 1.25 mils plus .25 mils (total 1.50 mils)
4. Replacement of the current 1.25 mils plus .50 mils (total 1.75 mils)
5. Replacement of the current 1.25 mils plus .75 mils (total 2.0 mils)

He said that given these scenarios, renewal or replacement of the current 1.25 mils would not be sufficient to sustain the library through 2009. He told Trustees that the Library has contracted with Triad Research to conduct scientific polling in early December in order to determine community support for the levy. Mr. Kambitsch said that patrons will also be asked about support for additional monies that could be used for the facilities plan. He also said that this polling will explore the possibility of a “continuing levy” rather than a five year levy. He said a levy of this kind has greater risks as voters tend to give less support to this type of levy.

Mr. Gillispie said that this type of levy eventually would not generate sufficient funds and that the Library at some future date would have to go back and ask for an increase. The Executive Director told Trustees that some of the polling results would be available by the December meeting in order to aid them in making a final decision in January 2009 as to what amount should be asked for on the May ballot. The Board will have to make a preliminary decision on possible levy amounts at the December meeting in order to formally request estimates from the County Auditor's Office.

### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Alexander Hughes dated October 29, 2008 concerning his request for reconsideration of the video Creature Comforts.
- b. The Executive Director's letter to Sheila Blevins dated October 30, 2008 concerning her request for reconsideration of the video The Girl Next Door.
- c. The Executive Director's letter to Mr. Logan Sizemore and the Miamisburg Membership of the Fraternal Order of Eagles, thanking them for their contribution and continued support.

### COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, wished everyone a Happy Thanksgiving.

### NEW BUSINESS

The Board President appointed Margot Merz and Jeanne Holihan to act as the nominating committee to present a slate of officers for 2009 at the December 2008 meeting. She also explained that Board Member Joe Oehler's term would end in 2009 and asked the nominating committee to determine if he was willing to continue on as a Board Member.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 17, 2008 at 4:00p.m. in the Main Library Auditorium, 215 E. Third Street

The Executive Director explained that normally the Board meets on the third Wednesday of each month. He suggested that Trustees bring any changes needed to that schedule to the December meeting in order to establish a calendar of meetings for 2009.

### ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Oehlers, the Board adjourned at 5:32 p.m.



CONSENT AGENDA ADDENDUM

B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Jean DeLauche, Older Adult Specialist, Outreach Services and John Wiley, Library Technical Assistant I/Driver, Outreach Services, to attend "Bookmobile Driver Training" in Springfield, Ohio on November 25-26, 2008. It is further recommended that registration in the amount of \$250.00 each be paid by the Board, and lunch in an amount not to exceed \$8.00 per day per attendee be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, to attend the "Train the Trainer" program at Columbus Metropolitan Library, Columbus, Ohio on November 14, 2008. It is further recommended that mileage be reimbursed in an amount not to exceed \$83.07.

C. PERSONNEL ACTIONS

APPOINTMENT

Stephanie Roberts, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch Library effective October 26, 2008 at the rate of \$8.74 per hour.

Carrie Williams, Reference Librarian, 2/5 time, Grade 11, Step A, Magazine and Special Collections Division, Main Library effective October 26, 2008 at the rate of \$19.40 per hour.

Amanda Kerstiens, Children's Librarian, full time, Grade 11, Step A, Brookville Branch Library, effective December 7, 2008 at the rate of \$19.40 per hour.

CHANGE IN HOURS

John Wiley, Jr. from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Library to Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services effective November 9, 2008 at the rate of \$11.92 per hour.

CHANGE IN LOCATION

Linda Lewis, from Children's Librarian, full time, Grade 11, Step C, Burkhardt Branch Library to Children's Librarian, full time, Grade 11, Step C, New Lebanon Branch Library effective November 23, 2008 at the rate of \$20.43 per hour.

PROMOTION

Dorri Hegyi, from Acquisitions Clerk II, full time, Grade 5, Step G, Acquisition Division, Main Library to Children's Librarian, full time, Grade 11, Step A, Miamisburg Branch Library effective November 23, 2008 at the rate of \$19.40 per hour.

## RESIGNATION

Julie Medley, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Northmont Branch Library, effective July 5, 2008 at the rate of \$10.13 per hour.

Katherine Brennaman, Library Technical Assistant I, 1/2 time, Grade 4, Step H, New Lebanon Branch Library, effective December 6, 2008 at the rate of \$14.69 per hour.

## RETIREMENT

Treva Pickenpugh, Huber Heights Branch Manager, full time, Grade S08, Step L, Huber Heights Branch, effective January 31, 2009 after more than 41 years of service at the rate of \$35.9385 per hour.

Myrna Allen, Main Children's Room Manager, full time, Grade S08, Step L, Children's Room, Main Library, effective January 31, 2009 after more than 43 years of service at the rate of \$33.9935 per hour.

Beverly Moody, Ft. McKinley Branch Manager, full time, Grade S08, Step L, Ft. McKinley Branch, effective January 31, 2009 after more than 37 years of service at the rate of \$33.9935 per hour.

## LEAVE WITHOUT PAY

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 7, 2008 for 8.48 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 15, 2008 for 25.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 30, 2008 for 8.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective November 19, 2008 for 8.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective November 25, 2008 for 24.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective December 8, 2008 for 8.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., December 17, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:02 p.m. The President recognized two guests who had joined the meeting and invited them to speak to the Board of Trustees. Janice Allen, President of the Dayton Chapter of LINKS, Inc. and Debbie Watts Robinson, Project Coordinator for the "Links to Life" Wogaman Christmas Book Giveaway, wished to thank the Library and library staff for their assistance in the book giveaway program. Ms. Watts Robinson and Ms. Allen presented an award to Jean Gaffney, Manager of Collection Development and Acquisitions, who coordinated the selection of the titles with help from librarians Myrna Allen, Winnie Johnson, Kathleen Moore, Miriam Wise and Gretchen Yonata. Members of the LINKS chapter distributed the books to every student at Wogaman School on December 12<sup>th</sup>. Ms. Watts Robinson said club members and students alike were delighted with the selection of beautiful picture books and enticing novels. Upon receiving the award Ms. Gaffney commented, "There is nothing more enjoyable to librarians than connecting people with books."

The Executive Director then recognized Virginia Palmer, Grants Specialist, who is retiring from the library system, and welcomed her replacement, Genevieve Richardson.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area 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 Mr. Turner, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Holihan the minutes of the Board meeting of November 19, 2008 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Consent Agenda was approved by the Board. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the following items were approved by the Board:

A. INVESTMENT ACTIONS

On Monday, December 15, 2008, the Public Library Funds for December 2008 were received in the amount of \$1,141,590.88. It was determined that \$141,590.88 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 1.5%.

On Friday, December 12, 2008 a Tangible Personal Property Tax Settlement was received in the amount of \$358,618.34. The entire amount was used for current operating expenses.

B. WORKSHOP HOURS

The attendance of staff members at the workshop/conference as listed at the end of the agenda.

C. PERSONNEL ACTIONS

Personnel actions as listed at the end of the agenda.

D. ALA MIDWINTER

The 2009 ALA Midwinter Meeting will be held in Denver, Colorado, from January 23-28, 2009. Requested authorization of payment of the advance registration fee of \$165.00 and airfare, shuttle service, lodging and meals in an amount not to exceed \$943 each for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

Ayes: All  
Nays: None

## MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through November 30, 2008. On a motion by Mr. Turner, seconded by Ms. Merz, the financial report for November was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He shared November 2008 circulation counts and said he was very proud to tell Trustees that by December 1<sup>st</sup> circulation statistics had reached over 7 million, and he expected the year to end with more than 7.6 million items circulated.

## ELECTION OF OFFICERS

The Nominating Committee, comprised of Ms. Merz and Ms. Holihan, presented a slate of officers for the year 2009. On a motion by Mr. Oehlers, seconded by Mr. Turner, the following slate of officers for the year 2009 was approved by the Board.

President – Barbara Hayde  
Vice President – William Gillispie  
Secretary – Jane Katsuyama

In addition to presenting the slate of officers, the Nominating Committee was asked to determine if Mr. Oehlers would be willing to serve another term on the Board of Trustees when his first term ends on May 31, 2009. Mr. Oehlers told the Nominating Committee and the Board of Trustees he would be pleased to serve another term if appointed. Mr. Kambitsch told Board members that he would forward their recommendation to reappoint Mr. Oehlers to another seven year term of office to the County Commissioners.

Traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Executive Director and Finance Manager respectively, who serve without compensation in these positions since they are compensated in their regular positions. On a motion by Mr. Gillispie, seconded by Mr. Oehlers, surety bonds for these two officers in the amount of \$50,000 were authorized by the Board.

Ayes: All  
Nays: None

## SUBSTITUTE AND LIBRARY AIDE WAGE RATES

The Executive Director recommended approval of revised Substitute and Library Aide Pay Schedules that incorporated increases for all substitutes and library aides. He explained that the proposed substitute pay schedule incorporated a 1.5% increase and said these rates were last

increased in July 2006. He also told Board Members that upon approval by the Board, new rates would be implemented with the pay period that includes January 1, 2009. On a motion by Mr. Oehlers, seconded by Ms. Merz, the following Substitute and Library Aide Pay Schedules were approved by the Trustees.

**Effective January 1, 2009**

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Sub 01</b>	\$8.07	\$8.32	\$8.57	\$8.82	\$9.09	\$9.36	\$9.64
<b>Sub 02</b>	\$8.31	\$8.56	\$8.81	\$9.08	\$9.35	\$9.63	\$9.92
<b>Sub 03</b>	\$8.57	\$8.83	\$9.10	\$9.37	\$9.65	\$9.94	\$10.24
<b>Sub 04</b>	\$8.87	\$9.14	\$9.41	\$9.70	\$9.99	\$10.29	\$10.59
<b>Sub 05</b>	\$9.27	\$9.55	\$9.84	\$10.13	\$10.44	\$10.75	\$11.07
<b>Sub 06</b>	\$9.67	\$9.96	\$10.26	\$10.57	\$10.89	\$11.21	\$11.55
<b>Sub 07</b>	\$10.17	\$10.48	\$10.79	\$11.11	\$11.45	\$11.79	\$12.14
<b>Sub 08</b>	\$10.71	\$11.04	\$11.37	\$11.71	\$12.06	\$12.42	\$12.79
<b>Sub 09</b>	\$11.32	\$11.66	\$12.01	\$12.37	\$12.75	\$13.13	\$13.52
<b>Sub 10</b>	\$12.06	\$12.42	\$12.79	\$13.17	\$13.57	\$13.98	\$14.40
<b>Sub 11</b>	\$12.87	\$13.25	\$13.65	\$14.06	\$14.48	\$14.91	\$15.36
<b>Sub 12</b>	\$13.83	\$14.25	\$14.67	\$15.11	\$15.57	\$16.03	\$16.51

MLS Offset  
\$1.51

Proposed Library Aide Pay Schedule:

**Library Aide Pay Schedule  
Effective January 1, 2009**

	Step A Min Wage	Step B Year 2	Step C Year 3	Step D Year 4	Step E Year 7
Current	\$7.00/\$7.21	\$7.43	\$7.65	\$8.00	\$8.45
Proposed	\$7.30	\$7.53	\$7.75	\$8.10	\$8.55
% Increase	4.3%/1.2%	1.3%	1.3%	1.3%	1.2%

Library Aides will receive step increments effective with the pay period that includes January 1st of each year. Staff members earning \$7.00 prior to January 1, 2009 must serve two full years before moving to Step B. Staff members earning \$7.21 prior to January 1, 2009 must serve one full year before moving to Step B. One full year of service must be completed at Steps B and C before moving to the next step. To be eligible for Step E, employees must complete three years at Step D.

Ayes: All  
Nays: None

AMENDED 2008 APPROPRIATION RESOLUTION

The Executive Director/Fiscal Officer told Trustees that it is necessary to amend the 2008 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations. The Executive Director/Fiscal Officer recommended the following amended appropriation allocations for fiscal year ending December 31, 2008:

<b>General Fund</b>	Current Appropriation	Amended Appropriation	Amount Changed
2000 – Supplies	\$663,897	\$713,897	\$50,000
7000 - Other Objects	\$82,316	\$107,316	\$25,000
8000 - Contingency	\$900,000	\$0	(\$900,000)
9000 - Transfer to other funds	\$3,000,000	\$3,825,000	\$825,000

On a motion by Mr. Turner, seconded by Mr. Gillespie, the Amended 2008 Appropriation Allocations were approved.

Ayes: All  
Nays: None

TRANSFERS OF FUNDS

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director/Fiscal Officer and the Deputy Fiscal Officer reported on current fund balances, projected revenues and expenditures, and recommended transfers.

The 201 Special Revenue Fund was established in December 2003. The purpose of the fund is to accumulate funds for paying termination benefits and/or paying salaries when the number of pay periods exceeds the usual and customary number for a year. The next scheduled 27 pay period year is 2015.

Beginning Balance January 1, 2008	\$1,428,385.41
Earnings through November 30, 2008	\$35,010.03
Balance through November 30, 2008	\$1,463,395.44
<b><u>Current Obligation</u></b>	
Vacation	\$799,346.11
Compensatory Time	\$168,575.83
25% of Sick Leave (Eligible Retirees)	\$323,765.67
5/11 of Current Payroll	<u>\$257,163.85</u>
Total Obligation	<u>\$1,548,851.46</u>
Requested Transfer to Special Revenue Fund	<u>\$85,456.02</u>

The Computer Co-Op Fund was established in August 1991. The purpose of the fund was to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library system. To establish adequate funds for the next replacement or upgrade of the Library's

shared system it is estimated that a total of \$374,217 will be needed over the next seven years. Initial funding of \$66,416.00 was made in 2004. Current funding should be at 71% or \$267,297.85.

Beginning Balance January 1, 2008	\$300,208.28
Less: 2008 Expenditures	\$43,200.00
Earnings through November 30, 2008	\$7,258.31
Less: 2008 Encumbrances	<u>\$13,913.00</u>
Unencumbered Balance through November 30, 2008	\$250,425.59
Unencumbered Fund Objective	\$267,297.85
Requested Transfer to Computer Co-Op Fund	<u>\$16,872.26</u>

The General Fund unreserved cash balance is estimated to be \$7,066,026 as of December 31, 2008 based on anticipated December revenues and expenditures and the recommended \$102,328 in transfers listed above. The General Fund will have an unreserved balance equal to 90 days of operating expenses.

It is recommended that the Board approve the transfer of \$85,456.02 to meet the objectives of the Special Revenue Fund. It is further recommended that the Board approve the transfer of \$16,872.26 to meet the objectives of the Computer Co-Op Fund. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the recommended Transfers of Funds were approved by the Board.

Ayes: All  
Nays: None

**TEMPORARY 2009 APPROPRIATION RESOLUTION**

The Executive Director explained that a final appropriation resolution is normally approved by the Board in March of each year once the Montgomery County Budget Commission has provided a revised Official Certificate of Estimated Resources that includes the total of unencumbered funds remaining at the end of the year.

All expenditures between January 1, 2009 and before the March 2009 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original Certificate of Estimated Resources issued by the Budget Commission on August 18, 2008.

**GENERAL FUND**

1000 – Salaries & Benefits	\$19,879,744
2000 - Supplies	\$615,400
3000 - Purchased and Contracted Services	\$4,112,750
4000 – Library Materials & Information	\$4,398,000
5000 - Capital Outlay	\$320,000
6000 - Debt Service	0
7000 - Other Objects	\$66,250
8000 - Contingency	0
9000 - Transfers to other funds	\$250,000
<b>Total General Fund Appropriations</b>	<b>\$29,642,144</b>



**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,041,181
<b>Total Building and Repair Fund Appropriations</b>	<b>\$7,391,181</b>
<b>Total All Funds Appropriations</b>	<b>\$37,033,325</b>

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved the Temporary Appropriation for 2009 for the General Fund in the amount of \$29,642,144 and the Building and Repair Fund in the amount of \$7,391,181.

Ayes: All  
Nays: None

**ADVANCE ON TAX DOLLARS COLLECTED IN 2009**

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.25 mil Operating Levy will be collected in 2009, and

WHEREAS, these funds will be used for current operating expenses throughout 2009, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye  
Ms. Merz, Aye  
Mr. Oehlers, Aye  
Mr. Turner, Aye

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT OF 1.25 MILS AND INCREASES OF 0.4 MILS, 0.5 MILS, 0.6 MILS, 0.7 MILS AND 0.75 MILS FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

The Executive Director updated the Trustees on Levy planning. He began by explaining that in order to give the Board the most flexibility, several millage replacement requests can be made of the County Auditor's Office in order to determine the revenue amount of each increase. He then shared a summary of polling on possible levy options. The Executive Director said 600 likely voters were polled and the results were very positive. He explained that 300 voters were asked a set of questions based on passing a replacement levy with an increase of 0.4 mil. The remaining 300 voters were asked a set of questions based on passing a replacement levy with an increase of 0.75 mil. He told Trustees that 52% of those polled were definitely in favor of a .75 mil increase while 64% were in favor of passing the .4 mil increase. Mark Willis, Community Relations Manager, said that the following two factors seemed to increase the likelihood of an individual casting a positive vote: 1) the more a person used the Library, the more likely it was that they would vote for an increase, 2) those polled who had children at home were very likely to vote for an increase. Board members discussed the fact that use of the Library system has increased 20% in the past five years, while the amount of money received from the state in 2009 will actually be less than the amount received 10 years ago.

The Executive Director then discussed actual and projected receipts and disbursements through 2014 which assumed a renewal of the current 1.25 mil levy. Without further reductions in operating costs the library would experience a total five year operating deficit of approximately \$30,136,780. Other scenarios were presented illustrating revenues projections based on viable levy replacement options ranging from 0.4 mil increases to .075 mil using recently received 2007 property valuations.

During the ensuing discussion, Trustees discussed the options available to the Board including the option of pursuing a continuing levy vs. a five year levy. No decisions were made. Trustees expressed their desire to request valuations and estimated tax revenue certifications for the full range of viable options.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the following resolution was approved by the Board.

**WHEREAS**, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.25 mil tax levy for the purposes of current expenses for the Dayton Metro Library; and,

**WHEREAS**, that levy is scheduled for last collection in calendar year 2009; and,

**WHEREAS**, this Board of Library Trustees has determined that continuation of the current 1.25 mil tax levy upon its expiration will be insufficient to provide an adequate amount for the necessary expenses; and,

**WHEREAS**, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested replacement and increase tax levy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of the replacement of an existing tax levy and an increase for the purpose of the current expenses of the Dayton Metro Library to the electors of that Library District.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to replace all of an existing 1.25 mils tax levy outside of the ten-mil limitation and to increase that levy to constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed 2.0 mils for each one dollar of valuation, for collection commencing in 2010 and to run for five (5) consecutive years or a continuing period of time.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed 1.25 mil replacement with the following additional millage amounts and levy durations for the increase tax levy described in Section 2 hereof and the following tables:

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils
Duration	5 years	5 years	5 years	5 years	5 years

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils
Duration	Continuing	Continuing	Continuing	Continuing	Continuing

Ayes: All  
Nays: None

FACILITIES PLANNING

The Executive Director told Board members he had hoped to have more time to share information with them concerning facilities planning, but he felt the levy planning information took precedence. He said he would update Trustees on facilities planning at the January Board meeting.

## COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, told Trustees that Library staff members were very proud and excited to reach the 7+ million circulation number and said staff were already looking forward to surpassing that number next year. He then wished everyone a Happy Holiday season.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES 2009 CALENDAR

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 21, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Board of Trustees meeting is normally held the third Wednesday of each month. Trustees made no changes to the calendar of meetings for 2009.

## ADJOURNMENT

The Board adjourned at 5:50.

## CONSENT AGENDA ADDENDUM

### B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Cindi Chibis, Human Resource Manager, Main Library and Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "Looking for Love: Exploring Teen-Adult Relationships" in Dayton, Ohio on December 12, 2008. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, Main Library to attend "Ohio Public Sector Developing Labor Law Seminar" in Columbus, Ohio on December 15, 2008. It is further recommended that mileage in an amount not to exceed \$82.49 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Genevieve Richardson, Grants Specialist, full time, Grade 12, Step A, Adult Services, Main Library effective December 14, 2008 at the rate of \$18.58 per hour.

It is recommended that the following rehire be accepted:

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective December 7, 2008 at the rate of \$8.74 per hour.

It is recommended that the following promotion be accepted:

Dianna Pitsinger from Invoice Clerk, full time, Grade 4, Step K, Acquisitions Division to Acquisitions Clerk II, full time, Grade 5, Step K, Acquisitions Division, effective January 4, 2009 at the rate of \$16.71 per hour.

It is recommended that the following resignation be accepted:

Patricia Traves, Children's Librarian, full time, Grade 11, Step K, Ft. McKinley Branch, effective January 3, 2009 at the rate of \$25.33 per hour.

Mary Fordon, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Northtown-Shiloh Branch, effective July 5, 2008 at the rate of \$10.44 per hour.

Patricia Bruns, Library Technical Assistant I, hourly substitute, Grade 4, Step A, E.C. Doren Branch, effective July 5, 2008 at the rate of \$8.74 per hour.

Jenny Mount, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective August 16, 2008 at the rate of \$8.74 per hour.

It is recommended that the following leave without pay be accepted:

Phyllis Semblano, Library Technical Assistant I, full time, Grade 4, Step C, Belmont Branch , effective November 28, 2008 for 3.0 hours for personal reasons.

Paul Brown, Library Technical Assistant, 7/10 time, Grade 4, Step A, Northmont Branch, effective December 2, 2008 for 240.0 hours for personal reasons.