

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., January 21, 2009

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

PRESIDING: William Gillispie, President Pro Tem

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Vice President, William Gillispie called the meeting to order at 4:05 p.m. Dennis Turner was appointed Secretary Pro Tem in the absence of Jane Katsuyama.

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Mr. Turner the minutes of the Board meeting of December 17, 2008 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

INVESTMENT ACTIONS

On Tuesday, December 30, 2008, a Manufactured Homestead Settlement payment was received in the amount of \$2,263.86. It was determined that the entire amount was needed for current operations.

On Monday, December 29, 2008, the \$10,000 Tangible Personal Property Tax Exempt Settlement was received in the amount of \$2179.20 less auditor fees of \$204.71 for a total amount of \$1,974.54. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, January 15, 2009, the Public Library Funds for January 2009 were received in the amount of \$1,473,961.32. It was determined that \$273,961.32 was needed for current operating expenses. The remaining amount of \$1,200,000 was invested in the High Balance Savings account yielding .71%.

WORKSHOP HOURS

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

PERSONNEL ACTIONS

Personnel actions as listed at the end of the agenda.

FUNDS ALLOCATIONS FOR TUITION REIMBURSEMENT FOR STAFF MEMBERS

It is recommended that the Board authorize \$35,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2009 to be awarded in accordance with the Staff Development Program.

TUITION REIMBURSEMENT

It is recommended that the Board approve 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:

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course "Information Technology for Library and Informational Professionals", 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 "The Academic Library", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, 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.

Arienne Ketchen, Children’s Librarian, Huber Heights Library, for the course “Library Services to Young Adults”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arienne Ketchen, Children’s Librarian, Huber Heights Library, for the course “Reference for Youth Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arienne Ketchen, Children’s Librarian, Huber Heights Library, for the course “E-Publishing on the Web”, 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 “Adult Readers Advisory”, IUPUI, 3.0 credit hours, at a cost of \$2,829.63.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Advanced Cataloging”, IUPUI, 3.0 credit hours, at a cost of \$2,829.63.

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

Christian Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course “Management of Libraries”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

RENEWAL OF IRS SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Executive Director recommends Board approval of a continuation of the Library’s IRS Section 125 Flexible Spending Accounts for the benefit year 2009. This cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds.

Costs for participation through a third party administrator are expected to be approximately \$6,500 during the benefit year. The Library’s Labor-Management Committee, comprising management and bargaining unit employees, unanimously recommends partially funding the program from \$4,295 in rebated premiums received from Medical Mutual during 2009.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through December 31, 2008. On a motion by Mr. Oehlers, seconded by Ms. Merz, the financial report for December 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 reviewed December 2008 circulation counts and again stated how proud he was of the year-ending 7.6 million circulation statistics. In reviewing annual door count numbers he told Trustees that over 3.6 million people had visited the library during 2008.

Cindi Chibis, Human Resource Manager, shared the 2008 Affirmative Action Report with Trustees. She said the report had been presented to Trustees annually since 1975. She explained that statistics during 2008 had not changed significantly. There was a slight decrease in the actual number of staff, but an increase in the number of hours worked. When comparing our internal staff percentages to the available labor force in Montgomery County, the library percentage is higher in most categories. She said the minority professional category is the one the library continues to struggle with. Vice President Gillispie suggested some strategies the library might follow to increase minority recruitment by the Library.

The Executive Director told Board members that he would review a 2009 Goals and Objectives report at the February Board Meeting. A summary of 2008 Goals and Objectives was included in the Board folder.

RESOLUTION TO SUBMIT REPLACEMENT OPERATING LEVY ON THE MAY 2009 BALLOT

The Executive Director explained that at the December 17, 2008 meeting, Trustees passed a resolution seeking estimates of property valuations and estimates of tax receipts of replacement levies in the amounts of 1.65, 1.75, 1.85, 1.95 and 2.0 mils. The Montgomery County Auditor provided official estimates consistent with amounts estimated by the Deputy Finance Officer.

The Executive Director recommended the Board of Library Trustees adopt a resolution to place a question before voters on the May 5, 2009 ballot. A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

Board members discussed the official estimates provided by the County Auditor's office. The Executive Director also provided projections of total anticipated revenues and expenditures through the year 2014 and the impact the various replacement levy scenarios would have on those numbers. He explained that in most of the scenarios the Library would experience a deficit by the year 2014.

Vanessa Tey Iosu and Kathy Severinsky from Burges and Burges Strategists then presented information pertinent to assisting the Board members in reaching a decision concerning the levy. They discussed results of the polling conducted in December through Triad Research with 600 likely voters in Montgomery County. They explained that the ratings in both groups were very positive but also said that because of present economic times either case would require a strong campaign.

Strong arguments for the library issue were:

- 46% would be more likely to vote for the levy knowing it was the Library's only source of local funding
- 51% would be more likely to vote for the levy knowing the amount of money received from state was 10% less than the Library received 10 years ago
- 58% would be more likely to vote for the levy knowing if it failed, the Library would lose 1/3 of its operating budget
- 63% would be more likely to vote for the levy knowing that use of the Library had increased more than 20% in the last five years
- 91% agreed that a good library was necessary to keep pace in today's changing world
- 88% agreed that the Library is a good value

Mr. Gillispie asked if there was any way of determining what other issues would be on the May ballot. The Executive Director said he knew of only one major school levy at this particular time. Mr. Gillispie also asked if the polling showed differences in answers between age groups, in particular senior citizens. Ms. Severinsky said in looking at the senior vote, 65% said they were likely to vote for the levy, 53% said they would definitely vote for the levy. Ms. Holihan asked about polling in the younger generation, especially considering that many in the age group use the Internet extensively. Ms. Severinsky said in the 18 - 34 year age group, 83% were for the library levy, and in the 35 - 49 year age group, 74% were in favor of a library levy.

The Executive Director said one other question polled was: Would it make a difference if the levy was for a fixed 5 year period or a continuing period of time. The research showed there was no difference of support between the two types. Mr. Gillispie asked when we would indicate that we would like to have a continuing levy. The Executive Director said that information would need to be included in the Resolution sent to the Board of County Commissioners and shared drafts of resolutions within the Board folder with the Trustees. Board members discussed the resolutions and the difference in percentage increases. Mr. Turner said, as Ms. Holihan had mentioned before, it would be fiscally irresponsible to choose a scenario in which the Library would experience a deficit within five years. He also felt there was no difference in the mind of voters between a .70 levy request and a .75 levy request.

Mr. Turner moved adoption of the following Resolution:

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, pursuant to and in accordance with Sections 5705.23 and 3375.40 of the Ohio Revised Code submits to the Board of County Commissioners of Montgomery County, Ohio pursuant to and in accordance with Section 5705.19(D) and 5705.25 of the Ohio Revised Code that it is necessary to levy a One and Twenty Five Hundredths mill (1.25) Replacement Levy and an increase of Seventy-Five Hundredths mill (0.75) for a total of Two (2.0) mills for general operating funds for a continuing period of time, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that the Replacement Tax Levy be submitted to the electors residing within the boundaries of all school districts in Montgomery County except Centerville, Oakwood and Valley View School Districts, at the general election to be held on May 5, 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that said Replacement Operating Levy will appear on the 2009 tax duplicate for collection in 2010 to run continuously commencing in 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, this day, January 21, 2009 to direct the Executive Director of the Dayton Metro Library to forward to the Board of County Commissioners of Montgomery County, Ohio for their adoption of a confirming resolution as the taxing authority of Montgomery County, Ohio, forthwith.

Mr. Gillispie seconded the Resolution.

A roll call vote was taken as follows:

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

HEALTH INSURANCE BENEFITS

The Executive Director recommended the Board approve the following changes to the Library's Health Benefit plans. He explained that these recommendations are consistent with the Library's Collective Bargaining Agreement with the Dayton Metro Library Staff Association and recommendations made by the Labor Management Committee. He told Trustees that changes to health insurance benefits include consolidation of all health insurance under the Lumenos HRA plan from Anthem.

The Executive Director also recommended replacement of dental and vision coverage currently provided by Medical Mutual of Ohio. He explained that more competitive agreements had been negotiated with MetLife for dental benefits and Humana for vision benefits.

Also, based upon the work of the Labor Management Committee, the Executive Director recommended the Board approve a short plan year, with all agreements running from March 1, 2009 through December 31, 2009. He said this change of plan year to a calendar year will ease employee understanding and staff administration.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved the following changes to the Library's Health Benefit plan, the changes in dental and vision coverage and the short plan year.

Plan Options			Monthly Premium	Library Share	Employee Share	Employee Per Pay
Single Dental	Single Vision		\$25.13	\$25.13	\$0.00	\$0.00
Family Dental	Family Vision		\$99.34	\$99.34	\$0.00	\$0.00
Single Health	Single Dental	Single Vision	\$483.36	\$431.95	\$51.40	\$25.70
Family Health	Family Dental	Family Vision	\$1,112.70	\$996.52	\$116.18	\$58.09
Maximum Single Contribution:			\$431.95			
Maximum Family Contribution:			\$996.52			

Above rates apply to all full-time staff and part-time staff hired prior to October 16, 2008. Rates will be pro-rated for staff hired as of October 16, 2008 or later.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Sheila Blevins, dated January 15, 2009 concerning her request for reconsideration of the video The Girl Next Door.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, read a statement to the Trustees concerning accomplishments and teamwork between the Library and the Staff Association.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 18, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It is recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code, to discuss the evaluation of the Executive Director. A roll call vote was taken as follows:

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

The Board entered Executive Session at 5:33 p.m. and returned to open session at 5:53 p.m. The President Pro Tem 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 5:59.

CONSENT AGENDA ADDENDUM

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 to attend "Ohio Public Sector Developing Labor Law Seminar" in Columbus, Ohio on December 15, 2008. It is further recommended that registration in the amount of \$175.00 be paid by the Board.

Gretchen Yonata, Teen Specialist, Main Library, to attend an OLC Committee Meeting in Worthington, Ohio on January 16, 2009. It is further recommended that mileage in an amount not to exceed \$88.00 be reimbursed by the Board.

John Wiley, Library Technical Assistant I/Driver, to attend "Bookmobile Driver Training" in Springfield, Ohio on January 2, 2009. It is further recommended that registration in the amount of \$116.00 be paid by the Board.

Mimi Morris, Assistant Director, Branch and Extension Services, to attend the ALA Midwinter pre-conference "Transformational Powers of the Library" in Denver, Colorado on January 23, 2009. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board, lodging for one night in an amount not to exceed

\$140.00 be reimbursed by the Board and meals for one day in an amount not to exceed \$40.00 be reimbursed by the Board.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Fund Development" in Cincinnati, Ohio on January 12, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$56.10.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Board Development" in Sidney, Ohio on February 4, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$44.55.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Financial Management" in Sidney, Ohio on February 24, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$44.55.

PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Kayla Whitman, Library Technical Assistant I, 1/2 time, Grade 4, Step A, New Lebanon Branch, effective January 18, 2009 at the rate of \$11.92 per hour.

Celia Washington, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective January 18, 2009 at the rate of \$8.87 per hour.

Jennifer Ventling, Children's Librarian, full time, Grade 11, Step A, Burkhardt Branch effective February 15, 2009 at the rate of \$19.40 per hour.

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

Christopher Siscoe, from Branch Library Manager, full time, Grade S08, Step F, Miamisburg Branch Library, to Branch Library Manager, full time, Grade S08, Step F, Huber Heights Branch Library, effective February 1, 2009 at the rate of \$30.4114 per hour.

It is recommended that the following promotion be accepted:

Carlette Baynum, from Library Technical Assistant I, full time, Grade 4, Step B, Kettering-Moraine Branch to Display Artist, full time, Grade 9, Step A, Community Relations, Main Library effective February 1, 2009 at the rate of \$15.22 per hour.

Kevin Delecki, from Children's Librarian, full time, Grade 11, Step D, East Branch to Main Children's Room Manager, full time, Grade S08, Step A, Youth Services, Main Library, effective February 15, 2009 at the rate of \$24.5582 per hour.

Brandon Ulman, from Shipping & Receiving Clerk, full time, Grade 3, Step C, Acquisition Division, Main Library to Invoice Clerk, full time, Grade 4, Step C,

Acquisition Division, Main Library effective February 1, 2009 at the rate of \$12.66 per hour.

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

Janet Nottingham, from Specialist, Main Library, Grade 12, Step G, Branch and Extension Services, to Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Ft. McKinley Branch, effective January 18, 2009 at the rate of \$29.5666 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:

Sammie Allen, Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Branch and Extension Services, effective March 29, 2009 at the rate of \$29.5666 per hour.

It is recommended that the following resignation be accepted:

Janice Cole, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective January 3, 2009 at the rate of \$8.74 per hour.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective December 15, 2008 at the rate of \$20.69 per hour.

It is recommended that the following retirement be accepted:

Mary Jane Kalkis, Branch Library Manager, full time, Grade S08, Step L, Northtown-Shiloh Branch, effective February 28, 2009 at the rate of \$33.9935 per hour after more than 14 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

9:00 p.m., February 12, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 9:01 a.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 MINUTES

On a motion by Mr. Turner, seconded by Ms. Merz, the minutes of the Board meeting of January 21, 2009 were approved by the Board.

Ayes: All
Nays: None

RESOLUTION TO AMEND TAX LEVY RESOLUTION

The Executive Director thanked the Trustees for attending the Special Meeting of the Board on such short notice. He explained that after last week's official action by the Board of County Commissioners to place the Library Board approved issue on the May 5th ballot he had received word from the Board of Elections that the election is being considered a "special election" and not a "primary election." Further he was told that the cost to the Board to place the issue on the ballot could be as high as \$700,000. He told Trustees that as he understood it Boards of Elections now consider spring elections in odd numbered years as "special elections" when no primaries are on the ballot. With increased costs for all elections, the library could be charged as much \$1500 per precinct for nearly 500 precincts. He then introduced Steve Harsman, Director of the Montgomery County Board of Elections and told Trustees he had invited Mr. Harsman to the meeting to further assist in explaining the costs of the May 5, 2009 election. Mr. Harsman thanked the Board and Mr. Kambitsch for inviting him to the meeting and introduced Betty Smith, the Deputy Director of the Board of Elections.

Mr. Harsman began by saying that the cost of the May election will be determined by “who files and when” and told Trustees the final date for filing with the Board of Elections is February 19th.

Board member Margot Merz asked why the cost was significantly more than what the Library had paid in the past. Mr. Harsman explained that the previous Library levy was voted on in a primary election held in an even numbered year rather than an odd numbered year. In an even year the only charge allowed to Boards of Elections is the cost of the ballots. He said that in a special election, as in the spring of an odd numbered year, Boards of Elections are allowed to charge for services such as transportation, overtime costs, vendor contracts, poll workers costs, advertising, ballot costs and other incidentals. He also said that the new touch screens, a technology which replaced punch cards and is now used in Montgomery County elections, add considerable cost to the expense of an election. Mr. Oehlers asked if this was the first year the Board of Elections had been allowed to charge “odd year” costs. Mr. Harsman said it was not, but costs had increased because of evolution and changes to the voting system.

Mr. Harsman said that last week the Dayton Metro Library’s levy was one of the only issues on the May ballot. At that time his prediction of the cost to the Library of as much as \$700,000 was right on target. However, he said this week there have been other jurisdictions asking for information and applications to place issues on the May ballot. The cost of the election will depend on how many other jurisdictions have issues or candidates on the ballot and in how many precincts those issues are voted on. The cost for a special election is approximately \$1,500 per precinct. The cost is shared by all jurisdictions with issues or candidate races being voted on in each precinct. The Library levy would be voted on in 462 precincts.

Ms. Holihan said we had to be very confident that we can pass the levy based on our message to the voters. She said the Library has proven that they are very good stewards of the public funds entrusted to them. Ms. Katsuyama said that the Library is very prudent in its use of the taxpayer’s dollars. Mr. Turner agreed that this special meeting was indicative of how the Library has been very careful managers of the resources they have.

Ms. Merz asked Mr. Harsman to estimate the cost of the election to the Library at this time. He explained that there was no way to be certain before the filing deadline, but at this time he would estimate \$225,000 to \$275,000 if all jurisdictions decided to place their issues on the ballot. In November he would estimate the best cost scenario to be \$100,000 – \$150,000. He said he would be able to be more definitive after February 19th, the final date for filing with the Board of Elections. Board member Dennis Turner said that the cost is not as significant as everyone was lead to believe and suggested it might be wiser to stay on the May ballot. He said if the levy did not pass in May, there would be another opportunity in November to place the issue on the ballot.

Board President Barbara Hayde said that cost is not the only issue, a low voter turnout could pose a problem in the May election. She asked Mr. Harsman what a typical voter turnout might be in May. He said a 15 – 20% turnout is typical in May, and a 30 – 40% turnout is typical in November. Ms. Hayde also said another risk is determining what other issues the Library levy would be up against if placed on the November ballot rather than the May ballot.

Mr. Kambitsch said we wouldn’t want to have a negative impact on other issues such as a parks levy. Mr. Harsman said the 10 year MetroParks levy would expire in 2010 and he felt they were leaning toward placing their issue on the ballot during an even year (2010) rather than 2009 because of costs.

Mr. Oehlers asked what the “drop dead withdrawal date” would be if Trustees chose to withdraw the levy from the ballot. Mr. Harsman said he would research information for them as to what that date would be and also told Board members that there would be no cost involved if the decision was made to pull the levy. He also said he would pursue an extension of the pull date with his Board members. Mr. Oehlers also asked how the Board’s decision played into the timetable with the meetings of the Board of County Commissioners. Mr. Kambitsch said the next meeting of the Board of County Commissioners would be held on Tuesday, February 24th which would allow the Commissioners sufficient time to move forward with postponing the election. Mr. Harsman said that the County Commissioners would not need to be involved if a decision was made to withdraw. He said a letter from the Library Board stating their decision would be sufficient.

Ms. Merz asked Mr. Harsman if he would supply the Trustees with two pieces of information in order for them to make an informed decision:

- 1) confirmation of a solid pull date and time
- 2) what exactly needs to be done if the Board decides to withdraw from the ballot

Trustees agreed that it would be prudent to seek more information before making a final decision to withdraw from the May election. They will reconsider the question at the next regular meeting of the Board on February 18th. Mr. Oehlers said that for planning purposes the Library levy was still on the May ballot. Ms. Merz agreed and stated that the resolution that was passed at the January Board meeting should be filed with the Board of Elections. Ms. Hayde thanked Mr. Harsman and Ms. Smith for attending the meeting and for sharing information with the Trustees.

COMMENTS FROM THE GENERAL PUBLIC

The Board President asked if there were any comments from the General Public. Lori Rotterman, library staff member, addressed the Board questioning the status of staff campaign contributions and the overall levy campaign preparedness.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 18, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Oehlers, the Board adjourned at 10:10 a.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., February 18, 2009

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

PRESIDING: William Gillispie, Vice-President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Vice President William Gillispie called the meeting to order at 4:01 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. Oehlers, seconded by Ms. Katsuyama the Agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Ms. Merz the minutes of the Special Board meeting of February 12, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. INVESTMENT ACTIONS

See Monthly Financial Report

B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

C. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

D. TUITION REIMBURSEMENT

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course “Access to Information”, 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 “Management of Libraries”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the course “Management of Libraries”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the workshop “Designing Successful Grant Projects”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

E. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through January 31, 2009. On a motion by Mr. Oehlers, seconded by Ms. Holihan the financial report for January 2009 was approved by the Board.

Ayes: All
Nays: None

INVESTMENT ACTIONS

The Executive Director approved the following investments:

On Tuesday, January 30, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$458,400.96. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 13, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$254,398.20. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 13, 2009, the Public Library Funds for February 2009 were received in the amount of \$1,756,852.95. It was determined that \$1,006,852.95 was needed for current operating expenses. The remaining amount of \$750,000.00 was invested in the High Balance Savings account yielding .40%.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He reviewed January 2009 circulation counts and told Trustees that January 2009 showed a 2% increase over January 2008. He discussed the Public Library Fund and 2010 State Budget with Board members. Mr. Gillispie asked how the President's stimulus plan might affect the State Budget. Mr. Kambitsch explained that there are no funds earmarked or directed specifically to libraries. He said there will be some funding at the federal level for specific grants which libraries may apply for.

Barb Kuhns, Assistant Director for IT Services, discussed the Library's additional bandwidth needs with the Trustees. She explained that the growth of multimedia and image related media was the primary cause of the need for additional bandwidth. Barb said the library receives an e-rate reimbursement to aid in paying the high cost associated with internet usage but the cost to the library is still quite substantial.

Kathleen Moore, Early Literacy Specialist, showed Board members Baby and Me Kits that are distributed to families with young babies, especially first time and at risk moms. The kits are designed to foster reading to infants and young children. Kathleen said the library has 5,000 kits to distribute and she hopes to distribute all of those kits this year.

RESOLUTION TO WITHDRAW TAX LEVY RESOLUTION

The Executive Director explained that at the January 21, 2009 meeting of the Board, Trustees adopted a resolution to “levy a One and Twenty Five Hundredths mill (1.25) Replacement Levy and an increase of Seventy-Five Hundredths mill (0.75) for a total of Two (2.0) mills for general operating funds for a continuing period of time,” to be placed on the May 5, 2009 ballot. The Montgomery County Board of Commissioners, the taxing authority for the library also passed a resolution placing the levy on the ballot.

The Executive Director learned that the Library would be responsible for a substantial percent of total election costs, estimated to be as much as several hundred thousand dollars more than the general election in November. He recommended the Board take action to postpone the Levy.

At the February 12, 2009 Special Meeting of the Board, Trustees, Steve Harsman, Director of the Montgomery County Board of Elections, provided additional information about costs and timetables for filing and withdrawing from the May ballot. At that time, Trustees took no action pending answers to additional questions posed at the meeting.

The Executive Director recommended the Board of Library Trustees adopt the following resolution to withdraw the tax levy resolution adopted at the January 21, 2009 Board meeting. A roll call vote is recommended.

Mr. Gillispie asked for discussion concerning withdrawal of the resolution. The Executive Director said that the Assistant County Prosecutor had stated that in order to withdraw the resolution, the Board of Trustees first had to pass a resolution to withdraw, and the Board of County Commissioners of Montgomery County would have to approve the resolution. This would have to be accomplished by March 5, 2009 in order to withdraw. He stated that the cost for the levy would be close to \$250,000 more in May 2009 than in November 2009.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the following resolution was adopted:

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, to request that the Board of County Commissioners of Montgomery County, Ohio withdraw from the ballot of the election to be held on May 5, 2009 the tax levy to be submitted to the electors that was approved by Resolution of this Board on January 21, 2009 and subsequently approved by the Board of County Commissioners of Montgomery County, Ohio in Resolution Number 09-0209 on February 3, 2009, and Be it Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, this day, February 18, 2009 to direct the Executive Director of the Dayton Metro Library to forward to the Board of County Commissioners of Montgomery County, Ohio for their adoption of a resolution as the taxing authority of Montgomery County, Ohio, forthwith.

Ayes: All
Nays: None

Mr. Gillispie then told Board members that he had had the pleasure of attending a meeting of the Dayton Daily News Editorial Board with the Executive Director. He praised Mr. Kambitsch for his knowledge of the library, and for his ability to vividly articulate and describe the Library's "big picture" and the broad range of services that happen within the Library on a daily basis. He said he left the meeting feeling very proud to be part of the Library, but in particular that he was very proud of the Executive Director.

2009 STRATEGIC AND OPERATIONAL GOALS AND ACTIVITIES

Mr. Oehlers suggested to Board members that this item be tabled at this time in order to give more time to revamp the Executive Director's evaluation process and report from the Board. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved tabling the item until the March Board meeting.

Ayes: All
Nays: None

EXECUTION OF DEPOSITORY AGREEMENTS

On a motion by Mr. Turner, seconded by Ms. Merz, the following depository agreement was approved.

Section 135 of the Ohio Revised Code, the Uniform Depository Act, requires all public agencies to request depository agreements from banks. The Dayton Metro Library currently has depository agreements with Liberty Savings Bank, Advantage Bank, Chase Bank, National City Bank, and Fifth Third Bank. These depository agreements expire August 22, 2011.

It is recommended that the Board enter into a depository agreement with Huntington Bank based upon their making proper application for the public funds. The agreement period will be from February 18, 2009, through August 22, 2011 and allow for active and inactive funds to be maintained at Huntington Bank, in addition to the aforementioned banks where depository agreements are now in place.

It is further recommended that the Library's interim funds be invested with the following banks based upon competitive bids: JP Morgan Chase, Fifth/Third Bank, Key Bank, Liberty Savings Bank, National City Bank, PNC Bank, Huntington Bank, Firststar Bank and the STAR OHIO Program.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Dan Foley, President of the Board of County Commissioners of Montgomery County, dated January 21, 2009 concerning the Levy Resolution adopted by the Board of Trustees at their January meeting.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 18, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Merz, the Board adjourned at 4:55.

Ayes: All
Nays: None

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:

Joan Gagan, Children's Librarian, Northmont Branch, BJ Moore, Youth Services Material Selection Specialist, Main Library, Linda Lewis, Children's Librarian, New Lebanon Branch, Teresa Gaylard, Children's Librarian, Northmont Branch, Miriam Wise, Children's Librarian, Westwood Branch, Pat Clingman, Children's Librarian, Kettering-Moraine Branch, and Carol Miller, Children's Librarian, EC Doren Branch, to attend "Picture Book Extravaganza in Dayton, Ohio on February 21, 2009. It is further recommended that registration in the amount of \$25.00 each be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Fun and Facts of Early Literacy” in Worthington, Ohio on February 4, 2009. It is further recommended that mileage in an amount not to exceed \$88.00 be reimbursed by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, Main Library, and Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library, to attend “Content DM Users Group 4th Annual meeting being held in West Lafayette, Indiana on March 18 – 20, 2009. It is recommended that registration in the amount of \$145.00 each be paid by the Board, mileage be reimbursed to Jamie McQuinn in an amount not to exceed \$198.00, lodging be reimbursed for each individual for three nights in an amount not to exceed \$104.00 per night per individual and meals be reimbursed for each individual in an amount not to exceed \$40.00 per day for three days.

Carl Bach, Facilities Manager, Main Library to attend “Roof Management Seminar” in Dayton, Ohio on February 19, 2009. It is further recommended that registration in the amount of \$325.00 be paid by the Board.

Donna Brown, Northmont Branch Library Manager to attend “Ohio Managers and Supervisors Conference” in Dayton, Ohio on February 11, 2009. It is further recommended that registration in an amount not to exceed \$149.00 be paid by the Board.

Arianne Ketchen, Children’s Librarian, Huber Heights Branch to attend “Fun and Facts of Early Literacy” in Worthington, Ohio on February 4, 2009. It is further recommended that mileage in an amount not to exceed \$75.90 be reimbursed by the Board.

Jean Gaffney, Collection Development and Acquisitions Manager, Matt Kish, Audio Visual Materials Selection Specialist, Kathy Monhollon, Materials Selection Specialist, Suzanne Gourlie, Adult Materials Selection Specialist, and BJ Moore, Youth Services Materials Selection Specialist to attend “Better Weeders Attract More Readers” in Germantown, Ohio on February 26, 2009. It is further recommended that registration in the amount of \$60.00 each be paid by the Board.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend “Cultivating Grantmaker Relationships” in Ann Arbor, Michigan on April 16, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$216.70, and lodging for one night be reimbursed in an amount not to exceed \$114.00.

C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Karen Rapp, Library Technical Assistant I, hourly substitute, Grade 4, Step A, New Lebanon Branch, effective February 15, 2009 at the rate of \$8.87 per hour.

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

Brielle Maynor, from Reference Librarian, hourly substitute, Grade 11, Step C, Wilmington Stroop Branch to Interim Branch Library Manager, hourly substitute, Grade S06, Step C, Miamisburg Branch, effective January 18, 2009 at the rate of \$22.6612 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:

Sammie Allen, Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Branch and Extension Services, effective March 29, 2009 at the rate of \$29.5666 per hour.

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

Shawna Woodard, Reference Librarian, full time, Grade 11, Step H, Magazines and Special Collections Division, Main Library, effective March 9, 2009 for 40.0 hours for personal reasons.

Shawna Woodard, Reference Librarian, full time, Grade 11, Step H, Magazines and Special Collections Division, Main Library, effective April 20, 2009 for 60.0 hours for personal reasons.

Lisa Rickey, Reference Librarian, full time, Grade 11, Step B, Magazines and Special Collections Division, Main Library, effective January 6, 2009 for 0.5 hours for personal reasons.

Paul Brown, Library Technical Assistant, 7/10 time, Grade 4, Step B, Northmont Branch Library, effective February 2, 2009 for 56.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., March 18, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:02 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. Oehlers, seconded by Ms. Holihan the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Merz the minutes of the Board Meeting of February 18, 2009 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.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. STRATEGIC COMMUNICATIONS SERVICES AGREEMENT

The Executive Director recommends approval of the contract for services outlined in the proposal from Burges & Burges Strategists in an amount not to exceed \$32,000 plus expenses.

D. OLC SOUTHWEST CHAPTER CONFERENCE

The Southwest Chapter Conference of the Ohio Library Council will be held May 1, 2009 at Roberts Centre, Wilmington, Ohio. The registration fee for the conference is \$75.00 for OLC members. The Executive Director recommends the Board approve reimbursement of one-half of the registration fee (\$37.50) 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 April 30, 2009.

E. AMERICAN LIBRARY ASSOCIATION

The American Library Association Annual Conference will be held July 9-15, 2009 in Chicago, Illinois. It is recommended that the Board authorize reimbursement of expenses in an amount up to \$1,395 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 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,185 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$4,185

will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through February 29, 2009. On a motion by Mr. Oehlers, seconded by Ms. Merz the financial report for February 2009 was approved by the Board.

The Executive Director approved the following investments:

On Friday, February 20, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$1,225,268.30. The entire amount was invested in the High Balance Savings account yielding .40%.

On Friday, February 27, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$1,128,491.09. It was determined that the entire amount was needed for current operating expenses.

On Friday, March 13, 2009, the Public Library Funds for March 2009 were received in the amount of \$988,362.37. The entire amount was invested in the High Balance Savings account yielding .40%.

On Friday, March 13, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$743,768.49. It was determined that the entire amount was needed for current operating expenses.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He reviewed February 2009 circulation counts and told Trustees that February 2009 showed a 6.1% increase over February 2008. He said door count statistics had also increased a total of 4.8% over last year.

The Executive Director told Board members that he, David Slivken, Assistant Director for Main Library Services and Mark Willis, Community Relations Manager had attended the Ohio Library Council's Legislative Day in Columbus on March 11th. He said they were able to meet personally with Representative Terry Blair, and Representative Roland Winburn and discussed future library funding.

Jean Gaffney, Acquisitions and Collection Development Manager, updated the Board of Trustees on the 2009 Big Read. She told Trustees that thirty formal groups were scheduled to meet for a

discussion of the Big Read book "Nineteen Minutes" by Jodi Picoult. She suggested everyone view the website: www.BigRead.org for more information. Jean told Board members that the closing event for this year's Big Read will be a special dinner event on Friday, April 17th at 6:00 p.m. at the Sinclair Conference Center in building 12. She said Nicole Nowlen, a survivor of the Columbine shooting will be speaking about her personal experience with school violence and what communities can do to help prevent such tragedies. Jean said the Humanitarian Awards and Poetry Awards will also be presented as a part of this event.

Jean told Board members that attendees at the discussion groups were already looking forward to learning the title of next year's book, which will soon be selected. She asked Trustees to contact her or the Executive Director with any suggestions they might have pertaining to next year's book selection.

The Executive Director reminded Trustees that the annual Trustees Dinner would be held at the Roberts Centre in Wilmington, Ohio on April 30th, 2009. He invited all Trustees to attend. Ms. Merz and Mr. Gillispie accepted the invitation.

FINAL APPROPRIATION RESOLUTION

The Executive Director explained that the recommended Final Appropriation Resolution for 2009 was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission. On a motion by Ms. Merz, seconded by Mr. Oehlers, the Final Appropriation Resolution was amended to read as follows:

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, 2009, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Ayes: All
Nays: None

**Final
Appropriation for
2009**

GENERAL FUND

1000 - Salaries and Benefits	\$20,079,744
2000 - Supplies	\$615,400
3000 - Purchased and Contracted Services	\$4,087,750
4000 - Library Materials & Information	\$4,398,000
5000 - Capital Outlay	\$320,000
6000 - Debt Service	\$0
7000 - Other Objects	\$66,250
8000 - Contingency	\$900,000

9000 - Transfers to other funds	<u>\$4,849,665</u>
Total General Fund Appropriations	\$35,316,809

SPECIAL REVENUE FUND

1000 - Salaries and Benefits	<u>\$1,763,373</u>
Total Special Revenue Fund Appropriations	\$1,763,373

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	<u>\$10,940,815</u>
Total Building & Repair Fund Appropriations	\$11,290,815

COMPUTER CO-OP FUND

5000 - Capital Outlay	<u>\$318,309</u>
Total Computer Co-Op Fund Appropriations	\$318,309

TRUST FUND

3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$130,067
5000 - Capital Outlay	<u>\$40,000</u>
Total Trust Fund	\$170,067

ENDOWMENT FUND

4000 - Library Materials & Information	<u>\$5,000</u>
Total Endowment Fund	\$5,000

Total All Funds Appropriations	<u>\$48,864,373</u>
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On a motion by Mr. Oehlers, seconded by Ms. Merz, the Final Appropriation Resolution for 2009 was approved. A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

REVISED LEVY TIMETABLE

The Executive Director reviewed a revised timetable of activities for passage of the Library Operating Levy in November 2009. He also explained that although the Board is not scheduled to meet in August, an August meeting may have to be scheduled in order to pass a resolution to place an issue on the ballot 75 days prior to the November 3rd election. If scheduled, the meeting would be held on August 19, 2009.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

NEW BUSINESS

Trustee Margot Merz spoke to Board members about the recent sale of the downtown Arcade Building and whether or not space there might suit the future needs of the library.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

At 5:12 p.m. the Board moved into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code, to discuss the evaluation of the Executive Director. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board returned to open session at 6:34 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.

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

The Board commended the Executive Director for his excellent performance in 2008. Mr. Oehlers said that the Board of Trustees would encourage the Executive Director to move forward with the establishment of the Library Foundation. He said that given the Executive Director's performance in 2008, the Board votes to offer a continuing contract to the Executive Director through December 31, 2009, and to increase his salary to \$135,450 annually, retroactive to the pay period that includes January 1, 2009. Additionally, Mr. Oehlers stated that the monthly membership and any library related meeting expenses associated with the Executive Director's membership at the Dayton Racquet Club will be paid by the Board, and the Executive Director's car allowance will be increased to \$375.00 per month.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 6:45.

Ayes: All
Nays: None

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:

Kathleen Moore, Early Literacy Specialist, Main Library, to attend "Ohio Early Care and Education Conference" in Columbus, Ohio on May 28-29, 2009. It is further recommended that mileage in an amount not to exceed \$77.00, parking in an amount not to exceed \$15.00 and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend "Managing Multiple Priorities, Projects & Deadlines" in Dayton, Ohio on March 5, 2009. It is further recommended that registration in the amount of \$79.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend the "Reflective Practice, Listening, Looking and Learning with Young Children" in West Chester, Ohio on March 19-21, 2009. It is further recommended that registration in the amount of \$375.00 be paid by the Board.

Pat Clingman, Children's Librarian, Kettering-Moraine Branch, Kevin Delecki, Main Children's Room Manager, and Kim Bautz, Children's Librarian, Outreach Services to attend the OLC Conference "Train the Trainer" at the Dayton Metro Library on March 16, 2009.

Ken Basista, Finance Manager, to attend the "Fiscal Officer/CPIM Workshop" in Columbus, Ohio on April 2-3, 2009. It is further recommended that registration in the amount of \$185.00 be paid by the Board, mileage in an amount not to exceed \$ 85.25, meals in an amount not to exceed \$40.00, and lodging for one night in an amount not to exceed \$79.00 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, to attend the OLC Northeast Chapter Conference on March 25, 2009 to present a program.

Gretchen Yonata, Teen Specialist, to attend the OLC Southwest Chapter Conference on May 1, 2009 to present a program. It is further recommended that mileage in an amount not to exceed \$30.80 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, to participate in the online class "Solving the Personality Puzzle at Your Library" on March 16 & 30, 2009 in Dayton, Ohio. It is further recommended that registration for Part 1 and Part 3 in the amount of \$30.00 each be paid by the Board.

Kevin Delecki, Main Children's Room Manager, to participate in the online class "Solving the Personality Puzzle at Your Library" on March 16, 23 & 30, 2009 in Dayton, Ohio. It is further recommended that registration in the amount of \$85.00 be paid by the Board.

Arianne Ketchen, Children's Librarian, Huber Heights Branch and Linda Brock, Reference Assistant, Huber Heights Branch to attend "Fun and Facts of Early Literacy" in Lima, Ohio on February 5, 2009. It is further recommended that mileage in an amount not to exceed \$75.90 be reimbursed by the Board to Arianne Ketchen.

Tim Kambitsch, Executive Director, to attend the "Fiscal Officer/CPIM Workshop" in Dayton, Ohio on March 31, 2009. It is further recommended that registration in the amount of \$100.00 be paid by the Board.

Tim Kambitsch, Executive Director, David Slivken, Assistant Director for Main Library Services and Mark Willis, Community Relations Manager to attend Legislative Day in Columbus, Ohio on March 11, 2009. It is further recommended that registration in the amount of \$20.00 each be paid by the Board.

Kay Trochelman, Accounting Clerk III, Finance Office, Nancy Hafer, Human Resource Assistant, Main Library and Cheri Edwards, Administrative Assistant, Main Library to attend a class on CMI updates in Englewood, Ohio on March 11, 2009. It is further recommended that total registration in the amount of \$500.00 be paid by the Board.

Kevin Delecki, Main Children's Room Manager, to attend "Fun and Facts of Early Literacy" on March 18, 2009 in Westerville, Ohio. It is further recommended that mileage in an amount not to exceed \$93.50 be reimbursed by the Board.

Carlette Baynum, Display Artist, Main Library to attend "Artists in the Know" in Columbus, Ohio on April 4, 2009. It is further recommended that registration in the amount of \$10.00 and mileage in an amount not to exceed \$78.10 be reimbursed by the Board.

Carlette Baynum, Display Artist, Main Library to attend "Artists in the Know" in Columbus, Ohio on April 25, 2009. It is further recommended that registration in the amount of \$10.00 and mileage in an amount not to exceed \$78.10 be reimbursed by the Board.

C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Mary Kay Mabe, Reference Librarian, hourly substitute, Grade 11, Step A, Magazines and Special Collections, Main Library effective February 1, 2009 at the rate of \$12.87 per hour.

Mark Roma, II, Branch Library Manager, full time, Grade S08, Step A, Northtown Shiloh Branch effective March 29, 2009 at the rate of \$24.5582 per hour.

Joshua Armstrong, Shipping & Receiving Clerk, full time, Grade 3, Step A, Acquisition Division, Main Library effective March 1, 2009 at the rate of \$11.51 per hour.

Stephanie Koons, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch Library effective March 15, 2009 at the rate of \$8.87 per hour.

It is recommended that the following promotion be accepted:

Cara Kouse, from Assistant Branch Library Manager, full time, Grade S06, Step C, Wilmington Stroop Branch Library to Branch Library Manager, full time, Grade S08, Step A, Miamisburg Branch Library, effective March 29, 2009 at the rate of \$24.5582 per hour.

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

Jennifer Pettit, from Library Technical Assistant I, 3/5 time, Grade 4, Step G, Audio Visual Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step G, Kettering Moraine Branch effective March 29, 2009 at the rate of \$14.24 per hour.

It is recommended that the following resignation be accepted:

Kristyn Smith, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch Library, effective December 6, 2008 at the rate of \$8.87 per hour.

Debbie Weisman, Invoice Clerk, full time, Grade 4, Step L, Acquisition Division, Main Library, effective February 28, 2009 at the rate of \$16.53 per hour.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., April 15, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Katsuyama the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan the minutes of the Board Meeting of March 18, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Katsuyama, the Consent Agenda was approved by the Board.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library in order to attend Wayne State University, Michigan.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library, for the course "Introduction to the Information Profession", Wayne State University, 3.0 credit hours at a cost of \$1,508.10.

Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library, for the course "Information Technology", Wayne State University, 3.0 credit hours at a cost of \$1,508.10.

Ayes: All
Nays: None

Mr. Oehlers entered the meeting at 4:05.
Mr. Gillispie entered the meeting at 4:08.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through March 31, 2009. On a motion by Mr. Oehlers, seconded by Ms. Holihan the financial report for March 2009 was approved by the Board.

The Executive Director approved the following investments:

On Friday, April 10, 2009, a Property Tax settlement for the first half of 2008 was received in the amount of \$289,308.58. It was determined that the entire amount was needed for current operating expenses.

On Friday, April 10, 2009 a Manufactured Homes Property Tax settlement for the first half of 2008 was received in the amount of \$4,911.55. It was determined that the entire amount was needed for current operations.

On Tuesday, April 14, 2009 the Public Library Funds for April 2009 were received in the amount of \$1,140,033.28. It was determined that \$440,033.28 was needed for current operations. The remaining \$700,000.00 was invested in the High Balance Savings account yielding .41%.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Cara Kouse, Tracy Phillips and Mark Roma to the Board. He told Board members that Cara will be managing the Miamisburg Branch Library, Tracy will be the new manager at the Ft. McKinley Branch Library and Mark was hired as the manager of the Northtown-Shiloh Branch Library.

The Executive Director updated the Board on current library programs and services. He reviewed March 2009 circulation counts and told Trustees that March 2009 showed a 6.5% increase over March 2008. He said March door count statistics had also increased a total of 6.4% over last year's March door counts. The Executive Director also shared statistics measuring the use of Internet computers at all agencies.

The Executive Director told Board members that the 2008 Audit had been completed and he expected a representative from Clark, Schaefer, Hackett & Company to attend the May Board meeting.

The Executive Director reminded Trustees that the annual Trustees Dinner would be held at the Roberts Centre in Wilmington, Ohio on April 30th, 2009.

The Executive Director said that the Big Read 2009 final event would be held on Friday, April 17th. He said tickets were available at the Main Circulation desk if anyone was interested in attending.

David Slivken, Assistant Director for Main Library Services, Mimi Morris, Assistant Director for Branch and Extension Services, Jean Gaffney, Collection Development and Acquisitions Manager, Barb Kuhns, Assistant Director for Information Technology Services and Mark Willis, Community Relations Office Manager, shared information with Board members concerning the new "Reinvent Yourself" program. David spoke to the Board about the new wireless computer lab located in the Main Library and said that over 50 classes had already been attended by more than 690 patrons. Mimi explained the 55+ program, which is geared toward helping patrons over 55 make transitions in the workforce. Jean informed Board members about the new materials being ordered for the collection to help meet demand. She said audio-books, DVDs and downloadable media had recently been added to the job development collection. Barb told Trustees about updates to the Library's website and discussed the new resume software ordered for the program. Mark finished by saying that there has been a great deal of promotion of the new program, and said there will be more in the future.

2009 GOALS AND OBJECTIVES

In February, the Executive Director presented to Trustees for approval a draft of the Library's 2009 Strategic and Operational Goals and Activities as developed by the Executive Director and his administrative team. At that time, Mr. Oehlers and Ms. Holihan recommended the Trustees defer action until the Executive Director's evaluation could be completed.

At the April meeting Ms. Holihan explained that a group of Board members had met and using elements from the Executive Director's current evaluation form had established seven basic areas in order to evaluate the Executive Director's position. Board members drafted goals and objectives which included: Strategic Plan for Results, Core Library Services, Fiscal Management, Staff Relations & Development, Facilities and Infrastructure, Community Leadership and Board Relations. Ms. Holihan said that the Board hopes to establish benchmarks for each area based on a peer group of comparable libraries. She explained that Trustees would like to have periodic updates from the Executive Director to determine progress in each area.

FACILITIES PLANNING

The Board of Trustees continued a discussion brought up at the March Board meeting by Ms. Merz about the future of the main library. The Executive Director told Board members that he had been invited to meet with one of the planning teams for the "Greater Downtown Dayton Plan." He explained that the group is trying to identify opportunities in Dayton which will produce a downtown that will be successful and said that the downtown planning group had questioned him about the library's future plans. He told Board members that the planning group envisioned the library as a town centre in the downtown area. He then shared an updated document with Trustees which he had first written in 2003 titled "Imagining a new public library in downtown Dayton".

EDUCATION PLAN ABOUT LIBRARY SERVICES AND FUNDING

The Executive Director updated Trustees about the four key messages the Library and its staff and supporters will share with the community during the coming months. He explained that in addition to sharing information about the Dayton Metro Library's activities and successes illustrating our importance to the community, Library supporters have been asked to highlight the following facts:

1. The Library is busier than ever
2. Unfortunately our state funding has been dropping over the last 10 years
3. Therefore we need to replace our current levy with an increase that would cost a typical home owner one or two dollars more per month, and
4. If the levy fails the library will be forced to make drastic cuts in services

He said that staff members are being trained in using these messages and suggested Board members become very familiar with them. He explained that at this time there is no "call to action" regarding the levy in the messages. The campaign will be developing additional messages later this year.

LIBRARY FOUNDATION

The Executive Director presented to Trustees a proposed process for establishing a foundation in support of the Dayton Metro Library. He explained that the initial work would include identifying and answering questions related to the legal framework by which the foundation might be created. The proposal, submitted by Russell Hodge of The Hodge Group, included a three month timetable in which to establish a philanthropic platform. Mr. Gillispie suggested that an alternative or a first step in establishing a foundation might be to contact the Dayton Foundation for assistance. The President and several other Board members agreed. The Executive Director said he felt Mr. Gillispie's suggestion was a good one. Mr. Gillispie said he expected to hear from the President of the Dayton Foundation in the near future and would be glad to meet with the Executive Director and the President of the Foundation. Ms. Holihan said she would also like information from other library systems concerning how their foundations are structured.

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a staff member of the library, thanked the Executive Director for the email he sent to all staff on National Library Worker's Day. She also told Board members about the opportunity she had to share the Levy messages at a family gathering. Lori then suggested the possibility of the Mendelson Building as a site for the Main Library. Lori also recommended that the agenda item "Comments from the General Public" be moved nearer to the beginning of the agenda in order for the public to make comments before the Board voted on an item in the agenda.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Gillispie, the Board adjourned at 6:00.

Ayes: All
Nays: None

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:

Tracee Arnold, Reference Assistant, Ft. McKinley, Fred Kirchner, Teen Librarian, Wilmington Stroop, Ben Murphy, Teen Librarian, Vandalia, Wanda Tucker, Reference

Assistant, Westwood, and Cindy Simerlink, Teen Librarian, Huber Heights to attend “Miami Valley Teen Coalition Spring Symposium” in Dayton, Ohio on April 23, 2009. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library, Nancy Horlacher, Local History Specialist, Magazines and Special Collections, Main Library and Nicole Eby, Reference Librarian, Magazines and Special Collections, Main Library to attend “Digitizing Projects 101” in Dayton, Ohio on April 29, 2009. It is further recommended that registration in the amount of \$40.00 each be paid by the Board.

Kevin Delecki, Main Children’s Room Manager, Main Library to attend “The Art of Supervising People” in Wilmington, Ohio on April 22, 2009. It is further recommended that registration in the amount of \$100.00 be paid by the Board and mileage in an amount not to exceed \$37.40 be reimbursed by the Board.

Linda Lewis, Children’s Librarian, New Lebanon to attend “Let’s tell a Story: Emergent Literacy Through Storytelling” in Beavercreek, Ohio on April 15 and 29, 2009.

Kevin Delecki, Main Children’s Room Manager, Main Library to attend the online class “Difficult Conversations” on March 31, 2009. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Orientation for Potential Instructors for ODE” in Columbus, Ohio on April 21, 2009. It is further recommended that mileage in an amount not to exceed \$89.10, be reimbursed by the Board.

Kathryn Page, Catalog Librarian, Catalog Division, to attend “Fundamentals of Cataloging: Continuing Resources” in Columbus, Ohio on April 21, 2009. It is further recommended that registration in the amount of \$80.00 be paid by the Board and mileage in an amount not to exceed \$79.20 be reimbursed by the Board.

Jenny Ventling, Children’s Librarian, Burkhardt Branch and Mary Evelyn Smith, Children’s Librarian, Ft. McKinley Branch to attend “Fun & Facts of Early Literacy” in Perrysburg, Ohio on April 21, 2009. It is further recommended that lodging for one night in an amount not to exceed \$110.00 be reimbursed by the Board, mileage in an amount not to exceed \$156.75 be reimbursed to Jenny Ventling and meals for two days be reimbursed in an amount not to exceed \$40.00 per day each.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Mary Evelyn Smith, Children’s Librarian, full time, Grade 11, Step A, Ft. McKinley Branch Library effective April 12, 2009 at the rate of \$19.40 per hour.

Tracy Phillips, Branch Library Manager, full time, Grade S08, Step A, Ft. McKinley Branch effective March 29, 2009 at the rate of \$24.5582 per hour.

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

Christian Brewington, from Library Technical Assistant I, 2/5 time, Grade 4, Step C, Audio Visual Division, Main Library to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Audio Visual Division, Main Library effective April 12, 2009 at the rate of \$12.66 per hour.

It is recommended that the following resignation be accepted:

Jesse Murnahan, Library Technical Assistant I, hourly substitute, Grade 4, Step A, West Carrollton Branch Library, effective October 25, 2008 at the rate of \$8.74 per hour.

Deborah Lovett, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Madden Hills Branch Library, effective October 25, 2008 at the rate of \$9.00 per hour.

Tara Schumaker, Reference Assistant, hourly substitute, Grade 8, Step B, Youth Services, Main Library, effective December 6, 2008 at the rate of \$10.87 per hour.

Rani Crowe, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Outreach Services, effective November 8, 2008 at the rate of \$8.74 per hour.

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

Paul Brown, Library Technical Assistant I, 7/10 time, Grade 4, Step B, Northmont Branch, effective March 2, 2009 for 36.0 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 20, 2009

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Katsuyama the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Katsuyama the minutes of the Board Meeting of April 15, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the Consent Agenda was approved by the Board.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

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

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

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Steward for the Dayton Metro Library Staff Association, addressed the Board. She thanked Trustees for moving the "Comments from the General Public" item of the Board Agenda closer to the beginning of the meeting. Ms. Rotterman then discussed the potential risk of a levy failure. She asked the Board to take action today and said the Staff Association would encourage the Board to implement an across the board hiring freeze. She thanked the Board for hearing the Staff Association's concerns and said the members were committed to assisting in the levy campaign.

Mr. Gillispie entered the meeting at 5:12.

2008 AUDIT

Larry Weeks, CPA, Shareholder for the accounting firm Clark, Schaefer, and Hackett reviewed the results of the 2008 audited financial statements with the Trustees. Mr. Weeks distributed final bound copies of the 2008 Audit, and explained how the entire process was conducted. He then told Trustees that the Library had received an unqualified opinion on the 2008 audited financial statements.

MONTHLY FINANCIAL REPORT

The Executive Director approved the following investments:

On Friday, May 8, 2009 a Manufactured Homes Property Tax Rollback payment was received in the amount of \$584.38. It was determined that the entire amount was needed for current operations.

On Friday, May 15, 2009 the Public Library Funds for May 2009 were received in the amount of \$1,807,391.51. It was determined that \$807,391.51 was needed for current operations. The remaining \$1,000,000.00 was invested in the High Balance Savings account yielding .35%.

The Executive Director reviewed library revenues and expenses through April 30, 2009. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama the financial report for April 2009 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 reviewed April 2009 circulation counts and told Trustees that April 2009 showed a 7.0% increase over April 2008. He said April 2009 door count statistics had also increased a total of 3.1% over April 2008 door counts.

Jennifer Kadel, Training Specialist, discussed Staff Training and Development relative to meeting the Library's Strategic Plan Goals and Objectives. Jen explained that there are specific ways the Training Office identifies what type of training is needed. She said the first and foremost tool is the Strategic Plan. Jen stated that a needs assessment is accomplished every two to three years in order to ask staff members the types of training they feel is needed or would like to see offered. A third way the Training Office determines need for specific training is to closely monitor the requests from staff members who want to attend outside conference or training opportunities. If several staff members request similar training, the Training Office may explore the possibility of bringing a speaker to the Library to offer that particular training to multiple staff members.

Jen then introduced Brenda Kraner, an instructor in the Organizational Leadership Program at Wright State University. Brenda explained to Trustees that she assists organizations in developing their leaders. She discussed the Training Series that she had just finished with several of the library's new managers. Team development, time management, organizational skills, conflict and leadership principles were some of the areas she discussed with the new managers over the six week training period. She explained that this type of training is offered about every three years by the Library.

2010 BUDGET REQUEST

The Executive Director explained that he had prepared the 2010 Tax Budget Request for consideration by the Trustees. He then reviewed the receipts and expenditures anticipated to

accomplish the needs of the Library's Service Program in 2010. He said that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2009. The budget request will be forwarded to the Montgomery County Budget Commission if approved by the Board.

The 2010 Budget Request includes \$34,320,671 for the General Fund. On a motion by Mr. Gillispie, seconded by Ms. Merz, the Board approved the 2010 Budget as presented by the Executive Director and authorized requesting \$33,274,673 for the General Fund from the Public Library Fund.

Ayes: All
Nays: None

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT OF 1.25 MILS AND INCREASES OF 0.7 MILS, 0.75 MILS, 0.85 MILS, 0.9 MILS AND 1.0 MILS FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

The Executive Director updated the Trustees on levy planning. He offered a sample resolution to the Board and explained that in order to give the Board the most flexibility, several millage replacement requests could be made of the County Auditor's Office in order to determine the revenue amount of each increase. The Board of Trustees discussed a full range of possible increase amounts. Mr. Kambitsch explained that polling would be accomplished in June and the results of that polling would be available before the Board would have to make a decision on the amount of increase to be requested on the ballot. On a motion by Mr. Gillispie, seconded by Ms. Merz, the following resolution was approved by the Board:

WHEREAS, the electors of the Library district of 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 2.25 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	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	5 years	5 years	5 years	5 years	5 years

Mils	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	Continuing	Continuing	Continuing	Continuing	Continuing

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

LIBRARY FOUNDATION

The Executive Director had distributed information and two draft agreements for the establishment of foundation endowment accounts for the benefit of the Dayton Metro Library as a result of a meeting with Dayton Foundation President Michael Parks and Mr. Gillispie. Mr. Kambitsch and Mr. Gillispie discussed the differences between the two drafts which included 1) a term endowment account agreement and 2) a permanent endowment account agreement. Trustees offered positive remarks for the establishment of both accounts. The Executive Director asked Board members to contact him with the name of anyone they felt might be a participant in the Library Foundation.

2009 GOALS AND OBJECTIVES

At the April meeting Mr. Oehlers and Ms. Holihan presented Trustees with a draft set of 2009 goals and activities for the Executive Director. The Executive Director developed a revised list of goals and activities for review by Trustees. Ms. Holihan asked the Board members to look over the revised list and contact her with any ideas, thoughts or suggestions they had. She also explained that she hoped to gather information from peer group libraries in order to determine what actual benchmarks or measurements would be used to compare the goals and activities to.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of April 23, 2009 to Dan Foley, President, Board of County Commissioners, concerning the reappointment of Board Member Joseph Oehlers.
- b. The Executive Director's letter of May 5, 2009 to the Honorable Fred Strahorn seeking his support on Amended Substitute House Bill Number 1.
- c. The Executive Director's letter of May 5, 2009 to the Honorable Jon Husted seeking his support on Amended Substitute House Bill Number 1.
- d. A copy of the resolution adopted by the Board of County Commissioners of Montgomery County, Ohio, dated May 8, 2009 reappointing Joseph Oehlers to the Dayton Metro Library Board of Trustees for a seven year term, commencing June 1, 2009 and ending May 31, 2016.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 17, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Gillispie, the Board adjourned at 6:15.

Ayes: All
Nays: None

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Jeff Reid, Teen Librarian, Northmont Branch Library to attend “The Best of the Best in Young Adult Literature” in Columbus, Ohio on April 27, 2009. It is further recommended that registration in the amount of \$199.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$79.20.

Gretchen Yonata, Teen Specialist, to attend an OLC Committee meeting in Worthington, Ohio on April 30, 2009. It is further recommended that mileage in an amount not to exceed \$87.45 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

George Motley, Jr., Library Technical Assistant I, hourly substitute, Grade 4, Step A, Ft. McKinley Branch Library effective April 26, 2009 at the rate of \$8.87 per hour.

It is recommended that the following promotion be accepted:

Cynthia Stafford, from Reference Assistant, full time, Grade 8, Step H, Wilmington Stroop Branch Library to Assistant Branch Library Manager, full time, Grade S06, Step A, Wilmington Stroop Branch Library effective April 12, 2009 at the rate of \$21.2604 per hour.

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

Jan Nottingham, from Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Ft. McKinley Branch Library to Specialist, hourly substitute, Grade 12, Step G, Branch and Extension Services effective April 12, 2009 at the rate of \$18.02 per hour.

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

Debra Eisert, from Specialist, hourly substitute, Grade 12, Step G, Office of Collection Development to Older Adult Specialist, full time, Grade 12, Step G, Outreach Services effective May 10, 2009 at the rate of \$24.29 per hour.

It is recommended that the following resignation be accepted:

LeShanda Wingard, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Trotwood Branch Library, effective January 3, 2009 at the rate of \$10.59 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch Library, effective January 31, 2009 at the rate of \$8.87 per hour.

Stephanie Bange, Children's Librarian, full time, Grade 11, Step L, Wilmington Stroop Branch, effective May 23, 2009 at the rate of \$26.03 per hour.

It is recommended that the following rehire as substitute be accepted:

Stephanie Bange, Reference Librarian, hourly substitute, Grade 11, Step G, Wilmington Stroop Branch, effective May 24, 2009 at the rate of \$16.87 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.

Celia Washington, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch Library, effective January 18, 2009 at the rate of \$8.87 per hour.

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

Paul Brown, Library Technical Assistant I, 7/10 time, Grade 4, Step B, Northmont Branch, effective April 27, 2009 for 20.0 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 17, 2009

PRESENT: Jeanne Holihan, Jane Katsuyama, Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers, President Pro-Tem

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Ms. Katsuyama, Secretary of the Board, stated that although neither the President nor Vice-President of the Board were in attendance, a quorum of members did exist. She then called the meeting to order at 4:00 p.m. On a motion by Mr. Turner, seconded by Ms. Holihan, Mr. Oehlers was appointed to act as President Pro-Tem.

Ayes: All
Nays: None

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Cheri Edwards, Commissioned Notary Public for the State of Ohio.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Turner, seconded by Ms. Katsuyama the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Ms. Katsuyama the minutes of the Board Meeting of May 20, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the workshop “Using Web 2.0”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course “Information Technology for Library and Informational Professionals”, 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 workshop “Design Grant ”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course “Information Sources and Reference Services”, 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 “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

D. GROUP LIFE INSURANCE RENEWAL

Anthem Life Insurance Company of Indiana has 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, 2009 through June 30, 2010 has not changed.

It is recommended that the Board approve 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, 2009 through June 30, 2010.

Ayes: All
Nays: None

Mr. Kambitsch asked the Board to note that Susanne Collins, a Reference Assistant at Kettering-Moraine Branch Library, is retiring after more than 14 years of service. The Executive Director wished her well in her retirement.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2008-2009 rates for Property, Liability and Blanket Insurance coverage.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Property Liability and Blanket Liability insurance coverage was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He told Trustees that the Staff Association had been asked to reopen the contract. He said the union is committed to the success of the library and said members of the negotiating team are working very hard to bring the results of reopening the contract to a vote at the general membership meeting on July 19th.

MONTHLY FINANCIAL REPORT

The Executive Director addressed further revenue cuts and reductions from the state. He said he had received notice of yet another \$500,000 reduction on Friday. He said that nearly every area of the library's budget has been cut in order to make up for these reductions.

The Executive Director approved the following investments:

On Wednesday, June 11, 2009 the Public Library Funds for June 2009 were received in the amount of \$1,378,736.92. It was determined that \$128,736.92 was needed for current operations. The remaining \$1,250,000.00 was invested in the High Balance Savings account yielding 0.24%.

On Friday, May 22, 2009, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$540,349.29. It was determined that the entire amount was needed for current operations.

The Executive Director reviewed library revenues and expenses through May 30, 2009. On a motion by Ms. Holihan, seconded by Mr. Turner, the financial report for May 2009 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 reviewed May 2009 circulation counts and told Trustees that May 2009 showed a 4.6% increase over May 2008. He said May 2009 door count statistics had also increased a total of 2.8% over May 2008 door counts.

David Slivken, Assistant Director for Main Library Services, reviewed the recently completed semi-annual reference and user assistance study with the Board. This study is accomplished for one week during April and October. David explained how the study is conducted and comparisons between April 2008 and April 2009 statistics.

Tim Osterday, Training Assistant for the Library, discussed the 2007 – 2008 Training Statistics with Trustees. He said that in 2008, a total of 950 staff members participated in more than 3,763 hours of training which exceeded the 2007 total of 3,685 hours. Tim explained that these totals included both in-house and outside training sessions.

Nancy Bruck, Reference Librarian, Adult Services, Jan Nottingham, Specialist, Branch and Extension Services and Cheryl Wirtley, Miami Township Branch Manager, shared a synopsis of Readers Advisory Training with Trustees. Affectionately called “The Fiction Goddesses” by library staff members, each of them offered insight into what readers’ advisory is, why it is important, and how it can be used effectively to assist patrons.

The Executive Director told Board members that he had contacted the County Prosecutor’s office for feedback concerning establishing the Dayton Foundation accounts before proceeding with completion of creating the accounts.

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT AND INCREASES OF TAX MILLAGE FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

Mr. Kambitsch told Board members that recent polling indicated that support for the library levy had deteriorated slightly. He explained that because of this he was recommending Trustees amend the resolution passed at the May 2009 regular meeting of the Board to include millage rates of 0.4, 0.5, and 0.6 in addition to the rates of 0.7, 0.75, 0.85, 0.9 and 1.0 mills.

On a motion by Ms. Holihan, seconded by Ms. Katsuyama, the resolution passed at the May 2009 regular meeting of the Board was amended to read as follows:

WHEREAS, the electors of the Library district of comprising of all school districts within Montgomery County except Washington-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 Washington-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 2.25 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	0.85 mils	0.9 mils	1.0 mils
Duration	5 years	5 years	5 years	5 years				

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	Continuing							

Ayes: All
 Nays: None

EXECUTIVE SESSION

Mr. Turner motioned and Ms. Katsuyama seconded that Board members move into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code, to discuss collective bargaining. A roll call vote was taken as follows:

Ms. Holihan, Aye
 Ms. Katsuyama, Aye
 Mr. Oehlers, Aye
 Mr. Turner, Aye

Ayes: All
 Nays: None

The Board returned to open session at 6:04 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.

2009 MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

The Executive Director recommended the Board approve a revised Managerial and Confidential Employee Benefit and Compensation Program to be effective for a one year period with the pay period that includes July 1, 2009.

It was further recommended that the Executive Director's salary be reduced 5% to the previous 2008 level for a one year period effective with the pay period that includes July 1, 2009.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board approved the revised Managerial and Confidential Employee Benefit and Compensation Program and the 5% reduction in the Executive Director's salary, both effective for a one year period with the pay period that includes July 1, 2009.

Ayes: All
Nays: None

2009 GOALS AND OBJECTIVES

At the May meeting the Executive Director presented Trustees with a revised draft set of 2009 goals and activities for the Executive Director. At the June meeting the Executive Director had developed a more specific timetable and a list of peer libraries for review by Trustees. Ms. Holihan explained that information from the group of peer libraries would be used for comparison of actual benchmarks or measurements. Mr. Kambitsch thanked Ms. Holihan and Mr. Oehlers for their work and expertise on accomplishing the evaluation criteria.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the 2009 Goals and Objectives were approved by the Trustees.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of May 21, 2009 to Marty Moore, Finance Manager, Montgomery County Auditor's Office, seeking certified valuations and amounts of revenues generated from proposed replacement and additional millage amounts.
- b. The Executive Director's letter of May 22, 2009 to Ms. LaTina Schweizer concerning her request for reconsideration of the video Wicked Lake.
- c. The Executive Director's letter of May 22, 2009 to Ms. Lisa Purvis, concerning her request for reconsideration of the feature film National Treasure.

NEW BUSINESS

Trustee Dennis Turner told Board members that he had recently spoken with Gunther Berg, who purchased the Dayton Arcade building. Mr. Turner said Mr. Berg plans to restore the building and is committed to using some of its space for public use. Mr. Turner suggested to Board members that Mr. Berg would be happy to attend a future meeting and share his plans with Trustees.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 15, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board adjourned at 6:04.

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Cathy Hochadel, Teen Librarian, Miamisburg Branch Library to attend an OLC Committee meeting in Columbus, Ohio on May 29, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$89.10.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Samantha Lumetta, Children's Librarian, full time, Grade 11, Step A, East Branch Library effective June 7, 2009 at the rate of \$19.40 per hour.

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

Patricia Crawford, from Library Aide, Audio Visual Division to Library Technical Assistant I, hourly substitute, Grade 4, Step G, Audio Visual Division effective May 24, 2009 at the rate of \$10.59 per hour.

It is recommended that the following retirement be accepted:

Susanne Collins, Reference Assistant, full time, Grade 8, Step K, Kettering-Moraine Branch, effective June 30, 2009 at the rate of \$19.33 after more than 14 years of service.

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.

Celia Washington, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch Library, effective January 18, 2009 at the rate of \$8.87 per hour.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 1, 2009

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama, Margot Merz

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

EXECUTIVE DIRECTOR'S REPORT - INFORMATION

The Executive Director began the meeting by updating the Board on the impact of recent reductions in state funding as proposed by Governor Strickland. He explained that Governor Strickland had announced a budget proposal which would cut library funding by 50% and if passed, would be devastating to the Dayton Metro Library and every library throughout Ohio. Mr. Kambitsch told Board members that the Dayton Metro Library was the first library to advocate a "call to action" and said several thousand members of the public have called, emailed, or written state legislators and the Governor to relay their opposition to the funding cuts and to voice their support for the Dayton Metro Library and public libraries throughout Ohio. He said state offices had received ten times more phone calls about libraries than any other issue. He also told Trustees that approximately 3,000 citizens had signed a petition on the Library's website to let the Governor and state legislators know how much they appreciate and depend on the Dayton Metro Library. He said he was very grateful for all of the support but also said it would be hard to sustain that type of support through November when it came time to vote for the levy.

The Executive Director then told Board members that although the Governor's budget proposal would have a devastating effect on the Library, losing the levy in November would bring even worse consequences. He explained that if the Governor's budget proposal was accepted and the library experienced a levy loss, the Library's revenues would drop from \$30 million in 2008 to \$12 million in 2010. He told Trustees that polling had recently been accomplished, and the numbers indicated that the capacity to pass the levy has lessened somewhat. He said representatives would be at the July meeting to explain what the recent polling statistics had suggested and to give Board members the most information possible to determine levy proposal numbers.

EXECUTIVE SESSION

At 4:47 p.m. Board members moved into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code, to discuss collective bargaining. The roll was called as follows:

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

Ayes: All
Nays: None

The Board returned to open session at 5:45 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.

The Executive Director told Board members that Dayton Daily News reporter Mary McCarty had contacted him concerning an article she was writing about a library aide who was finishing classes to obtain his MLS degree. He also said two branch managers had been contacted that day to be interviewed for editorials in their neighborhood newspapers.

Ms. Merz said that although she would not be able to attend the July 15th meeting, she would be available to listen to the meeting through speakerphone if possible.

The meeting adjourned at 5:50 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 22, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:30.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Katsuyama the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Ms. Katsuyama the minutes of the Board Meeting of June 17, 2009 and the minutes of the Special Board Meeting of July 1, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Sandra Prell, Business Specialist, Adult Services, Main Library for the workshop "Picture Book Webs", Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Staff Association, addressed Trustees. He said the general membership meeting was held the previous Sunday and told Board members that the membership was strongly committed to the levy effort. He also thanked the Administration for the professional tone of recent negotiations.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2009 was distributed in the Board Packet. Page 10 was revised and was included in the Board Binder.

The Executive Director approved the following investments:

On Wednesday, June 24, 2009, a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$19,851.87 was received. It was determined that the entire amount was needed for current operations.

On Thursday, July 9, 2009 a Property Tax advance for the second half of 2008 was received in the amount of \$452,609.28. It was determined that the entire amount was needed for current operating expenses.

On Tuesday, July 14, 2009, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$159,813.54 was received. It was determined that the entire amount was needed for current operations.

On Thursday, July 16, 2009 the Public Library Funds for July 2009 were received in the amount of \$1,401,952.87. It was determined that the entire amount was needed for current operations.

On Friday, July 17, 2009, a Property Tax advance for the second half of 2008 was received in the amount of \$911,959.69. It was determined that the entire amount was needed for current operations.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He told Trustees that June 2009 showed a 12.6% increase over June 2008 and annual circulation indicated a 6.0% increase. He also said June 2009 door count statistics had increased a total of 11.1% over June 2008 door counts and year to date statistics showed a 4.3% increase.

The Executive Director told Trustees that off-duty policemen had been hired for approximately 2-3 hours per day for a short time to assist with security at the Main Library.

The Executive Director shared title choices for the 2010 Big Read. He explained that later in the year a public vote will determine which title will be the final choice.

MEMORANDUM OF UNDERSTANDING (MOU) WITH THE DAYTON METRO LIBRARY STAFF ASSOCIATION

At 4:42 p.m. the Board moved into Executive Session to discuss ongoing negotiations in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

William Gillispie, Aye
Barbara Hayde, Aye
Jeanne Holihan, Aye
Jane Katsuyama, Aye
Margot Merz, Aye
Joseph Oehlers, Aye

At 5:58 the Board returned to regular session. 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.

On a motion by Ms. Holihan, seconded by Mr. Oehlers, the following was approved by the Board:

The Board of Trustees directs the Executive Director to prepare and execute a library designed Retirement Incentive Program open to all employees eligible for retirement under the OPERS guidelines. The cost of the programs will not exceed those set forth in the draft retirement incentive program dated July 22, 2009.

The Executive Director said he wanted to clarify that a key component of this one time only plan design program would be to offer a lump sum payment of \$5,000 to eligible employees and an

additional 25% of their accrued sick leave balance up to 800 hours. The Board was open to an “equivalent plan” design.

Ayes: All
Nays: None

RESOLUTION TO SUBMIT REPLACEMENT OPERATING LEVY ON THE NOVEMBER 2009 BALLOT

The Executive Director explained that at the May 2009 meeting Trustees passed a resolution requesting the County Auditor to certify certain information regarding a replacement of 1.25 mills and increases of 0.7 mills, 0.75 mills, 0.85 mills 0.9 mills and 1.0 mills for five years and for a continuing period of time.

At the June 2009 meeting Trustees amended the resolution passed at the May 2009 meeting to request the County Auditor to include estimates of property valuations and estimates of tax receipts regarding a replacement of 1.25 mills and increases of 0.4, 0.5, and 0.6 mills in addition to the rates of 0.7, 0.75, 0.85, 0.9 and 1.0 mills for five years and for a continuing period of time.

The Executive Director offered a slide presentation, explaining the rationale behind the requested amount set forth in the following resolution. He told Trustees that the estimated total funding loss from 2008 – 2009 is \$4,973,348. He explained that financial objectives in 2009 include addressing this deficit, complying with the General Fund Cash Reserve Policy, preparing for the future and passing the replacement levy in November. He also stated that service objectives in 2009 will include keeping all locations open and hours intact, sustaining the quality of service and outreach and avoiding layoffs. He told Trustees that keeping spending in 2010 to near 2009 levels will be extremely difficult. He explained that staffing and services will have to be reduced in 2010. He said that failure of the levy would be catastrophic, however because of the economy, he would encourage Trustees not to place anything beyond a 1.25 replacement and an increase of .50% on the November election ballot.

Mr. Kambitsch then introduced Bill Burges from Burges and Burges Strategists and Kathy Severinsky from Triad Research. Ms. Severinsky discussed results of the polling conducted in June 2009 through Triad Research. She told Board members that the June ratings had dropped slightly from the polling taken in December 2008, and because of present economic times, Triad Research would not suggest placing anything beyond a 1.25 replacement and a .50 increase on the ballot. She said that requesting any increase will require a strong campaign.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board of Library Trustees adopted the following resolution to place a question before voters on the November 3, 2009 ballot.

A roll call vote was taken as follows:

William Gillispie, Aye
Barbara Hayde, Aye
Jeanne Holihan, Aye
Jane Katsuyama, Aye
Margot Merz, Aye
Joseph Oehlers, Aye

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, pursuant to and in accordance with Sections 5705.23 and 3375.40 of the Ohio Revised Code submits to the Board of County Commissioners of Montgomery County, Ohio pursuant to and in accordance with Section 5705.19(D) and 5705.25 of the Ohio Revised Code that it is necessary to levy a One and Twenty Five Hundredths mill (1.25) Replacement Levy and an increase of Fifty Hundredths mill (0.50) for a total of One and Seventy Five Hundredths (1.75) mill for general operating funds for a continuing period of time, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that the Replacement Tax Levy be submitted to the electors residing within the boundaries of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, at the general election to be held on November 3, 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that said Replacement Operating Levy will appear on the 2009 tax duplicate for collection in 2010 to run continuously commencing in 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, this day, June 17, 2009 to direct the Executive Director of the Dayton Metro Library to forward to the Board of County Commissioners of Montgomery County, Ohio for their adoption of a confirming resolution as the taxing authority of Montgomery County, Ohio, forthwith.

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2010

The Executive Director explained that the Montgomery County Budget Commission will schedule the 2010 Tax Budget Allocation Meeting in August. He said the meeting includes public hearings from the four libraries in Montgomery County.

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 2010 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, formally known as the Library and Local Government Support 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 2010 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

CORRESPONDENCE

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

- a. The Executive Director's letter of June 29, 2009 to Harold F. Fox concerning the request for reconsideration of the video Deadwood.
- b. The Executive Director's letter of June 29, 2009 to Narcola A. Kitchen concerning the request for reconsideration of the video Angela.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 16, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

The Board adjourned at 6:56 p.m.

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Kevin Delecki, Main Children's Room Manager to participate in the online class "The Newbery Medal: Past, Present and Future" from July 20, 2009 through August 28, 2009. It is further recommended that registration in the amount of \$95.00 be paid by the Board.

Genevieve Richardson, Grants Specialist, Adult Services to attend the "Foundation Center Network Days for Cooperation Collection Supervisors" in Cleveland, Ohio on October 7, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$232.10.

Cheryl Wirtley, Miami Township Branch Manager, Jan Nottingham, Specialist, Branch and Extension and Nancy Bruck, Reference Librarian, Adult Services to attend the “2009 OLC Convention and Expo” in Cleveland, Ohio on October 22, 2009. It is further recommended that mileage in an amount not to exceed \$233.20 be reimbursed to Nancy Bruck.

Rachel Gut, Outreach Services Manager, Kim Bautz, Children’s Librarian, Outreach Services, Debra Eisert, Older Adult Specialist, Outreach Services, Brook Wullenweber, Reference Assistant, Outreach Services, and Noel Lemons, Library Technical Assistant I/Driver, Outreach Services to attend “Outreach Inside-Out” in Dublin, Ohio on August 7, 2009. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Debra Eisert, Older Adult Specialist, Outreach Services to attend “Aging in Ohio in Columbus, Ohio on September 16, 2009. It is further recommended that registration in the amount of \$100.00 be paid by the Board and mileage in an amount not to exceed \$88.55 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following temporary transfer be accepted:

Jennifer Sivers-Shrader, from Children’s Librarian, full time, Grade 11, Step D, Miamisburg Branch to Children’s Librarian, full time, Grade 11, Step D, Wilmington Stroop Branch effective July 19, 2009 at the rate of \$21.00 per hour.

It is recommended that the following resignation be accepted:

Paul Brown, Library Technical Assistant I, 7/10 time, Grade 4, Step B, Northmont Branch, effective July 4, 2009 at the rate of \$12.28 per hour.

Kayla Whitman, Library Technical Assistant I, 1/2 time, Grade 4, Step A, New Lebanon Branch, effective July 4, 2009 at the rate of \$11.92 per hour.

Mary Evelyn Smith, Children’s Librarian, full time, Grade 11, Step A, Ft. McKinley Branch, effective August 1, 2009 at the rate of \$19.40 per hour.

LaRese Pollard, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Children’s Room, Main Library, effective February 14, 2009 at the rate of \$10.59 per hour.

It is recommended that the following rehire be accepted:

Paul Brown, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Northmont Branch, effective July 5, 2009 at the rate of \$9.14 per hour.

Jenny Mount, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Belmont Branch, effective June 7, 2009 at the rate of \$8.87 per hour.

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

Carol Meyer, Library Technical Assistant III, Adult Services, for 18.0 hours effective June 9, 2009 for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

9:00 a.m., August 28, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The Board President called the meeting to order at 9:01 a.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He told Trustees that members of the Staff Association care deeply about the library and had offered a proposal that he hoped Board members would carefully consider.

EXECUTIVE SESSION

At 9:03 Board members moved into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code, to discuss collective bargaining. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board returned to open session at 11:04 a.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.

The following motion was made by Jean Holihan:

“As you all know the library is certainly facing a very challenging operating and financial environment that is going to result in very dramatic reshaping of library services. With the reduction in state funding library resources will permanently be limited and we will need to look at reinventing ourselves in a way that will meet newly defined service expectations of our community. With that in mind I would like to move that the Board find that the Dayton Metro Library is faced with financial exigency and that according to Article 20, Section C (of the Collective Bargaining Agreement) the Board directs the Executive Director to prepare a plan for consideration at a special Board meeting to be held next Wednesday, September 2nd at 4:00 p.m.”

Mr. Oehlers seconded the motion.

Ayes: All

Nays: None

Mr. Gillispie said that he feels that this is probably the toughest time the library has faced in the past few decades and when you have tough times it is extremely important for all members of the family to be in a position of working together to recognize differences and try to resolve problems. He said as we move forward we all need to be on the same page to try to deliver the best possible library service to the citizens of Montgomery County.

Ms. Merz said that last month the governor signed a budget that dramatically reduced library funding for the long term. At the same time the Board approved placing a levy on the November ballot that will not make up for the total loss of funding. She said this is not a temporary crisis, this is a long term reshaping of the Library.

CHANGES TO LIBRARY PROGRAMS AND SERVICES

The Executive Director explained that long term changes will have to happen to the library service program in order to live within the future budget constraints. He said he had prepared a draft library service priorities document. This document would serve as a starting point to begin discussing changes and setting priorities. He explained that there are principles that will need to be taken into consideration when determining service changes and that ensuring quality and equity of services is of paramount importance. He told Board members that all staff will be asked to help determine what the extent of services will be. He said the public will also need to be included in determining these changes. He said there are no changes that he would recommend today, but that he will begin trying to determine a community understanding of what the library's priorities should be.

ADJOURNMENT

The Board adjourned at 11:15 a.m.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., September 2, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The Board President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He said the Union was pleased that a negotiated agreement could be worked out between the Dayton Metro Library and the DMLSA and said he was hopeful that the Board of Trustees would approve the agreement.

EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING

At 4:03 p.m. Board members moved into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code, to discuss collective bargaining. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board returned to open session at 4:35 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.

Joseph Oehlers moved and Margot Merz seconded a motion to approve the September 1, 2009 memorandum of understanding that was ratified by the Staff Association and authorize the Executive Director and his staff to take the steps necessary to place the terms of that MOU into effect.

Ayes: All
Nays: None

The Executive Director said he wanted to thank all of the people who worked toward reaching an agreement. He emphasized that all parties to the negotiations always centered their discussions on making sure the public would be well served while at the same time the discussions were also trying to find ways to accommodate the dramatic losses in state funding. He said that many people have come up with creative ways to try to keep library staff employed and on the job serving the public. Being able to give great customer service is difficult during hard economic times when the possibility of substantial staffing cutbacks is looming. Mr. Kambitsch said this agreement will allow the library to save approximately \$1.5 million and it will allow more time to make additional service adjustments. Ms. Merz said she feels this agreement is a gift to the library system. She said she is very conscious that library funding is a long term problem, and she wanted to thank all staff members for their support and cooperation. Mr. Gillispie also thanked all staff members and said he felt everyone “stepped up to the plate” and took the steps necessary to support the library.

CHANGES TO LIBRARY PROGRAMS AND SERVICES

The Executive Director said that the MOU agreement demands two changes in services to take place almost immediately. The first would be the beginning of system-wide furlough days which will take place every Thursday, on a rotating basis. Mr. Kambitsch explained that beginning on September 17th through November 19th, one-half of the library system would be closed on alternating Thursdays, thus saving the library over 14,000 hours of paid time. He also said that Sunday hours would be suspended at this time which would be a savings of over \$90,000. Although he expressed regret with having to make both changes, he told Board Members he felt both were justified as everyone continues to try to stem the red ink of the state budget cuts. Mr. Kambitsch said that he would engage the Board in the future with further discussions about long term changes.

ADJOURNMENT

The Board adjourned at 4:50 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, October 21, 2009, 4:15 p.m.

PRESENT: William Gillispie, Jeanne Holihan, Jane Katsuyama,
Margot Merz, Joseph Oehlers, Dennis turner

PRESIDING: William Gillispie, Vice-President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The Vice-President called the meeting to order at 4:15 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Turner, seconded by Ms. Katsuyama the minutes of the Board Meeting of July 22, 2009, the minutes of the Special Board Meeting of August 28, 2009 and the minutes of the Special Board of September 2, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. 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 October 14, 2009 through October 13, 2010.

Mr. Kambitsch noted the retirement of two long term employees, Debbie Semones, Belmont Branch Library and Janie Pennington, New Lebanon Branch Library and wished them well.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July 2009, August 2009 and September 2009 were distributed in the Board Packet.

The Executive Director approved the following investments:

On Friday, July 24, 2009 a Property Tax advance for the second half of 2008 was received in the amount of \$1,859,651.33. It was determined that \$59,651.33 was needed for current operating expenses. The remaining \$1,800,000.00 was invested in the High Balance Savings account yielding .20%.

On Friday, August 14, 2009 the Public Library Funds for August 2009 were received in the amount of \$1,004,403.19. It was determined that the entire amount was needed for current operations.

On Tuesday, September 15, 2009 the Public Library Funds for September 2009 were received in the amount of \$1,032,136.19. It was determined that \$382,136.19 was needed for current operating expenses. The remaining \$650,000.00 was invested in the High Balance Savings account yielding .17%.

On Wednesday, October 14, 2009, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$479,440.61 was received. It was determined that the entire amount was needed for current operations.

On Thursday, October 15, 2009 the Public Library Funds for October 2009 were received in the amount of \$1,215,750.79. It was determined that \$215,750.79 was needed for current operating expenses. The remaining \$1,000,000.00 was invested in the High Balance Savings account yielding .14%.

FIVE RIVERS METROPARKS LEVY

Dave Nolin, Director of Conservation for Five Rivers MetroParks, presented information regarding the Five Rivers MetroParks Levy, Issue 4, scheduled to be on the November 3rd ballot. The Executive Director recommended endorsement of the MetroParks Levy by the Board of Trustees. On a motion by Mr. Gillispie, seconded by Mr. Turner, the Board of Trustees endorsed the MetroParks Levy. After the Board endorsed the levy, the Executive Director told Mr. Nolin that MetroParks levy signs could be placed at any of the Dayton Metro Library system locations.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He said that the following statistical measures for circulation and door counts were included in the board folder for July, August and September.

- Statistical Measures – July 2009
 - Circulation – 5.6% - 2009 increase – 5.9% increase YTD
 - Door Stats – 2.3% 2008-2009 increase – 3.99% increase YTD
- Statistical Measures – August 2009
 - Circulation – 13.0% - 2009 increase – 6.0% increase YTD
 - Door Stats – 6.4% 2008-2009 increase – 4.3% increase YTD
- Statistical Measures – September 2009
 - Circulation – 2.0% - 2009 increase – 5.6% increase YTD
 - Door Stats – 1.3% - 2008-2009 decrease – 3.67% increase YTD

Rachel Gut, Outreach Services Manager presented an overview of training specifically geared toward senior services. She explained that Carolyn Neal, a Senior Services Librarian from Cleveland Public Library, had recently offered training and techniques concerning services for seniors to DML managers. Rachel said she had also attended a program given by William Meltzer, at the Northwest Chapter Conference, entitled “Serving the Underserved”. She said Mr. Meltzer offered several practical suggestions such as using large type keyboards, setting printers to high contrast settings, placing large print items near the checkout desk, purchasing supportive seating, and speaking slowly and distinctly when assisting a senior patron.

Kim Bautz, Children’s Librarian, Outreach Services, updated the Trustees on the 2009 Children’s Summer Reading Club, entitled “Book A Trip”. She shared information about prizes earned by

participants, and said the Club was an outstanding success. Kim also told Trustees that the Grand Prize for SRC this year was a visit to one lucky winner's home by the Bookmobile. She said the winner was very happy and excited to be visited by the Bookmobile.

Mimi Morris, Assistant Director for Branch and Extension Services, reported on the Adult Summer Reading clubs. Mimi said that the mission of the ASRC was to highlight resources available in the library system. Mimi said that although participant numbers this year were down slightly, the theme, "Dayton At Our Doorstep", was very well received and offered a great opportunity to highlight local history programming and materials.

LEVY

The Executive Director updated the Board on some of the recent levy activities taking place. He shared pieces of information being distributed concerning the levy, which included stickers and bookmarks. He told Trustees that lists of absentee voters were being received from the Board of Elections, and informational library levy postcards were being mailed to those absentee voters prior to them receiving their voting ballots. He said a room filled with thirty phones had been made available through TV Channels 14 and 16 for use by library levy volunteers and was being utilized several times weekly. He also said the Dayton Metro Library Staff Association had made several cell phones available for volunteer use. He told Board members that the Levy Speaker's Bureau had made presentations at well over 300 locations and informational tables had been set up at many events. He also stated that several "Mine Plus Nine" meetings had taken place at various locations, and were well attended. The Executive Director said he was "cautiously optimistic" and said he believes all the right things are being done to help insure passage of the library levy.

JANITORIAL SERVICE AGREEMENTS

The Executive Director recommended approval of a renewal of the janitorial service agreement with Wiggins Cleaning & Carpet Service for the Main Library, Outreach Services/Arbor Blvd., Belmont, Brookville, Burkhardt, Dayton View, E.C. Doren, Ft. McKinley, Huber Heights, Kettering, New Lebanon, Northmont, Vandalia, West Carrollton, Westwood and Wilmington-Stroop branch libraries in the amount of \$64,285.20 for the period October 1, 2009 through December 31, 2009.

The Executive Director also recommended approval of a 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 \$14,226.44 for the period October 1, 2009 through December 31, 2009.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the janitorial services agreements with Wiggins Cleaning & Carpet Service and Environmental Management Group were approved.

Ayes: All
Nays: None

CORRESPONDENCE

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

- a. The Executive Director's letter of July 27, 2009 to Dan Foley, President, Board of County Commissioners of Montgomery County concerning the levy resolution.
- b. The Executive Director's letter of October 13, 2009 to Gregory Riffle concerning his request for reconsideration of the video Beat the Drum.
- c. The Executive Director's letter of October 13, 2009 to MaryAnn Mathile thanking her for the grant recently received from the Mathile Family Foundation.

NEW BUSINESS

Mr. Gillispie said he would like to personally take the opportunity to thank the staff of the Dayton Metro Library for working so hard towards passage of the Library levy. He said the Staff Association has done an outstanding job in helping with the levy. Ms. Merz agreed and said she really appreciated all the extra effort being put into the levy by library staff members.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 18, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

The Board adjourned at 5:05 p.m.

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Rachel Gut, Outreach Services Manager, to attend the 2009 ABOS Annual Conference in Everett, Washington, October 7 – 9, 2009. It is further recommended that lodging be reimbursed for three days in an amount not to exceed \$99.00 per day, meals be reimbursed for three days in an amount not to exceed \$40.00 per day, transportation be reimbursed in an amount not to exceed \$288.40 and registration in the amount of \$160.00 be paid by the Board.

Debra Eisert, Older Adult Specialist, Outreach Services, to attend a required Bookmobile Driver Training in Springfield, Ohio on July 17th and July 24th, 2009. It is further recommended that registration in the amount of \$250.00 be paid by the Board.

Genevieve Richardson, Grants Specialist, to attend the American Association of Grants Professionals Conference in Franklin, Ohio on September 18, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$24.75 and registration in an amount not to exceed \$95.00 be paid by the Board.

Nancy Horlacher, Local History Special, Magazines and Special Collections Division, Main Library to attend the "Subject and Special Collections Division of OLC Planning Meeting" in Columbus, Ohio on September 22, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$88.55.

Cindi Chibis, Human Resource Manager, Main Library to attend "Raising the Bar" in Tipp City, Ohio on September 30, 2009. It is further recommended that registration in the amount of \$25.00 be paid by the Board and mileage be reimbursed in an amount not exceed \$15.95.

Shawna Woodard, Reference Librarian, to attend the Ohio Genealogical Society's "Genealogical Librarians Seminar" in Mansfield, Ohio on October 9, 2009. It is also recommended that registration be reimbursed in an amount not to exceed \$25.00 and mileage be reimbursed in an amount not to exceed \$172.40.

Tish Wilson, Assistant Director for Youth Services, and Erin Hunt, Children's Librarian, West Carrollton, to attend the "2009 Greater Dayton Conference on Youth" in Dayton, Ohio on October 21, 2009. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Cindi Chibis, Human Resource Manager, Main Library to attend "Legal Information in Response to Budget Reductions" in Columbus, Ohio on August 8, 2009. It is further recommended that mileage be reimbursed in an amount not exceed \$77.00.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

James Schneider, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library effective September 27, 2009 at the rate of \$12.87 per hour.

It is recommended that the following temporary transfer be accepted:

Joan Gagan, from Children's Librarian, full time, Grade 11, Step L, Northmont Branch to Children's Librarian, full time, Grade 11, Step D, Ft. McKinley Branch effective August 2, 2009 at the rate of \$26.03 per hour.

Sarah Ewry, from Catalog Clerk II, full time, Grade 4, Step E, Catalog Division, Main Library, to Library Technical Assistant I, full time, Grade 4, Step E, Audio-Visual Division, Main Library, effective September 13, 2009 at the rate of \$13.43 per hour.

It is recommended that the following resignation be accepted:

Laura Ehler, Library Technical Assistant I, 4/5 time, Grade 4, Step L, Northmont Branch, effective August 15, 2009 at the rate of \$16.53 per hour.

Beth Lynch, Accountant, full time, Grade 11, Step D, Finance Office, Main Library, effective August 15, 2009 at the rate of \$18.89 per hour.

Amanda Jewell, Library Technical Assistant I, 4/5 time, Grade 4, Step F, Miami Township Branch, effective August 1, 2009 at the rate of \$13.86 per hour.

Penny Morris, Library Technical Assistant I, 3/5 time, Grade 4, Step D, Audio Visual Division, Main Library, effective August 29, 2009 at the rate of \$13.06 per hour.

Derek Estes, Library Technical Assistant I, 2/5 time, Grade 4, Step C, Miamisburg Branch, effective September 26, 2009 at the rate of \$12.66 per hour.

Patricia Crawford, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Audio Visual Division, Main Library, effective September 12, 2009 at the rate of \$10.59 per hour.

Donna Mattix, Library Technical Assistant I, hourly substitute, Grade 4, Step C, Northmont Branch, effective May 23, 2009 at the rate of \$9.41 per hour.

Aaron Oates, Library Technical Assistant I, 2/5 time, Grade 4, Step B, EC Doren Branch, effective September 26, 2009 at the rate of \$12.28 per hour.

George Motley, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Ft. McKinley Branch, effective June 6, 2009 at the rate of \$8.87 per hour.

It is recommended that the following retirement be accepted:

Deborah Semones, Library Technical Assistant III, full time, Grade 6, Step L, Belmont Branch, effective September 30, 2009 at the rate of \$17.98 per hour, after more than 30 years of service.

Janie Pennington, Library Technical Assistant III, full time, Grade 6, Step L, New Lebanon Branch, effective October 31, 2009 at the rate of \$17.98 per hour, after more than 19 years of service.

It is recommended that the following rehire be accepted:

Laura Ehler, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Northmont Branch, effective August 16, 2009 at the rate of \$10.59 per hour.

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

Sherry Greisheimer, Library Technical Assistant I, Brookville Branch, for 30.54 hours effective July 13, 2009 for personal reasons.

Sherry Greisheimer, Library Technical Assistant I, Brookville Branch, for 6.68 hours effective September 3, 2009 for personal reasons.

Sherry Greisheimer, Library Technical Assistant I, Brookville Branch, for 14.76 hours effective September 24, 2009 for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, November 18, 2009, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Merz the minutes of the Board Meeting of October 21, 2009 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.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. ALA MIDWINTER

The 2010 ALA Midwinter Meeting will be held in Boston, Massachusetts from January 15-19, 2010. It is recommended that the Board authorize payment of the advance registration fee of \$165.00 and a maximum of three days of library time for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

D. RENEWAL SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Executive Director recommends Board approval of a continuation of the Library's IRS Section 125 Flexible Spending Accounts for the benefit year beginning January 1, 2010. This cafeteria plan is an employee benefit that allows staff members to recoup out of pocket medical expenses and child/elder care costs with pre-tax funds.

Costs for participation through a third party administrator are expected to be approximately \$6500 during the benefit year. This cost will be funded through unused monies received from participants during the benefit year.

Mr. Kambitsch noted the retirement of eight long term employees, Linda Brock, Huber Heights Branch Library, Cynthia Butcher, Trotwood Branch Library, Pam Cecil, Adult Services, Main Library, Carol Meyer, Adult Services, Main Library, Edra Monzon, West Carrollton Branch Library, Karen Roush, Youth Services, Main Library, Carolyn Walker, Adult Services, Main Library, and Cathie Weinrich, Trotwood Branch Library. A total of 226 years of experience and service were shared amongst these retiring staff members. The Executive Director wished them all the best in their retirement.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, Dayton Metro Library Staff Association President, addressed the Board. He discussed the recent successful passing of the levy and the Staff Association's part in that effort. He said he appreciated everyone's willingness to work together, talk and listen to each other, and said that in the future this same type of effort will help the library to accomplish great things.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2009 was distributed in the Board Packet.

The Executive Director approved the following investments:

On Tuesday, October 27, 2009, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$553,901.83 which represents the gross collection amount of \$550,474.91 minus the tax collection fees of \$3,426.92. The entire amount was used for current operating expenses.

On Tuesday, October 27, 2009 a Tangible Personal Property Tax Settlement was received in the amount of \$45,349.03 which represents the gross collection amount of \$46,594.11 minus the tax collection fees of \$1,245.08. The entire amount was used for current operating expenses.

On Monday, November 16, 2009 the Public Library Funds for November 2009 were received in the amount of \$1,153,311.07. It was determined that \$553,311.07 was needed for current operating expenses. The remaining \$600,000.00 was invested in the High Balance Savings account yielding .12%.

On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, the October 2009 Monthly Financial Report 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 said that the following statistical measures for circulation and door counts were included in the board folder for October.

- Statistical Measures – October 2009
 - Circulation – 2.0% 2008-2009 increase; 5.2% increase YTD
 - Door Stats – 8.2% 2008-2009 decrease; 2.4% increase YTD
- Levy Results – The Executive Director said he was pleased to announce that the Library Levy passed! He sincerely thanked everyone in the room, and said everyone in attendance at the Board meeting had worked hard to pass the levy. He shared a heartfelt thank you to many other individuals and entities, both inside and outside of the library system, who supported and worked diligently to pass the levy campaign. The Board President thanked the Executive Director and said his enthusiasm and leadership were very appreciated during this time. She said his hard work, knowledge and dedication helped to make the Board's job much easier. Mr. Gillispie also thanked all staff members and said because of them and the great service they provide to the public, the job of passing this levy was made much easier.

- October Staff Count – Cindi Chibis, Human Resource Manager, updated the Board on this report which she said has been prepared annually since 1956. She explained that the report is a snapshot of a specific week in a specific month. The report compares FTE staff by the following categories: managers, professional staff, technical/support staff, substitutes and library aides. Although there was very little change in any category between 2007 and 2008, the number of technical/support staff and library aides in 2009 was considerably less when compared to 2008.
- Annual Patron Assistance Report – David Slivken, Assistant Director for Main Library Services, updated the Trustees on this report and said the Patron Assistance survey is accomplished twice yearly, in April and October, and this report annualizes those numbers. He explained the types of statistics counted, and compared 2009 statistics to both 2008 and 2007.

MATCHING FUNDS FOR GATES OPPORTUNITY ONLINE HARDWARE GRANT

Barb Kuhns, Assistant Director for Information Technology, told Board members that the Bill & Melinda Gates Foundation had recently identified three branches in the Dayton Metro Library system as recipients of the Opportunity Online Hardware Grant. She said the purpose of the Gates grant is to replace older equipment used by the public for free access to the Internet. The branches chosen by the Gates Foundation are the Miamisburg Branch Library, Trotwood Branch Library, and West Carrollton Branch Library and the full grant is \$13,000 for 2009 and \$10,400 for 2010. Barb said the Foundation requires written documentation of matching funds for the grant. For the first year, one quarter of the grant needs to be matched. Barb explained that the amount needed to provide the matching funds for the Gates grant would be \$3,250. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved matching funds for the Gates grant in the amount of \$3,250 from the General Fund.

Ayes: All
 Nays: None

HEALTH INSURANCE BENEFITS

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the Board approved the following renewal rates submitted by Anthem for health care coverage for the period January 1, 2010 through December 31, 2010. There were no changes to the MetLife or Humana premiums or rates from the last benefit year.

January 1, 2010 - February 28, 2010	Monthly Premium	Library Share	Employee Share
Single Dental + Single Vision	\$25.13	\$25.13	\$0.00
Family Dental + Family Vision	\$99.34	\$99.34	\$0.00
Single Health + Single Dental + Single Vision	\$490.50	\$431.95	\$58.55
Family Health + Family Dental + Family Vision	\$1,128.49	\$996.52	\$131.97

Maximum Single Contribution: \$431.95
Maximum Family Contribution: \$996.52

March 1, 2010 – December 31, 2010	Monthly Premium	Library Share	Employee Share
Single Dental + Single Vision	\$25.13	\$25.13	\$0.00
Family Dental + Family Vision	\$99.34	\$99.34	\$0.00
Single Health + Single Dental + Single Vision	\$490.50	\$475.15	\$15.35
Family Health + Family Dental + Family Vision	\$1,128.49	\$1,096.17	\$32.32

Maximum Single Contribution: \$475.15
Maximum Family Contribution: \$1,096.17

Above rates apply to all full-time staff and part-time staff hired prior to October 16, 2008. Rates will be pro-rated for staff hired as of October 16, 2008 or later.

Ayes: All
 Nays: None

FRAMEWORK FOR MOVING FORWARD

The Executive Director said that passage of the Levy on November 3, 2009 will provide Trustees with predictable local funding that replaces most but not all of the losses to the Public Library Fund (PLF) for 2010 and beyond. He then shared updated projections of total revenues and target expenditures for 2010 and beyond. Mr. Kambitsch also explained that by the end of the year, the library would have a total of 25.1 FTE vacancies and said some of these vacancies will not be filled.

The Executive Director also reviewed with Trustees key strategic plan goals, objectives and output measures within the context of the Library’s current service program. He said each of these measures will need to be examined to determine whether or not the value is still productive and efficient. He explained that he would like Trustee input on a process to reassess and realign service priorities and strategic plans. He explained that he would like to schedule a Board Retreat in February to discuss some of these issues and to talk about how to engage the public in helping to make these decisions.

POLICY REGARDING PETITIONERS

The Executive Director recommended Board approval of a revision to the In A Pickle manual regarding political petitioners on library property. On a motion by Ms. Merz, seconded by Mr. Gillispie, Trustees approved the revision to the manual.

Ayes: All
 Nays: None

CORRESPONDENCE

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

- a. The Executive Director’s letter of November 6, 2009 to Carol Cronk concerning her request for reconsideration of the children’s book In Our Mothers’ House.
- b. The Executive Director’s letter of November 6, 2009 to Nacola Kitchen, concerning her request for reconsideration of the video Angela.

NEW BUSINESS

The Executive Director explained that the Board President needs to appoint a nominating committee in order to present a 2010 Slate of Officers for election at the December 2009 meeting. The offices of President, Vice President and Secretary will need to be filled. Ms. Hayde asked Joe Oehlers and Margot Merz if they would be willing to serve as the nominating committee. They agreed to serve.

The Executive Director explained that the nominating committee will also need to make a recommendation for Board approval and submission to the Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2010, and said he hopes Ms. Jeanne Holihan is willing to be nominated for reappointment.

The Executive Director said that he would forward via email dates for a Board Retreat in February to consider community engagement, changes to the library service program and strategic goals.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 16, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Executive Director told Trustees that the monthly Board meeting is normally held the third Wednesday of each month. He explained that Trustees will need to establish a calendar of meetings for 2010. The proposed meeting dates for 2010 are as follows:

January 20, 2010	July 21, 2010
February 17, 2010	August - No meeting
March 17, 2010	September 15, 2010
April 21, 2010	October 20, 2010
May 19, 2010	November 17, 2010
June 16, 2010	December 15, 2010

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the proposed meeting dates for 2010.

ADJOURNMENT

The Board adjourned at 5:43 p.m.

CONSENT AGENDA ADDENDUM

A. 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, Main Library to attend “Dayton CPE Day” in Dayton, Ohio on November 13, 2009. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, to attend “Strategic Momentum” in Columbus, Ohio on November 10, 2009. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following resignation be accepted:

Mary Hill, Library Technical Assistant I, hourly substitute, Grade 4, Step D, Northtown-Shiloh Branch, effective June 6, 2009 at the rate of \$12.33 per hour.

Arianne Ketchen, Children’s Librarian, full time, Grade 11, Step B, Huber Heights Branch Library, effective November 21, 2009 at the rate of \$17.80 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, E.C. Doren Branch, effective June 20, 2009 at the rate of \$10.59 per hour.

It is recommended that the following retirements be accepted:

Pamela Cecil, Reference Librarian, full time, Grade 11, Step L, Adult Services, Main Library effective November 30, 2009 at the rate of \$23.92 per hour, after more than 23 years of service.

Carolyn Walker, Reference Librarian, full time, Grade 11, Step L, Adult Services, Main Library effective December 31, 2009 at the rate of \$26.03 per hour, after more than 22 years of service.

Linda Brock, Reference Assistant, full time, Grade 8, Step L, Huber Heights Branch Library effective December 31, 2009 at the rate of \$19.91 per hour, after more than 29 years of service.

Cathie Weinrich, Library Technical Assistant III, full time, Grade 6, Step L, Trotwood Branch Library effective December 31, 2009 at the rate of \$17.98 per hour, after more than 22 years of service.

Cynthia Butcher, Branch Library Manager, full time, Grade S08, Step K, Trotwood Branch Library effective December 31, 2009 at the rate of \$33.0034 per hour, after more than 29 years of service.

Karen Roush, Clerk II, full time, Grade 5, Step L, Youth Services, Main Library effective December 31, 2009 at the rate of \$17.21 per hour, after more than 34 years of service.

Edra Monzon, Branch Library Manager, full time, Grade S08, Step K, West Carrollton Branch Library effective December 31, 2009 at the rate of \$33.0034 per hour after more than 37 years of service.

Carol Meyer, Library Technical Assistant III, full time, Grade 6, Step L, Adult Services Division, Main Library effective November 28, 2009 at the rate of \$17.98 per hour after more than 30 years of service.

It is recommended that the following rehire be accepted:

Arianne Ketchen, Reference Librarian, hourly substitute, Grade 11, Step B, Huber Heights Branch Library, effective November 22, 2009 at the rate of \$13.25 per hour.

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

Phyllis Semblano, Library Technical Assistant I, Belmont Branch, for 8.0 hours effective November 13, 2009 for personal reasons.

Bobbi Marquart, Processor, Processing Division, Main Library for 480.0 hours effective November 23, 2009 for personal reasons.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections, Main Library for 5.9 hours effective October 12, 2009 for personal reasons.

Harriet Turner, Library Technical Assistant I, Ft. McKinley Branch Library for 240.0 hours effective October 27, 2009 for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, December 16, 2009, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Mr. Turner, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan the minutes of the Board Meeting of November 18, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

Mr. Kambitsch noted the retirement of three long term employees, Gail Birden, West Carrollton Branch Library, Rick Cunningham, Burkhardt Branch Library, and Linda Taylor, Westwood Branch Library. A total of 61 years of experience and service were shared amongst these retiring staff members. The Executive Director wished them all the best in their retirement.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Steward for the Dayton Metro Library Staff Association addressed the Board. She said the Staff Association wished everyone a Merry Season's Greetings and said the Staff Association was looking forward to a very good year in 2010. She also thanked the Board members for their commitment to the community demonstrated by their service on the Library Board.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for November 2009 was distributed in the Board Packet.

The Executive Director approved the following investments:

On Monday, December 14, 2009 the Public Library Funds for December 2009 were received in the amount of \$1,008,765.72. It was determined that \$508,765.72 was needed for current operating expenses. The remaining \$500,000.00 was invested in the High Balance Savings account yielding .12%.

On Friday, December 11, 2009, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$479,440.62 was received. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the November 2009 Monthly Financial Report 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 said that the following statistical measures for circulation and door counts were included in the Board folder.

Statistical Measures – November 2009

Circulation – 2.4% - 2009 increase – 5.0% increase YTD

Door Stats – 10.4% - 2008-2009 increase – 2.35% increase YTD

The Executive Director was very pleased to tell Trustees that the Dayton Metro Library system was designated as a Star Library by the 2009 Library Journal Index of Public Library Services. Four major benchmarking criteria were used to determine this rating. These criteria included circulation per capita, visits per capita, program attendance per capita and hours of public computing per capita.

Mr. Kambitsch shared information concerning HB 318. He explained that legislators at the statehouse were discussing delaying the 4.2% personal income tax reduction that is scheduled to end this year. This delay would provide additional funding to make up for the losses caused by the loss of revenue from video lottery terminals. The Executive Director explained that if House Bill 318 is not passed by December 31st, Ohio school districts and libraries may lose millions. He said the Ohio House had passed the Bill, however it had not been passed in the Senate.

Gretchen Yonata, Teen Specialist, Main Library and Kelly Harkrader, Children's Librarian, Main Library reported on recent Teen and Children's Readers Advisory Training. Gretchen explained that Teen trainings had included:

- 1) Laura Dell, a professor from the University of Cincinnati, visited the Main Library to discuss the psychological development of teens, how to build relationships with teen patrons and how to develop teen areas to better suit teen patrons.
- 2) A workshop is being provided concerning Reader's Advisory to help recommend the most popular titles for teen patrons. All information is contained in a binder which is distributed to each branch for use at any time by any staff member.

Kelly Harkrader reported on Children's Reader's Advisory training. She said these workshops offer handouts, tips and tricks concerning children's materials in order for more staff members to have the ability to help a patron who is looking for a specific item.

AMENDED 2009 APPROPRIATION RESOLUTION

The Executive Director explained that it would be necessary to amend the 2009 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 Clerk Treasurer recommended the following amended appropriation allocations for fiscal year ending December 31, 2009:

<u>General Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
1000 – Salaries & Benefits	\$20,079,744	\$19,079,744	(\$1,000,000)
2000 – Supplies	\$615,400	\$515,400	(\$100,000)
3000 - Purchased and Contracted Services	\$4,087,750	\$3,887,750	(\$200,000)
4000 - Library Materials & Information	\$4,398,000	\$3,698,000	(\$700,000)
5000 - Capital Outlay	\$320,000	\$520,000	\$200,000
6000 - Debt Service	\$0	\$0	\$0
7000 - Other Objects	\$66,250	\$70,000	\$3,750
8000 - Contingency	\$900,000	\$0	(\$900,000)
9000 - Transfer to other funds	<u>\$4,849,665</u>	<u>\$200,000</u>	<u>(\$4,649,665)</u>
Total	\$35,316,809	\$27,970,894	(\$7,345,915)
<u>Building and Repair Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased and Contracted Services	\$350,000	\$0	(\$350,000)
5000 - Capital Outlay	<u>\$10,940,815</u>	<u>\$200,000</u>	<u>(\$10,740,815)</u>
Total	\$11,290,815	\$200,000	(\$11,090,815)
<u>Special Revenue Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
1000 - Salary and Benefits	\$1,763,373	\$1,635,873	(\$127,500)

On a motion by Ms. Merz, seconded by Mr. Turner, the amended appropriation allocations for fiscal year ending December 31, 2009 were approved by the Board of Trustees.

Ayes: All
Nays: None

TRANSFERS OF FUNDS

The Executive Director stated that in accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director and the Deputy Clerk Treasurer would report to the Trustees on current fund balances, projected revenues and expenditures, and recommended transfers.

He explained that the 201 Special Revenue Fund was established in December 2003 and said that 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, 2009	\$1,550,872.94
Earnings posted through November 30, 2009	\$4,268.25
Balance through November 30, 2009	\$1,555,141.19
<u>Current Obligation</u>	
Vacation	\$811,721.89
Compensatory Time	\$178,661.97

25% of Sick Leave (Eligible Retirees)	\$358,044.38
6/11 of Current Payroll	<u>\$288,640.25</u>
Total Obligation	\$1,637,068.49
Requested Transfer to Special Revenue Fund	<u>\$81,927.30</u>

He also told Board members that the Computer Co-Op Fund was established in August 1991 and 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 85.7% or \$320,703.69.

Beginning Balance January 1, 2009	\$278,421.69
Less: 2009 Expenditures	\$10,800.00
Earnings posted through November 30, 2009	\$715.13
Less: 2009 Encumbrances	<u>\$0.00</u>
Unencumbered Balance through November 30, 2009	\$268,336.82
Unencumbered Fund Objective	<u>\$320,703.69</u>
Requested Transfer to Computer Co-Op Fund	<u>\$52,366.87</u>

On a motion by Mr. Turner, seconded by Ms. Merz, the Board approved the transfer of \$81,927.30 to meet the objectives of the Special Revenue Fund and the transfer of \$52,366.87 to meet the objectives of the Computer Co-Op Fund.

The General Fund unreserved cash balance is estimated to be \$6,284,163 as of December 31, 2009 based on anticipated December revenues and expenditures and after the recommended \$134,294.17 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 84 days of operating expenses.

Ayes: All
Nays: None

TEMPORARY 2010 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, 2010 and before the March 2010 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original 2010 Certificate of Estimated Resources issued by the Budget Commission on August 31, 2009.

<u>GENERAL FUND</u>	
1000 – Salaries & Benefits	\$18,491,160
2000 - Supplies	\$453,389

3000 - Purchased and Contracted Services	\$3,859,775
4000 – Library Materials & Information	\$3,686,000
5000 - Capital Outlay	\$875,000
6000 - Debt Service	0
7000 - Other Objects	\$65,650
8000 - Contingency	0
9000 - Transfers to other funds	\$150,000
Total General Fund Appropriations	\$27,580,974

BUILDING AND REPAIR FUND

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,041,181
Total Building and Repair Fund Appropriations	\$7,391,181

On a motion by Ms. Holihan, seconded by Ms. Katsuyama, the Board approved the Temporary Appropriation for 2010 for the General Fund in the amount of \$27,580,974 and the Building and Repair Fund in the amount of \$7,391,181.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2010

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2010, and WHEREAS, these funds will be used for current operating expenses throughout 2010, 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:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Katsuyama, Aye
Ms. Merz, Aye
Mr. Turner, Aye

Ayes: All
Nays: None

RECOMMENDED CHANGES TO POLICIES RELATING TO REQUESTS AND INTER-LIBRARY LOAN REQUESTS VIA M.O.R.E.

At the November meeting the Executive Director discussed two policy and service recommendations to help curtail the rise in library operating costs:

- 1) Reduce the number of simultaneous outstanding hold requests to a maximum of twenty-five items per patron.
- 2) End the Library's participation in Moving Ohio's Resources Everywhere (MORE), a resource sharing program managed by the State Library of Ohio.

On a motion by Mr. Turner, seconded by Ms. Merz, the Board approved both proposals to become effective January 1, 2010.

Ayes: All
Nays: None

NOMINATING COMMITTEE REPORT AND ELECTION OF OFFICERS

At the November meeting, Board President Barbara Hayde appointed a Nominating Committee comprised of Joe Oehlers, Margot Merz and Dennis Turner. The Nominating Committee presented a Slate of Officers for President, Vice President and Secretary in 2010. The Slate included Barbara Hayde, President, William Gillispie, Vice President and Jane Katsuyama, Secretary. On a motion by Mr. Turner, seconded by Ms. Holihan the Board approved the Slate of Officers for 2010.

The Executive Director explained that 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. Surety bonds for these two officers in the amount of \$50,000 will need to be authorized by the Board. The Executive Director recommended Trustees approval to authorize securing the recommended surety bonds.

On a motion by Ms. Merz, seconded by Ms. Katsuyama, surety bonds in the amount of \$50,000 for the Treasurer and Deputy Treasurer were approved by the Board.

Ayes: All
Nays: None

UPCOMING TRUSTEE VACANCY

The Executive Director told Board members that the Nominating Committee was also charged with preparing a recommendation concerning the upcoming Board of Trustees vacancy in May 2010. That seat on the Board was filled by the Court of Common Pleas with Jeanne Holihan, effective April 14, 2008 to fill an unfinished term. Mr. Kambitsch said that during her nearly two years on the Board, Ms. Holihan has had exceptional attendance and has served the Board well.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board directed the Executive Director to provide Ms. Holihan's name in nomination to the Court of Common Pleas to fill the upcoming vacancy in May 2010.

Ayes: All
Nays: None

FRAMEWORK FOR MOVING FORWARD

The Executive Director said he had surveyed Trustees and found February 27, 2010 as the only date available for all Trustees to attend a Board Retreat. Board members asked the Executive Director to move forward with the Retreat and discussed the possibility of using an outside facilitator to assist with the Retreat. The Executive Director asked Board members to send him any suggestions they might have for a facilitator.

NEW BUSINESS

Mr. Turner asked if there was a policy involved in order to place an item on the agenda. The Executive Director said there was really no policy for establishing the agenda. Mr. Turner said he would prefer a policy be established. Mr. Kambitsch said the New Business item was the avenue to bring items not on the agenda up for discussion.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 20, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

The Board adjourned at 5:42 p.m.

CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "Teen Programming/Summer Reading Video Conference" in Blue Ash, Ohio on December 1, 2009. It is further recommended that registration in the amount of \$25.00 be paid by the Board and mileage in an amount not to exceed \$48.40 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Ethel Blue, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch effective December 20, 2009 at the rate of \$8.87 per hour.

It is recommended that the following transfer to original position be accepted:

Jennifer Sivers-Shrader, from Children's Librarian, full time, Grade 11, Step D, Wilmington Stroop Branch to Children's Librarian, full time, Grade 11, Step D, Miamisburg Branch effective December 20, 2009 at the rate of \$21.00 per hour.

It is recommended that the following retirement be accepted:

Richard Cunningham, Library Technical Assistant III, full time, Grade 6, Step L, Burkhardt Branch Library effective December 31, 2009 at the rate of \$17.98 per hour, after more than 19 years of service.

Gail Birden, Library Technical Assistant I, full time, Grade 4, Step L, West Carrollton Branch Library effective December 31, 2009 at the rate of \$16.53 per hour after more than 31 years of service.

Linda Taylor, Library Technical Assistant I, full time, Grade 4, Step K, Westwood Branch Library effective December 31, 2009 at the rate of \$16.05 per hour after more than 11 years of service.

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

Sherry Griesheimer, Library Technical Assistant I, Brookville Branch, for long term leave of absence of 2080.0 hours effective November 22, 2009 for personal reasons.