

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, January 26, 2011, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

A Secretary Pro Tem was not appointed by the President.

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

ELECTION OF OFFICERS

At the December meeting, the Nominating Committee presented the following Slate of Officers for consideration by the Trustees for election at the January meeting:

President – Margot Merz  
Vice President – William Gillispie  
Secretary – Jane Katsuyama

The Board President asked if there were any nominations from the floor. There were no nominations from the floor.

On a motion by Mr. Turner, seconded by Mr. Gillispie the Slate of Officers was approved by the Board.

Ayes: All  
Nays: None

Ms. Hayde congratulated Ms. Merz. She told everyone that it had been her pleasure to serve in the capacity of President of the Board of Trustees for the past three years.

The Officers assumed their new responsibilities.

President Merz 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. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board. On a motion by Mr. Oehlers, seconded by Ms. Hayde the surety bonds in the amount of \$25,000 for the offices of Treasurer and Deputy Treasurer were approved by the Board.

Ayes: All  
Nays: None

#### APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of December 15, 2010 were approved by the Board.

Ayes: All  
Nays: None

#### CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the following items from the Consent Agenda were approved by the Board:

##### WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Linda Lewis, Children's Librarian, New Lebanon Branch to attend "Indianapolis Youth Literature Conference" in Indianapolis, Indiana on January 29, 2011. It is further recommended that registration in the amount of \$75.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$99.50 and parking at the conference be reimbursed in an amount not to exceed \$12.00.

Mimi Morris, Assistant Director for Branch and Extension Services to attend “Beams and Bytes: Constructing the Future Library” in San Diego, California on January 7, 2011. It is further recommended that registration in the amount of \$269.00 be paid by the Board and lodging in an amount not to exceed \$85.00 be reimbursed by the Board.

Andrea Christman, Catalog Librarian, Catalog Division, to participate in the online conference “RDA @ Your Library” on February 4, 2011. It is further recommended that registration in an amount not to exceed \$219.00 be paid by the Board.

Andrea Christman, Catalog Librarian, Catalog Division, to participate in the webinar “FRBR as a Foundation for RDA” on December 15, 2010. It is further recommended that registration in an amount not to exceed \$99.00 be paid by the Board.

Shawna Woodard, Reference Librarian, Magazine and Special Collections Division to attend “Readers’ Advisory Interest Group Meeting” in Blue Ash, Ohio on January 25, 2011. It is further recommended that mileage in an amount not to exceed \$43.50 be reimbursed by the Board.

#### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Patricia Crawford, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Audio Visual Division, Main Library, effective January 16, 2011 at the rate of \$10.59 per hour.

Collette McDonough, Reference Librarian, hourly substitute, Grade Sub 11, Step A, Magazines and Special Collections Division, Main Library, effective January 16, 2011 at the rate of \$12.87 per hour.

George Buttner, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Burkhardt Branch Library, effective January 2, 2011 at the rate of \$8.87 per hour.

#### CHANGE IN LOCATION

Mark Roma, from Branch Library Manager, full time, Grade S08, Step A, Northtown-Shiloh Branch Library to Branch Library Manager, full time, Grade S08, Step A, Belmont Branch Library, effective January 2, 2011 at the rate of \$24.8037 per hour.

#### CHANGE IN LOCATION AND CHANGE IN POSITION

Paula Dale, from Audio Visual Division Manager, full time, Grade S08, Step E, Audio Visual Division, Main Library to Branch Library Manager, full time, Grade S08, Step E, Huber Heights Branch Library, effective January 30, 2011 at the rate of \$29.8817 per hour.

Sammie Allen, from Reference Librarian, hourly substitute, Branch and Extension, Main Library, Grade Sub 11, Step G, to Branch Library Manager, hourly substitute, Northtown-Shiloh Branch Library, Grade Sub S06, Step L, effective January 16, 2011 at the rate of \$29.8623 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Akiya Holt, from temporary transfer Library Technical Assistant I, 2/5 time, Grade 4, Step F, West Carrollton Branch Library to Library Technical Assistant I, full time, Grade 4, Step F, Westwood Branch Library, effective January 30, 2011 at the rate of \$13.99 per hour.

RESIGNATION

Sherry Griesheimer, Library Technical Assistant I, full time, Grade 4, Step J, Brookville Branch Library, effective November 22, 2010 at the rate of \$15.73 per hour.

Bonnie Simmons, Reference Librarian, full time, Grade 11, Step B, Adult Services Division, Main Library, effective January 15, 2011 at the rate of \$20.11 per hour.

Barbara Hocker, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Trotwood Branch Library, effective August 28, 2010 at the rate of \$9.14 per hour.

Ellen Hunn, Library Technical Assistant I, hourly substitute, Grade Sub04, Step G, New Lebanon Branch Library, effective September 25, 2010 at the rate of \$10.59 per hour

DISMISSAL

Christopher Lee, Facilities Maintenance Assistant, full time, Grade 5, Step A, Facilities, Main Library, effective December 29, 2010 at the rate of \$12.58 per hour.

LEAVE WITHOUT PAY

Marilyn Whaley, Grade 4, Step L, for 1,840.0 hours effective October 3, 2010 for personal reasons.

Jill Clark, Promotions Assistant, full time, Grade 9, Step C, Community Relations, Main Library for 272.0 hours for personal reasons.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association thanked the outgoing Officers of the Board for their service. He then addressed the Trustees concerning the status of changes being made to the new time and attendance system.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for December 2010 was included in the Board folder. The Executive Director approved the following investments:

On Friday, December 31, 2010, a Manufactured Homestead Settlement payment was received in the amount of \$5,705.33. It was determined that the entire amount was needed for current operations.

On Friday, January 14, 2011 the Public Library Funds for January 2011 were received in the amount of \$1,276,951.66. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the December 2010 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Standard Statistical Measures – The Executive Director shared major statistical measures with the Board members which included circulation, visitor, programming, computer session counts and titles and items added. He said he was very pleased with the amount of library usage when compared to the amount of cuts made to library materials and programming in 2010.

Progress on Budget of Sustainability – The Executive Director presented a progress report on the Budget of Sustainability to Board members. He highlighted information on 2010 targeted amounts and actual amounts spent as outlined below:

	Target	Actual
2010 Revenues	\$29,600,000	\$30,174,417
2010 Expenditures	\$27,600,000	\$26,347,770
New Books and Media Expenditures for 2010	13.0% of total \$3,600,000	12.4% of total \$3,266,618
General Fund Facilities Improvements for 2010	\$850,000 3.1% of total	\$419,202 1.4% of total
Reduce permanent staff size by July 2011	267.0 FTE 38.7 FTE fewer employees	265.7 FTE 40 FTE fewer employees

He also shared the progress of other goals which included:

- Reduced hours 4.5 per week at all agencies
- Restored Sunday hours at the Main Library
- Preserved cash reserve totals to over 90 days of operating revenues
- Issued an RFI seeking price quotes for replacing the library automation system
- Accomplished several initiatives related to e-books

The Executive Director then discussed the 2012-2013 State Budgets with Board members. He said that published financial reports for the State of Ohio seems to be showing some recovery in the economy and that the projected \$8 billion deficit may be slightly inflated. He also said that Governor Kasich and members of the Republican leaders in the Legislators have indicated that balancing the state budget would be accomplished by spreading cuts throughout all budget items. He explained that the Governor's budget may reduce the Public Library Fund, which amounts to \$14.4 million annually or 47.8% of DML's total funding. He said that although Tangible Personal Property tax reimbursements will be eliminated over the next seven years, the new budget could accelerate the elimination of those tax reimbursements which amount to \$1.3 million annually or 4.7% of DML's funding. He also told Trustees that the State Budget might also eliminate or reduce the rollback reimbursements for homestead exemptions, which amount to \$1.6 million annually or 5.3% of DML's funding.

The Executive Director said there are several key messages that Trustees and Library Staff could share with legislators and the library community:

- 1) Local levies cannot replace state funding for libraries. Although the Dayton Metro Library passed a levy in November 2009 which was key to keeping branches open, State Funding is still the primary source of funding for the Library.
- 2) State funding for libraries has taken a big hit in the past two years' State Budgets. These cuts were roundly criticized.
- 3) Libraries have made significant cuts in service as a result of funding cuts. Funding for salaries, staffing, hours of operation, and purchase of library materials has been significantly decreased.
- 4) State funding has helped establish public libraries as the model for local government collaboration.

Cindi Chibis, Human Resource Manager, presented the Library's annual Affirmative Action Report. She explained that this report has been compiled since 1975, and compares internal minority and female representation to the available work force in Montgomery County. Cindi said the overall staff number had decreased from 587 in 2009 to 564 in 2010. She told Board members that female representation in 2010 was above the available work force in four categories, and minority representation was also at or above the available work force in four categories. Cindi stated that the greatest challenge for the Dayton Metro Library, as well as other Ohio public libraries, continues to be recruiting and hiring minorities in the Professional category.

#### BOARD RETREAT AGENDA

Trustees discussed the agenda and hoped for outcomes for the annual Board Retreat which is scheduled to be held at The Entrepreneurs Center, 714 E. Monument Avenue on February 19, 2011 from 8:30 A.M. to 2:30 P.M. The President summarized the discussion with the following points:

- 1) Schedule a facilities review before the 19<sup>th</sup>
- 2) Have a clear vision for the system as a whole

- 3) Determine what should be committed to in the near future
- 4) Begin reviewing funding issues and determine what is necessary to move forward

Trustees agreed with the summary as an agenda for the Board Retreat. The Executive Director said that David Milling Associates, Architects would be available to attend the Board meeting on February 16, 2011 to present a facilities review.

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of December 22, 2010 to Angela Sexton regarding her request for reconsideration of the DVD The Ten.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, February 16, 2011 at 4:00 p.m. at the Huber Heights Branch Library, 6160 Chambersburg Rd.

#### ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board adjourned at 5:33.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, February 16, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

The meeting was held at the Huber Heights Branch Library. A tour of the new additions recently made to the branch took place at 3:30 p.m. Huber Heights City Officials were invited to attend and several were present. The Executive Director explained that a quiet reading room had been added as well as two small rooms for tutors and students to meet. He said that these additions were part of ongoing efforts to meet the needs of library users.

Mr. Kambitsch then introduced several visitors who were attending the Board meeting and thanked them for attending.

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. Hayde, 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. Holihan, the minutes of the meeting of January 26, 2011 were approved by the Board.

Ayes: All  
Nays: None



## CONSENT AGENDA

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

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend an OLC Convention and Expo Program Committee meeting in Columbus, Ohio on February 18, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$81.60.

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "OLC YASD Action Council Meeting" in Westerville, Ohio on January 28, 2010. It is further recommended that mileage be reimbursed in an amount not to exceed \$86.70.

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "the OLC Northeast Chapter Conference" in Kent, Ohio on March 23, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$210.63.

Jennifer Kadel, Training specialist, Main Library to participate in the webinar "Tour of Moodle – Teaching Tools and Options" on February 8, 2011. It is further recommended that registration in an amount not to exceed \$10.00 be paid by the Board.

Ben Murphy, Teen Librarian, Vandalia branch Library to attend an "OLC Membership Committee Meeting" in Columbus, Ohio on February 24, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$85.68.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Henry Sway, Reference Librarian, hourly substitute, Grade Sub 11, Step A, Magazine and Special Collections Division, Main Library, effective January 16, 2011 at the rate of \$14.38 per hour.

### CHANGE IN POSITION

Amy McFadden, from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Miami Township Branch Library to Library Aide effective January 29, 2011.

### CHANGE IN LOCATION

Judy Rogers, from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step H, Vandalia Branch Library to Library Technical Assistant I, hourly substitute, Grade

Sub 04, Step H, Northmont Branch Library effective January 30, 2011 at the rate of \$13.87 per hour.

Corine McMaster, from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step I, Vandalia Branch Library to Library Technical Assistant I, hourly substitute, Grade Sub 04, Step I, Northmont Branch Library effective January 30, 2011 at the rate of \$14.28 per hour.

#### CHANGE IN HOURS AND CHANGE IN LOCATION

Anne Rebecca Moore, from Library Technical Assistant I, 3/5 time, Grade 4, Step F, Vandalia Branch Library to Library Technical Assistant I, 4/5 time, Grade 4, Step F, Trotwood Branch Library effective February 13, 2011 at the rate of \$13.99 per hour.

#### RESIGNATION

Henry Sway, Reference Librarian, hourly substitute, Grade Sub 11, Step A, Magazine and Special Collections Division, Main Library, effective January 29, 2011 at the rate of \$14.38 per hour.

#### LEAVE WITHOUT PAY

Viola Cervantes-DeBorde, Library Technical Assistant I, 3/5 time, Grade 4, Step L, for 104.0.0 hours effective December 29, 2010 for personal reasons.

#### JANITORIAL SERVICE AGREEMENT

It is recommended that the Board approve the renewal of the janitorial service agreement with Clean All Services for the Dayton Metro Library system in an amount not to exceed \$303,257.60 for the period March 1, 2011 through December 31, 2011.

#### 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

Mr. Oehlers entered the meeting at 4:07.

#### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2011 was included in the Board folder. The Executive Director approved the following investments:

On Friday, January 28, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$271,816.70. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 4, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$120,681.69. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 11, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$581,429.10. It was determined that the entire amount was needed for current operating expenses.

On Tuesday, February 15, 2011 the Public Library Funds for February 2011 were received in the amount of \$1,490,354.16. The entire amount was invested in the High Balance Savings account yielding .15%.

On a motion by Mr. Gillispie, seconded by Ms. Holihan the January 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director told Board members that the annual Trustees Dinner would be held at 6:30 p.m. on Tuesday, March 29, 2011 at Roberts Conference Centre in Wilmington, Ohio. He said that he and a Trustee from the Dayton Metro Library Foundation Board would be attending and asked any Trustee interested in attending to contact Cheri Edwards.

## FACILITIES PLANNING

At the January Board Meeting the Board of Trustees had requested a facilities review in preparation for the Board Retreat on February 19<sup>th</sup>. David Milling and Darrell Hinges, David Milling Associates, Architects were present at the meeting to review recent library facilities planning and construction trends. Mr. Milling began by discussing the role of the library facility. He said a library should be:

A place to read, a place to think for all generations  
A community gathering place  
A place for families to come together  
A place that knocks kids socks off  
A constructive place for teens  
A safe place for all members of the community, inclusive

A place to access technology  
A place to learn and to imagine  
A place for everyone

He continued by reviewing the Dayton Metro Library facilities needs assessment that was completed by his firm in 2008. He explained that a moderate planning rule of thumb is 1.0 square foot per capita or if the population of the service area is 480,000 people, the library would need 480,000 square feet of total space to provide services to the community. He said that the Dayton Metro Library system falls far short of this especially when compared to its Ohio counterparts including Columbus Metropolitan, Cincinnati and Hamilton County, Toledo-Lucas County and Akron-Summit County public libraries. He told Trustees that some of the articulated spaces in today's larger libraries include meeting rooms, teen spaces, computing spaces, quiet spaces and children's spaces. He shared pictures of articulated spaces at other library systems and said that throughout the Dayton Metro Library system, these articulated spaces are often inadequate, limited or non-existent. He also explained the point system used by his firm in determining the needs assessment and shared statistics of each DML branch and the number of points that were assigned to each branch based on the facilities review.

Mr. Kambitsch then reviewed a detailed Discussion Draft document that was given to each Board member. He explained that each section of the document went into great detail concerning the recommendations for moving forward with a facilities plan. He said he hoped Trustees would become familiar with the document in preparation for further discussion at the Board Retreat.

#### NEW BUSINESS

There was no new business brought before the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President reminded Trustees that the Board Retreat is scheduled for Saturday, February 19, 2011 at The Entrepreneur's Center, 714 E. Monument Avenue beginning at 8:30 a.m.

She also said that the next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 16, 2011 at 4:00 p.m. in the Main Library Auditorium.

#### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:55.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

February 19, 2011 – 8:45 a.m.  
Entrepreneur's Center

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

WELCOME

The following staff members were also in attendance, Mimi Morris, David Slivken, Tish Wilson, Barb Kuhns, Jean Gaffney, Mark Willis, Cindi Chibis, Ken Basista and Carl Bach.

Margot Merz, Board President opened the meeting at 8:45. She thanked everyone for their attendance and announced that we would be discussing the libraries facilities plan but that no formal decisions or resolutions would be made at the meeting. She thanked staff members for all their hard work in preparing for the retreat and thanked Barbara Hayde and the Entrepreneur's Center for providing the facility.

The Executive Director introduced Kathy Hollingsworth, partner iiChange Inc. and facilitator for the day. Ms. Hollingsworth reviewed her outline for the structure of the day's discussion and how the group could work together to reach consensus. Each of the participants was given an opportunity to discuss their relationship to the library and why they were attending the retreat.

FACILITIES PLAN - DISCUSSION

The Executive Director distributed updated tables for inclusion in the Discussion Draft 1.0 document that had been provided to Trustees at the February Board meeting. The Discussion Draft document offered a framework for discussing how many branches the library should have and the characteristics of that plan. The pros and cons of merging small branches were discussed. This led to a discussion of what the impact of building larger urban branches might have on the need and use of branches in adjoining communities.

The Trustees felt the need to investigate further the scope of what would be in a new main library and how it would relate to the Greater Downtown Dayton Plan. It was felt that a presentation by Dr. Mike Ervin might be useful to the Trustees.

A number of next steps were identified: updating the plan with 2010 census and library data; investigating further the costs of a demonstration branch and costs of the complete plan; understanding the impact of new construction on library operating costs; and understanding community leader and voter support.

Trustees took no action during the retreat.

The meeting adjourned at 2:30 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, March 16, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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

The agenda was amended to reflect: Item number eight moved forward to be heard after item number five. On a motion by Mr. Gillispie, seconded by Ms. Hayde the amended agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Turner, the minutes of the meeting of February 16, 2011 and the minutes of the meeting of February 19, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Hayde, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library to attend "Preserving Our Cultural Heritage" in Bloomington, Indiana on March 5, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$165.24, lodging be reimbursed for two nights in an amount not to exceed \$75.00 per night, parking be reimbursed in an amount not to exceed \$10.00, meals be reimbursed in an amount not to exceed \$40.00 and registration be reimbursed in an amount not to exceed \$30.00.

Andrea Christman, Catalog Librarian, Catalog Division, Main Library to participate in the webinar "Preparing Copy Catalogers for RDA" on April 6, 2011. It is further recommended that registration in the amount of \$99.00 be paid by the Board.

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to participate in the webinar "YA Librarian of Many Hats" on March 17, 2011. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Melissa Papson, Children's Librarian, Belmont Branch, Jason Long, Reference Assistant, Miami Township Branch, Nicole Eby, Reference Librarian, Magazines and Special Collections, Dorri Hegyi, Children's Librarian, Miamisburg Branch, Teresa Gaylard, Children's Librarian, Northmont Branch, Jeff Reid, Teen Librarian, Northmont Branch, Jennifer Ventling, Children's Librarian, Burkhardt Branch, Jen Kadel, Training Specialist, Main Library, Kathy Bolmida, Reference Librarian, Main Library, Michael Nelson, Reference Librarian, Main Library, Joy Schwab, Reference Librarian, Main Library and Jared Baldwin, Reference Librarian, Main Library to attend the OLC Chapter Conference on March 30, 2011 in Wilmington, Ohio. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### CHANGE IN HOURS

Kristen Allen, from Reference Librarian, 2/5 time, Grade 11, Step B, Adult Services, Main Library to Reference Librarian, full time, Grade 11, Step B, Adult Services, Main Library effective February 27, 2011 at the rate of \$20.11 per hour.

Eileen Barrett, from Library Technical Assistant I, 3/5 time, Grade 4, Step L, West Carrollton Branch to Library Technical Assistant I, full time, Grade 4, Step L, West Carrollton Branch effective March 13, 2011 at the rate of \$16.69 per hour.

### TEMPORARY TRANSFER

Darryn Presley, from Library Technical Assistant I, 1/2 time, Grade 4, Step C, Belmont Branch to Library Technical Assistant I, 1/2 time, Grade 4, Step C, Miami Township Branch effective February 27, 2011 at the rate of \$12.79 per hour.

#### CHANGE IN HOURS AND CHANGE IN LOCATION

Michael Reisz, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch Library to Library Technical Assistant I, 2/5 time, Grade 4, Step A, New Lebanon Branch Library effective February 27, 2011 at the rate of \$12.04 per hour.

#### CHANGE IN POSITION AND CHANGE IN LOCATION

Janet Nottingham, from Specialist, hourly substitute, Grade S12, Step G, Branch and Extension Services, Main Library to Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Northmont Branch Library effective March 6, 2011 at the rate of \$29.8623 per hour.

Patricia Crawford, from Library Technical Assistant I, hourly substitute, Grade 4, Step G, Audio-Visual Division, Main Library to Reference Librarian, hourly substitute, Grade Sub 11, Step A, Human Resource Office, Main Library effective February 13, 2011 at the rate of \$12.87 per hour

#### PROMOTION AND CHANGE IN LOCATION

Jennifer Hicks, from Library Technical Assistant III, full time, Grade 6, Step F, Trotwood Branch Library to Reference Assistant, full time, Grade 8, Step D, Wilmington Stroop Branch Library effective March 13, 2011 at the rate of \$15.88 per hour.

Noel Lemons, from Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step E, Outreach Services to Facilities Maintenance Assistant, full time, Grade 5, Step E, Facilities Office, Main Library effective February 27, 2011 at the rate of \$14.13 per hour.

Christian Brewington, from Library Technical Assistant I, full time, Grade 4, Step C, Northmont Branch Library to Children's Librarian, full time, Grade 11, Step A, Ft. McKinley Branch Library effective March 13, 2011 at the rate of \$19.59 per hour.

#### NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Edra Monzon, Reference Librarian, hourly substitute, Grade 11, Step G, Branch and Extension Services, Main Library effective May 8, 2011 at the rate of \$16.87 per hour.

#### RESIGNATION

Pearlena Sanders, Processor, hourly substitute, Grade Sub 02, Step B, Processing Division, Main Library, effective October 9, 2010 at the rate of \$8.56 per hour.

Tuesday Feltz, Library Technical Assistant I, Grade Sub 04, Step C, E.C. Doren Branch Library, effective September 25, 2010 at the rate of \$9.41 per hour.

#### SEPARATION

Marilyn Whaley, Mail Periodicals Clerk, full time, Grade 4, Step L, Acquisitions Division, Main Library, effective February 9, 2011 at the rate of \$16.69 per hour.



Ms. Katsuyama entered the meeting at 4:04.

#### AMERICAN LIBRARY ASSOCIATION

The 2011 ALA Annual Conference will be held in New Orleans, Louisiana, from June 23-28, 2011. The Board authorized payment of the advance registration fee of \$215.00 and a total of \$580.00.00 reimbursement for lodging (not to exceed 3 nights) and transportation for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Heath MacAlpine, President of the Dayton Kettering Coin Club addressed the Trustees. He discussed the study of numismatics and his interest in coin collecting since early childhood. He then told everyone present that on behalf of the Dayton Kettering Coin Club he was offering a large collection of numismatic books to the Wilmington Stroop Branch Library. He thanked the library system for their support of the Dayton Kettering Coin Club and said he truly appreciated all the assistance the Wilmington Stroop Branch library staff had offered.

#### LANDMARK STATUS FOR DAYTON METRO LIBRARY FACILITIES

The Executive Director introduced Donna Martin, President of Preservation Dayton, Inc. She told Board members that in 2008 Preservation Dayton, Inc. had submitted a questionnaire to the Ohio Historic Preservation Office (OHPO) regarding the possible eligibility of the Dayton View Branch Library on the National Registry of Historic Places. Notable Dayton Architect Albert Pretzinger designed both the Dayton View Branch and the E.C. Doren Branches in the classic revival style.

Ms. Martin then explained that on January 26, 2011 Preservation Dayton, Inc. (PDI) approached the Dayton Metro Library to submit application for Dayton Landmark Status as the City of Dayton requires the signature of the property owner on the application.

Mr. Gillispie suggested that in light of upcoming discussions on facilities and in light of the fact that there may be other library facilities besides the Dayton View Branch with similar issues, the library should have the services of a third party to make a recommendation regarding all facilities before taking any further action regarding the application of any library owned property that might be eligible for historic designation or Dayton Landmark Status.

#### MONTHLY FINANCIAL REPORT

The Executive Director discussed the 2011 Governor's Budget with Board members. He said that he was relieved with the budget, and said although there were cuts to the Public Library Fund, they were not as extensive as what many had thought they would be. He explained that the loss of Tangible Personal Property taxes may be accelerated for those who have levies in place.

He also said that many other entities will be lobbying against the cuts that they are receiving in the budget. He said he expects the budget to move through the legislature rather quickly and said that the Governor will pull out all stops to pass this budget. The Executive Director told Board members that Legislative Day would be held on March 24<sup>th</sup> in Columbus, and invited any interested Trustee to attend.

The Monthly Financial Report for February 2011 was included in the Board folder. The Executive Director approved the following investments:

On Friday, February 18, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$1,010,328.41. It was determined that \$510,328.41 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the High Balance Savings account yielding .15%.

On Friday, February 25, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$2,703,147.99. It was determined that \$603,147.99 was needed for current operating expenses. The remaining amount of \$2,100,000.00 was invested in the High Balance Savings account yielding .15%.

On Monday, March 7, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$1,092,756.01. It was determined that \$342,756.01 was needed for current operating expenses. The remaining amount of \$750,000.00 was invested in the High Balance Savings account yielding .15%.

On Tuesday, March 15, 2011 the Public Library Funds for March 2011 were received in the amount of \$869,782.44. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama the February 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts.

The Executive Director told Trustees that HarperCollins Publishers has made a decision to limit the number of times an ebook can be borrowed through a public library. He said that there has been quite a reaction from the library world concerning this decision.

A survey entitled *OCLC Perceptions of Libraries, 2010* was distributed to the Trustees. The Executive Director explained that over 5,000 libraries worldwide participate in OCLC whose offices are located in Dublin, Ohio.

The Executive Director told Board members that the annual Trustees Dinner would be held at 6:30 p.m. on Tuesday, March 29, 2011 at Roberts Conference Centre in Wilmington, Ohio. He

said Ms. Holihan, Ms. Merz and Mr. Gillispie would be attending along with him and Judge Michael Merz, who is a member of the Dayton Metro Library Foundation Board.

**FINAL APPROPRIATION RESOLUTION**

Enclosed in the Agenda was the recommended Final Appropriation Resolution for 2011 that 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. Hayde, seconded by Mr. Gillispie the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2011, 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.

	<b>Final Appropriation for 2011</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and Benefits	\$18,200,000
2000 – Supplies	\$465,000
3000 - Purchased and Contracted Services	\$3,840,000
4000 - Library Materials & Information	\$3,500,000
5000 - Capital Outlay	\$875,000
6000 - Debt Service	\$0
7000 - Other Objects	\$100,000
8000 – Contingency	\$800,000
9000 - Transfers to other funds	\$1,700,000
<b>Total General Fund Appropriations</b>	<b>\$29,480,000</b>
<b><u>SPECIAL REVENUE FUND</u></b>	
1000 - Salaries and Benefits	\$1,639,796
<b>Total Special Revenue Fund Appropriations</b>	<b>\$1,639,796</b>
<b><u>BUILDING &amp; REPAIR FUND</u></b>	
3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,500,000
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$7,850,000</b>

**COMPUTER CO-OP FUND**

3000 - Contracted Services	\$50,000
5000 - Capital Outlay	\$224,286
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$274,286</b>

**TRUST FUND**

3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$129,232
5000 - Capital Outlay	\$40,000
<b>Total Trust Fund</b>	<b>\$169,232</b>

**ENDOWMENT FUND**

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

**Total All Funds Appropriations** **\$39,420,814**

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

**FACILITIES PLANNING**

The Executive Director discussed progress since the Board Retreat toward developing a comprehensive facilities plan. He told Board members that the new 2010 Ohio census data had been released the previous week, and said MVRPC is making a high priority of updating the information they have given us in the past. This new data could change some of the facilities plans that were discussed at the Retreat. The Executive Director explained that he was updating areas of the facilities plan using the new census data.

Mr. Kambitsch also told Board members that he hoped to invite Mike Ervin to the next Board meeting to discuss the Greater Downtown Dayton Plan and how the library would fit into that plan. He said he would also like to cover the scope of how to fund future projects and said he would look into finding someone who could discuss funding with the Board.

The Executive Director also reviewed for approval a proposal from Burges and Burges for services to: review the libraries facilities planning activities; solicit public input to improve the plan; and poll voters to assess support for the comprehensive plan and the required capital campaign. On a motion by Ms. Hayde, seconded by Mr. Gillispie the Board approved the proposal from Burges and Burges.

Ayes: All  
Nays: None

### NEW BUSINESS

There was no new business brought before the Board.

### EXECUTIVE SESSION

It was recommended that the Board go into Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:35 p.m. and returned to open session at 6:24 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.

Ms. Hayde motioned the following, Mr. Turner seconded: I motion that the Board authorize Robert Cross, our consultant and negotiator to contact the Union's attorney, upon the Union's request, to open negotiations early and determine whether there are sufficient grounds to open negotiations early.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, April 20, 2011 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board adjourned at 6:29.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, April 20, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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. Katsuyama, seconded by Ms. Holihan the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the meeting of March 16, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Genevieve Richardson, Grants Specialist, Adult Services, Main Library to attend “Foundation Center Cooperating Collection Supervisors Regional Meeting” in Cleveland, Ohio on April 17, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$215.22 and lodging for one night be reimbursed in an amount not to exceed \$140.00.

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend “Kent State School of Library & Information Science Advisory Group Meeting” in Columbus, Ohio on March 14, 2011. It is further recommended that mileage in the amount of \$71.40 be reimbursed by the Board.

Carl Bach, Facilities Maintenance Manager, Main Library to attend “HVAC for Facility Managers” in Cincinnati, Ohio on April 18, 2011. It is further recommended that registration in the amount of \$225.00 be paid by the Board and mileage in the amount of \$42.84 be reimbursed by the Board.

Jean Gaffney, Acquisitions and Collection Development Manager, Main Library to attend “Digipalooza” in Cleveland, Ohio on July 14-16, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$216.75 and lodging for two nights be reimbursed in an amount not to exceed \$138.34 per night.

Genevieve Richardson, Grants Specialist, Adult Services, Main Library, Karri Marshall, West Carrollton Branch Library Manager, Cara Kouse, Miamisburg Branch Library Manager, Jenny Ventling, Children’s Librarian, Burkhardt Branch, Matt Kish, AV Materials Selection Specialist, Office of Collection Development, Main Library, Kellye Pugh, Children’s Librarian, Madden Hills Branch, Mark Roma, Belmont Branch Library Manager, Jared Baldwin, Reference Librarian, Adult Services, Main Library, Eric Wirick, Reference Assistant, East Branch, Brandon Ulman, Library Technical Assistant I/Driver, Outreach Services, Kimberly Bishop, East Branch Library Manager and Jennifer Hicks, Reference Assistant, Wilmington Stroop Branch Library to attend the “2011 Young Creatives Summit” in Dayton, Ohio on April 15, 2011. It is further recommended that registration in the amount of \$15.00 each be paid by the Board and parking be reimbursed in an amount not to exceed \$6.00.

Rachel Gut, Outreach Services Manager, to attend “Leadership Academy” in Dayton, Ohio on August 12, 2011. It is further recommended that registration be reimbursed in an amount not to exceed \$35.00.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Ian Kinser, Library Technical Assistant I, 2/5 time, Grade 04, Step A, Vandalia Branch Library, effective April 24, 2011 at the rate of \$12.04 per hour.



Kevin Cretsos, Reference Librarian, hourly substitute, Grade Sub 11, Step A, Adult Services Division, Main Library effective April 10, 2011 at the rate of \$12.87 per hour.

#### CHANGE IN HOURS

James Schneider, from Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services, Main Library to Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services, Main Library effective March 27, 2011 at the rate of \$19.59 per hour.

Carole Dyer, from Library Technical Assistant I, full time, Grade 04, Step L, Ft. McKinley Branch Library to Library Technical Assistant I, hourly substitute, Grade 04, Step G, Ft. McKinley Branch Library effective April 9, 2011 at the rate of \$10.59 per hour.

#### PROMOTION

Isaac Fry, from Library Technical Assistant I, full time, Grade 04, Step J, New Lebanon Branch Library to Library Technical Assistant III, full time, Grade 06, Step I, Trotwood Branch Library effective April 10, 2011 at the rate of \$16.62 per hour.

#### CHANGE IN HOURS AND CHANGE IN LOCATION

Darryn Presley, from Library Technical Assistant I, 1/2 time, Grade 4, Step C, Belmont Branch to Library Technical Assistant I, 3/5 time, Grade 4, Step C, West Carrollton Branch effective April 10, 2011 at the rate of \$12.79 per hour.

#### CHANGE IN POSITION AND CHANGE IN LOCATION

Brandon Ulman, from Invoice Clerk, full time, Grade 04, Step C, Acquisition Division, Main Library to Library Technical Assistant I/Driver, full time, Grade 04, Step C, Outreach Services effective March 27, 2011 at the rate of \$12.79 per hour.

#### CHANGE IN HOURS, CHANGE IN POSITION, AND CHANGE IN LOCATION

Julie Buchanan, from Library Technical Assistant I, 1/2 time, Grade 4, Step B, East Branch Library to Library Technical Assistant I/Driver, 1/2 time, Grade 04, Step B, Outreach Services effective March 27, 2011 at the rate of \$12.41 per hour.

#### NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Edra Monzon, Reference Librarian, hourly substitute, Grade 11, Step G, Branch and Extension Services, Main Library effective May 8, 2011 at the rate of \$16.87 per hour.

#### RESIGNATION

Tonya Minge, Clerk, full time, Grade 04, Step J, Office of Collection Development, Main Library effective April 1, 2011 at the rate of \$15.73 per hour.

Sandra Prell, Business Specialist, full time, Grade 12, Step F, Adult Services Division, Main Library, effective April 9, 2011 at the rate of \$23.87 per hour.

INCREASE IN STARTING CASH

The Executive Director recommended that the Board approve an increase in daily start-up cash for the amount listed at the following location.

Location	Current Amount	Increase Amount	New Opening Cash Amount
West Carrollton	\$50.00	\$25.00	\$75.00

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2011 was included in the Board folder. The Executive Director approved the following investments:

On Friday, April 8, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$306,457.41. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, April 13, 2011 the Public Library Funds for April 2011 were received in the amount of \$1,142,488.96. It was determined that \$642,488.96 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the High Balance Savings account yielding .15%.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the March 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He explained that circulation figures were down again, partly because of one less day in March this year compared to last year and partly because of being open four hours less per week this year. He also told Board members that program attendance counts were up considerably compared to last year.

The Executive Director also shared information concerning the impact of Governor Kasich’s 2012-2013 State Budget Proposal on the library’s budget of sustainability. He explained that part

of the plan behind the library's budget of sustainability was to accumulate \$3.3 million in excess of expenditures by the year 2015 to be used toward improving facilities. With Kasich's proposed budget that figure would drop to approximately \$800,000.

The Executive Director then told Trustees that Amazon had announced earlier that day that they would partner with Overdrive which is the company the library uses for the lending of ebooks. This new partnership will allow the library's ebooks to be checked out for use on the Kindle ereader.

#### EXECUTION OF DEPOSITORY AGREEMENT

The Executive Director explained that 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, Chase Bank, National City Bank, and Fifth Third Bank. These depository agreements expire August 22, 2011.

It was recommended that the Board enter into a depository agreement with Tri-State Bank based upon their making proper application for public funds. The agreement period would be from April 20, 2011 through April 20, 2016 and allow for active and inactive funds to be maintained at Tri-State Bank, in addition to the aforementioned banks where depository agreements are now in place.

On a motion by Mr. Turner, seconded by Mr. Oehlers the Board approved entering into a depository agreement with Tri-State Bank based upon their making proper application for public funds.

It was 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, Tri-State Bank, Firststar Bank and the STAR OHIO Program.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved 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, Tri-State Bank, Firststar Bank and the STAR OHIO Program.

Ayes: All  
Nays: None

#### CAPITAL FUNDING OPTIONS

Alan Bauccho, Senior Vice President, Manager, Ohio Public Finance Offices, Stifel Nicolaus gave a presentation to Board members on bond issues and other forms of debt available to the Board for capital improvements. Mr. Bauccho first explained the following three basic financing mechanisms that are allowed under statute to leverage current revenues:

- 1) Tax Anticipation Notes: The Library would need to pass a Permanent Improvement Levy. The Library would then be permitted to borrow up to 50% of the amount collected over a 10 year period, assuming the levy is for at least 10 years, or is a continuing levy.
- 2) Unvoted “Notes” Based on Public Library Funds (PLF): The Library would “pledge” PLF receipts and use those revenues to pay debt service on the long-term notes. The statute allows the Library to borrow up to 25 years, or the average life of the capital improvements, whichever is shorter. The PLF receipts would serve as security for the borrowing, the Library would need to generate funds from a new operating levy to replace the PLF funds used for debt service.
- 3) Lease Backed Obligations (Certificates of Participation): The maximum term for this type of financing is 30 years. The maximum amount to borrow is unlimited, based on availability of funds to pay back principal and interest.

Mr. Bauccho then discussed the following levy options in order to raise new money for capital needs:

- 1) Voted Bond Levy: This levy is considered both a levy option and a financing option. Its maximum term is 28 to 30 years, although the maximum borrowing amount is not limited. The proceeds must be used for capital projects and the levy expires after bonds are retired.
- 2) Operating Levy: This levy can be used for any purpose and does not expire after bonds are retired.
- 3) Continuing Permanent Improvement (PI) Levy: A PI levy can be used for permanent improvements only. This type of levy never expires.

Mr. Bauccho also explained levy and financing combinations to Trustees. Trustees thanked Mr. Bauccho and said his explanations of financing and levy options were extremely helpful.

## FACILITIES PLANNING

The Executive Director explained that included in the Board folder were materials which would be useful in updating the draft facilities plan. He told Trustees that the Miami Valley Regional Planning Commission had been very helpful in updating several maps after receiving 2010 census information. He reviewed two maps with Board members which included 2010 population by library service area and population changes from 2000-2010 by library service area. He told Trustees that the percentage of population changes within areas of the county was very striking, particularly in the inner city regions which had as high as a 23% population loss in some areas.

The Executive Director had prepared a comparison of peer, consolidated and next generation branch characteristics which included: 1) the Huber Heights Branch, 2) the Karl Road Branch in the Columbus Public Library system, 3) a consolidation of the Ft. McKinley, Dayton View and Northtown-Shiloh branches and 4) possible statistics for the next generation branch. The comparison included various building figures such as square footage, seating, internet computers, population served and staffing. Mr. Kambitsch said a next generation branch would be more efficient and although anticipated expenditures would not decrease, greater usage would result from the substantially expanded building, collections, computers and other building assets. He

also shared a possible building program budget for the next generation branch as well as a survey from Library Journal detailing costs for new branch construction projects throughout the United States.

Board members discussed the possibility of scheduling site visits to other libraries. Several library systems were suggested, including Cincinnati, Cleveland and Akron. The Executive Director said he would look into the possibility of scheduling a road trip.

Mr. Kambitsch said he would be giving a presentation at the Harrison Township Government Center on April 26<sup>th</sup> and invited Trustees to attend. Jeanne Holihan indicated her willingness to attend. He also told Board members that a survey would be placed on the library website in the near future to gain feedback concerning the facilities plan.

The Executive Director asked Trustees for their participation in Community Input sessions which would take place from May-July, the first one being scheduled for May 19<sup>th</sup>.

### NEW BUSINESS

There was no new business brought before the Board.

### EXECUTIVE SESSION

It was 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)(2) and (4) of the Ohio Revised Code to discuss personnel issues, the purchase of land, and collective bargaining.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 6:03 p.m. and returned to open session at 6:40 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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)(2) and (4) of the Ohio Revised Code.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, May 18, 2011 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

The Board adjourned at 6:41 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, May 18, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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 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 Mr. Turner, the minutes of the meeting of April 20, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Holihan, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Genevieve Richardson, Grants Specialist, Adult Services, Main Library to attend “Fundraising Day” in Dayton, Ohio on May 18, 2011. It is further recommended that registration in an amount not to exceed \$99.00 be paid by the Board.

Genevieve Richardson, Grants Specialist, Adult Services, Main Library to attend “Project Management” in Dayton, Ohio on May 6, 2011. It is further recommended that registration in an amount not to exceed \$25.00 be paid by the Board.

Jean Gaffney, Acquisitions and Collection Development Manager, Main Library and Kathy Monhollon, Materials Selection Specialist, Office of Collection Development, Main Library to attend “Digipalooza” in Cleveland, Ohio on July 14-16, 2011. It is further recommended that registration in an amount not to exceed \$159.00 each be paid by the Board.

Joe Greenward, Adult Services Division Manager, Main Library to attend “Project Compass” in Urbana, Ohio on April 13, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$43.86.

Cara Kouse, Miamisburg Branch Manager, and Kimberly Bishop, East Branch Manager to participate in the webinar “Cracking QR Codes” on April 20, 2011. It is further recommended that registration be reimbursed in an amount not to exceed \$28.00 each.

Kim Bautz, Children’s Librarian, Outreach Services, Christian Brewington, Children’s Librarian, Ft. McKinley, Patricia Clingman, Children’s Librarian, Kettering Moraine, Kevin Delecki, Main Children’s Room Manager, Dorri Hegyi, Children’s Librarian, Miamisburg, Amanda Kersteins, Children’s Librarian, Brookville, Melissa Marshall, Reference Assistant, Kettering Moraine, Kathleen Moore, Early Literacy Specialist, Main Library, Kellye Pugh, Children’s Librarian, Madden Hills and Jennifer Ventling, Children’s Librarian, Burkhardt to participate in the webinar “Supporting Early Literacy Through Language-Rich Library Environments” on April 21, 2011. It is further recommended that registration in an amount not to exceed \$50.00 each be paid by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

ShaWanda Smith, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Madden Hills Branch Library, effective April 24, 2011 at the rate of \$8.87 per hour.

Michele Cook, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Madden Hills Branch Library, effective April 24, 2011 at the rate of \$8.87 per hour.



Wesley Saylor, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Outreach Services, effective May 8, 2011 at the rate of \$8.87 per hour.

CHANGE IN HOURS

Michael Reisz, from Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch Library to Library Technical Assistant I, full time, Grade 04, Step A, New Lebanon Branch Library effective May 8, 2011 at the rate of \$12.04 per hour.

PROMOTION

Julie Buchanan, from Library Technical Assistant I/Driver, full time, Grade 04, Step B, Outreach Services to Older Adult Specialist, full time, Grade 12, Step A, Outreach Services effective April 24, 2011 at the rate of \$20.89 per hour.

TEMPORARY TRANSFER

Janelle Wood, from Library Technical Assistant I, 1/2 time, Grade 04, Step K, Burkhardt Branch Library to Library Technical Assistant I, 1/2 time, Grade 04, Step K, Miami Township Branch Library effective May 8, 2011 at the rate of \$16.21 per hour.

CHANGE IN HOURS AND CHANGE IN BENEFIT ELIGIBILITY

Paul Brown, from Library Technical Assistant I, hourly substitute, Grade Sub04, Step B, Northmont Branch Library to Library Technical Assistant I, 2/5 time, Grade 4, Step B, Northmont Branch Library effective May 22, 2011 at the rate of \$12.41 per hour.

REHIRE AS SUBSTITUTE

Andrea Christman, Reference Librarian, hourly substitute, Grade Sub11, Step G, Catalog Division, Main Library effective June 5, 2011 at the rate of \$16.87 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Cheri Edwards, hourly substitute, Grade Sub12, Step G, Administrative Office, Main Library effective August 30, 2011 at the rate of \$16.51 per hour.

RETIREMENT

Diane Miller, Branch Library Manager, full time, Grade S08, Step L, Wilmington-Stroop Branch Library effective May 31, 2011 at the rate of \$36.2981 after more than 38 years of service.

Cheri Edwards, Administrative Assistant, full time, Grade CS3, Step L, Administrative Office, Main Library effective June 30, 2011 at the rate of \$24.8787 per hour after more than 20 years of service.

Kathleen DeMarco, Reference Assistant, 1/2 time, Grade 8, Step E, Miamisburg Branch Library effective June 18, 2011 at the rate of \$16.34 after more than 10 years of service.

Nicholas DeMarco, Library Technical Assistant, 2/5 time, Grade 4, Step D, Miamisburg Branch Library effective June 18, 2011 at the rate of \$13.19 after more than 10 years of service.

#### RESIGNATION

Andrea Christman, Catalog Librarian, full time, Grade 11, Step H, Catalog Division, Main Library effective June 4, 2011 at the rate of \$23.58 per hour.

Penny Morris, Library Technical Assistant I, hourly substitute, Grade Sub04, Step D, Outreach Services effective December 4, 2010 at the rate of \$9.70 per hour.

Barbara Stork, Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Kettering Moraine Branch, effective December 18, 2010 at the rate of \$9.41 per hour.

Craig Ramby, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Huber Heights Branch, effective January 29, 2011 at the rate of \$8.87 per hour.

Christine Mannix, Reference Librarian, hourly substitute, Grade Sub11, Step G, Adult Services Division, Main Library effective January 1, 2011 at the rate of \$16.87 per hour.

#### DISMISSAL

Dustin Louth, Library Technical Assistant I, full time, Grade 4, Step K, Kettering Moraine Branch, effective April 29, 2011 at the rate of \$16.21 per hour.

#### LEAVE WITHOUT PAY

Viola Cervantes-DeBorde, Library Technical Assistant I, 3/5 time, Grade 4, Step H, Circulation Division, Main Library, effective April 5, 2011 for 168.0 hours.

Mr. Kambitsch noted the retirement of four long term employees, Diane Miller, Wilmington Stroop Branch Library Manager, Cheri Edwards, Administrative Assistant, Main Library, Kathleen DeMarco, Reference Assistant, Miamisburg Branch and Nicholas DeMarco, Library Technical Assistant I, Miamisburg Branch and wished them all the best in their retirement.

#### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

#### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2011 was included in the Board folder. The Executive Director approved the following investments:

On Friday, May 13, 2011 the Public Library Funds for April 2011 were received in the amount of \$1,859,173.05. It was determined that \$859,173.05 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the High Balance Savings account yielding .15%.

On a motion by Ms. Holihan, seconded by Mr. Turner the April 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He explained that benchmark figures were down again this month, explaining that counts are slightly down in circulation and computer sessions were comparable to the loss in hours, but program attendance counts were up compared to last year.

Mark Willis, Community Relations Manager told Board members that Urban Nights had taken place on Friday, May 13th and was very successful. He said the event was well attended and several vendors offered craft items that could be made by attendees.

#### 2012 BUDGET REQUEST

The Executive Director had prepared the 2012 Tax Budget Request for consideration by the Trustees. The Executive Director reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2012. He explained that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2011. The budget request will be forwarded to the Montgomery County Budget Commission if approved by the Board.

The 2012 Budget Request recommends a budget of need in the amount **\$31,302,220** for the General Fund. It is recommended that the Board approve the 2012 Budget as presented by the Executive Director and authorize requesting **\$17,761,630** for the Library's General Fund from the Public Library Fund.

Mr. Kambitsch told Trustees that the loss of real estate property value due to the economy would have a direct impact on property tax revenue in 2012-2015. He said it would be prudent to consider this when considering future budget and facilities planning.

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the 2012 Budget Request was approved by the Board.

Ayes: All  
Nays: None

## DAYTON METRO LIBRARY FOUNDATION

The Executive Director explained that with startup funding from the Friends of the Library, the Dayton Metro Library Foundation Account at the Dayton Foundation was established in 2010. The DML Foundation Fund Trustees have been exploring strategies to aid the Library. They indicated they would appreciate the Library Board's thoughts on priorities for the Foundation. The Executive Director explained that the Friends of the Library help the Library system in many ways, some of which include: operating two Book Sales annually, paying for the volunteer coordinator's salary, volunteering at programs throughout the library system, and offering funding for library events that benefit patrons. He told Trustees that the Dayton Metro Library Foundation account was established to offer assistance with longer term requests and projects. President Merz asked the Library Board members for thoughts and input. Ms. Holihan said she felt the DML Foundation should build its own development capacity. She felt the DML Foundation should focus on securing the future of the library system and longer term endeavors which would include facilities planning. Mr. Turner suggested the Foundation should ask for advice from those who can actually offer support to the DML Foundation. Mr. Kambitsch explained that at this time the DML Foundation Board consists of three members and would need to be expanded in order to begin the process. He said that the Dayton Foundation offers support and expertise to assist with this.

President Merz said in summarizing the discussion, the initial priority should be a focus on obtaining access to professional fund-raising assistance and paralleling that should be the long term goal of building long-term funding and endowments. Mr. Kambitsch agreed, stating the strategic vision for the DML Foundation should be in building capacity for fund raising in support of strategic goals such as facilities. Ms. Katsuyama said she felt a concept of the goals and vision for the DML Foundation would be necessary.

## FACILITIES PLANNING

The Executive Director reviewed with Trustees Discussion Draft 2.0 of the "Facilities for Results" plan. Mr. Kambitsch said the updated version of the plan contained many of the elements of the first draft but was updated to include 2010 US Census Data. Also included was an agenda for the first community leader forum which would take place the following day. Mr. Kambitsch explained that there would be a series of three meetings and said that thirty-five community leaders were expected to attend the first meeting. During this meeting a brief overview of findings from the 2008 facility review would enable participants to "understand the background data concerning former Facilities for Results planning" in order to offer feedback concerning the planning. The Executive Director explained that Burges and Burges would report on recent patron survey results and facilitate a group discussion of priorities for library facilities of the future. The second meeting would offer community leaders the opportunity to discuss specific proposals such as the phases of the plan concept and cost scenarios regarding the plan. At the final meeting community leaders would assist in refining the plan if necessary.

Ms. Holihan described a meeting of the Harrison Township meeting she had attended with the Executive Director and Mimi Morris. At the meeting Mr. Kambitsch offered a similar presentation as has been provided to elected bodies in recent months. Ms. Holihan said she felt the audience was very supportive of the plan and she felt that library members were very well received.

The Executive Director then discussed the recent survey results with Trustees. He said the library is looked upon very favorably by the community. He explained that this year's survey asked some of the same questions that were asked by a survey taken four years ago. One question patrons were asked was "If you had the choice, would you rather go to a branch that is close and has less amenities or travel to a branch that has more amenities but is 15 minutes away." The response four years ago was split down the middle. In the results this year, more patrons said they would prefer to visit a closer branch that has less amenities and services than to travel to one further away. Patrons were also asked questions concerning consolidating up to nine small urban DML branches and replacing those branches with four or five larger buildings that would offer more amenities and extended hours. The Executive Director said approximately 40% either supported the idea or agreed it would be worth considering.

The Executive Director also discussed surface maps from the Miami Valley Regional Planning Commission indicating distribution of population by age, population by library service area and population changes from 2000 to 2010 by library service area. The Executive Director said the maps indicate that where people live affects which branch they visit, but there is also a great deal of overlap within service areas. Mr. Kambitsch said the maps would be available at the Community Meeting.

#### NEW BUSINESS

There was no new business brought before the Board.

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of May 11, 2011 to Commissioner Deborah Lieberman, President, Board of County Commissioners of Montgomery County concerning the reappointment of William Gillispie to the Dayton Metro Library Board of Trustees.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, June 15, 2011 at 4:00 p.m. in the Main Library Auditorium.

#### EXECUTIVE SESSION

It was 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) and (4) of the Ohio Revised Code to discuss personnel issues and collective bargaining. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:59 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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) and (4) of the Ohio Revised Code.

Ms. Holihan made the following motion: “As the library continues to manage a very difficult budget environment and as we work toward the completion and implementation of a facilities plan, I would like to move that the Board enter into a three year employment contract with the Executive Director to ensure leadership stability during this important stage in the library’s operations.” Mr. Turner seconded the motion.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the Board adjourned at 6:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, June 15, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the 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. Oehlers, seconded by Mr. Gillispie the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Gillispie, the minutes of the meeting of May 18, 2011 were approved by the Board.

Ayes: All  
Nays: None

## CONSENT AGENDA

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

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend the "James Cook Award Committee Meeting" in Columbus, Ohio on May 26, 2011. It is further recommended that mileage in the amount of \$82.11 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### TEMPORARY TRANSFER

Beth Storie, from Library Technical Assistant I, full time, Grade 04, Step F, Wilmington-Stroop Branch Library to Library Technical Assistant I/Driver, full time, Grade 04, Step F, Outreach Services effective June 5, 2011 at the rate of \$13.99 per hour.

### CHANGE IN LOCATION

Christine Trent, from Reference Assistant, full time, Grade 04, Step F, Northtown-Shiloh Branch Library to Reference Assistant, full time, Grade 04, Step F, Miamisburg Branch Library effective June 19, 2011 at the rate of \$16.83 per hour.

### CHANGE IN LOCATION AND CHANGE IN POSITION

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 May 22, 2011 at the rate of \$13.57 per hour.

Janet Marrinan, from Library Technical Assistant I, 1/2 time, Grade 4, Step B, Northtown-Shiloh Branch Library to Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step B, Outreach Services effective May 22, 2011 at the rate of \$12.41 per hour.

### REHIRE AS SUBSTITUTE

Tonya Minge, hourly substitute, Grade Sub04, Step G, Office of Collection Development, Main Library effective May 22, 2011 at the rate of \$10.59 per hour.

### NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Cheri Edwards, hourly substitute, Grade Sub12, Step G, Administrative Office, Main Library effective August 30, 2011 at the rate of \$16.51 per hour.



Anita Jackson, library aide, Trotwood Branch, effective August 14, 2011 at the rate of \$7.40 per hour.

Kathleen DeMarco, Reference Assistant, hourly substitute, Grade Sub08, Step E, Miamisburg Branch Library effective August 14, 2011 at the rate of \$12.06 per hour.

### RESIGNATION

Joshua Armstrong, Shipping and Receiving Clerk, full time, Grade 3, Step A, Acquisitions Division, Main Library effective June 4, 2011 at the rate of \$11.62 per hour.

Rachel Johnson, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Miamisburg Branch, effective April 23, 2011 at the rate of \$8.87 per hour.

Amanda Black, Library Technical Assistant III, full time, Grade 06, Step C, Burkhardt Branch, effective June 4, 2011 at the rate of \$13.93 per hour.

### LEAVE WITHOUT PAY

Paul Brown, Library Technical Assistant I, 2/5 time, Grade 4, Step B, Northmont Branch Library, effective May 27, 2011 for 8.0 hours.

James Schneider, Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services Division, Main Library, effective August 6, 2011 for 24.0 hours.

### TUITION REIMBURSEMENT

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

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course "Humanities Information Sources and Services, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course "Information Technology for Library and Information Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the workshop "Preservation of Library Materials", Kent State University, 1.0 credit hours, at a cost of \$437.00.

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the course "Information Technology for Library and Information Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the workshop "Museum Collection Information Management", Kent State University, 1.0 credit hours, at a cost of \$437.00.

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the workshop "Preservation of Library Materials", Kent State University, 1.0 credit hours, at a cost of \$437.00.

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the workshop "Genealogy and Local History Research Methods", Kent State University, 1.0 credit hours, at a cost of \$437.00.

## 2010 AUDIT

Nicole Cottrell, Principal for the accounting firm Clark, Schaefer, and Hackett reviewed the results of the 2010 audited financial statements. Ms. Cottrell said this was the fifth year Clark, Schaefer and Hackett had audited the financial statements of the Library. Final bound copies of the 2010 Audit were distributed and Ms. Cottrell told Trustees that the Library had received an unqualified opinion on the 2010 audited financial statements.

Mr. Gillispie asked if the Library had received paperwork from the State of Ohio indicating final acceptance of the audit. Ms. Cottrell said that documentation from the state had just been received that day.

## COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for May 2011 was included in the Board folder. The Executive Director approved the following investments:

On Thursday, June 8, 2011 a Property Tax advance for the first half of 2010 was received in the amount of \$843,692.34. The entire amount was invested in the 5/3 Max Savers account yielding .25%.

On Wednesday, June 15, 2011 the Public Library Funds for June 2011 were received in the amount of \$1,305,438.96. It was determined that \$305,438.96 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the 5/3 Max Savers account yielding .25%.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the May 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He said that benchmark figures were down again this month, explaining that counts are slightly down in circulation and computer sessions comparable to the loss in hours. He told Board members that program attendance counts in May are considerably higher because of a concerted effort by children's librarians to visit all schools in order to promote the Summer Reading Club.

David Slivken, Assistant Director for Main Library Services, reviewed the recently completed semi-annual reference and user assistance study. He explained that the survey was accomplished twice annually, in April and October. David said the survey covers six categories and explained what is counted in each category. The categories are: Access Equipment, Access Resources, Library Services, Readers Advisory, Directional and Reference. He told Trustees that in two areas, Access Equipment and Directional, counts were up slightly, the other categories were down compared to last year. Mr. Oehlers said he feels that this is incredibly important information. He said that anything that can be done to make this data and information gathering process the best it can be is very important, as he feels this is a glimpse into the "life of our library".

Jean Gaffney, Acquisitions and Collection Development Manager, offered a final report on the American Library Association and National Endowment for the Humanities "We the People" bookshelf grant. She explained that the materials from this award arrived in late spring last year and included 22 copies of 18 books, various bookplates, posters and bookmarks and one movie revolving around the theme of "A More Perfect Union". She said the award amounted to \$9,712 in quality materials for the library. Ms. Gaffney told Trustees that the Dayton Metro Library hosted 57 programs related to the "We the People" materials, with over 1,700 people attending those programs. She said the titles included in the bookshelf circulated nearly 1,600 times. Jean stated: "This was the first time all librarians (adult, teen and children's) worked together to promote the same overall program based on a collection of materials. This initiative fed into our mission to inspire, enrich and inform. The program allowed us to work as "a more perfect union" ourselves to promote an understanding of the American experience through excellent literature."

## EXECUTION OF DEPOSITORY AGREEMENT

The Executive Director explained that Section 135.12 of the Ohio Revised Code, the Uniform Depository Act, states that each governing board other than the state board of deposit shall meet every five years on the third Monday or such regularly scheduled meeting date of the month next preceding the date of the expiration of its designation of depositories for the purpose of designating the public depositories of the public moneys of the subdivision, and at such meeting or any adjourned session thereof, shall designate such public depositories and award the public moneys of the subdivision to and among the public depositories so designated for the period of five years commencing on the date of the expiration of the next preceding designation. The designation and award shall be made in duplicate; one copy shall be retained by the governing board of the subdivision and one copy shall be certified to the treasurer. The Dayton Metro Library currently has depository agreements with Liberty Savings Bank, Chase Bank, PNC Bank, and Fifth Third Bank. Mr. Kambitsch told Trustees that these depository agreements expire August 22, 2011 and recommended that the Board renew the depository agreements with Liberty Savings Bank, Chase Bank, PNC Bank, and Fifth Third Bank based upon their making proper application for public funds. He said the agreement period would be from August 23, 2011

through August 22, 2016 and allow for active and inactive funds to be maintained at the aforementioned financial institutions.

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

#### Definitions of Deposits

1. An "active deposit" is defined as a public deposit necessary to meet current demands on the treasury.
2. An "interim deposit" is defined as public moneys in the treasury of the state or any subdivision after the award of inactive deposits has been made, which moneys are in excess of the aggregate amount of the inactive deposits as estimated by the governing board prior to the period of designation and which the treasurer or governing board finds should not be deposited as active or inactive deposits for the reason that such moneys will not be needed for immediate use but will be needed before the end of the period of designation.
3. An "inactive deposit" is defined as a public deposit other than an interim deposit or an active deposit.

Mr. Oehlers motioned that the Board renew the depository agreements with Liberty Savings Bank, Chase Bank, PNC Bank, and Fifth Third Bank based upon their making proper application for public funds. The agreement period would be from August 23, 2011 through August 22, 2016 and allow for active and inactive funds to be maintained at the aforementioned financial institutions. Ms. Holihan seconded the motion. Ms. Holihan questioned renewing agreements with Liberty Savings Bank. Ken Basista, Finance Manager, said although the Library had no funds at Liberty Saving Banks, he wanted to continue the agreement due to the Library's relationship with Liberty Savings Bank and for flexibility.

Mr. Oehlers further motioned that the Library's interim funds be invested with the following banks based upon competitive bids and subject to comments made about Liberty Savings Bank: JP Morgan Chase, Fifth/Third Bank, Tri-State Bank, Liberty Savings Bank, PNC Bank, Huntington Bank, Firststar Bank and the STAR OHIO Program. Mr. Gillispie seconded the motion.

Ayes: All  
Nays: None

#### FACILITIES PLANNING

The Executive Director reviewed with Trustees Discussion Draft 2.0 of the "Facilities for Results" plan. He explained that the second Community Committee meeting would take place the following day and reviewed the meeting agenda with Board members. Mr. Kambitsch told Trustees that a great deal of the first meeting was spent bringing the attendees up to date with issues and trends in the Library. He explained that he had introduced the Draft 2.0 Plan to the community members, discussed consolidation and expansion of branches, and the reasons behind

those draft proposals. The Executive Director then shared copies of maps from the MVRPC indicating usage patterns within Dayton Metro Library branch service areas. He said that most of the time would be spent discussing the merits of merging branches within the system.

### NEW BUSINESS

Jeanne Holihan asked Board members if it would be appropriate to have an item on each month's agenda to update Board members on the Dayton Foundation. The Executive Director and the President said a quarterly update would work the best.

### CORRESPONDENCE

The Executive Director said that since the last meeting the Board had received the following correspondence:

- a. A Resolution dated June 14, 2011 from the Board of County Commissioners of Montgomery County reappointing William Gillispie to serve on the Dayton Metro Library Board of Trustees for a seven year term commencing June 1, 2011 and ending May 31, 2018.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, July 20, 2011 at 4:00 p.m. in the Main Library Auditorium.

The Board President appointed Mr. Gillispie to serve as Secretary Pro Tem.

### EXECUTIVE SESSION

It was 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)(4) of the Ohio Revised Code to discuss collective bargaining. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:59 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 6:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, July 20, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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

The Executive Director requested that item 5A be added to the agenda regarding the easement for improvements at the Miami Township Branch.

On a motion by Ms. Hayde, seconded by Ms. Holihan the amended agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the minutes of the meeting of June 18, 2011 were approved by the Board pending the correction of the spelling of Ms. Holihan's name.

Ayes: All  
Nays: None

## CONSENT AGENDA

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in the webinar “Serving the Seasoned” on July 27, 2011. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Rachel Gut, Outreach Services Manager, Outreach Services, to attend Leadership Academy in Mt. Sterling, Ohio on August 12, 2011. It is further recommended that registration in the amount of \$2,000.00 and mileage in the amount of \$74.37 be paid by the Board.

Rachel Gut, Outreach Services Manager, Outreach Services, Julie Buchanan, Older Adult Specialist, Outreach Services, Brook Crowell, Reference Assistant, Outreach Services, to attend ABOS National Bookmobile Conference in Cleveland, Ohio, October 13, 2011- October 15, 2011. It is further recommended that registration in the amount of \$200.00 each and meal reimbursement not to exceed \$120.00 each be paid by the Board.

Rachel Gut, Outreach Services Manager, Outreach Services to attend ABOS National Bookmobile Conference in Cleveland, Ohio, October 13, 2011 – October 15, 2011. It is further recommended that hotel reimbursement not to exceed \$268.00 be paid by the Board.

Steve Wilson, Assistant Manager, Adult Services Division, Main Library, to participate in the Webinar “Delivering Innovative Mobile Services Through Your Library” being held on July 21, 2011 and July 28, 2011. It is further recommended that webinar fees totaling \$76.50 be paid by the Board.

Pat Clingman, Children’s Librarian, Kettering-Moraine Branch, to attend Picture Book Read-In being held in Fairfield, Ohio on August 12, 2011. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

Shawna Woodard, Reference Librarian, Magazines and Special Collections, Main Library, to attend “Association of Christian Librarians Annual Conference” in Cedarville, Ohio on July 14 – 16, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$83.64 and registration be reimbursed in an amount not to exceed \$315.00.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:



### APPOINTMENT

Michael Naylor, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Kettering Moraine Branch, effective July 3, 2011 at the rate of \$8.87 per hour.

### CHANGE IN LOCATION

Cara Kouse, from Branch Library Manager, full time, Grade S08, Step A, Miamisburg Branch Library to Branch Library Manager, full time, Grade S08, Step A, Wilmington Stroop Branch, effective July 17, 2011 at the rate of \$26.7683 per hour.

### PROMOTION AND CHANGE IN LOCATION

Sharon Vaughan, from Processor, full time, Grade 2, Step B, Processing Division, Main Library to Shipping and Receiving Clerk, full time, Grade 3, Step B, Acquisition Division, Main Library effective June 19, 2011 at the rate of \$11.98 per hour.

Timothy Osterday, from Training Assistant, 4/5-time, Grade 08, Step L, Human Resources Office, Main Library to Administrative Assistant, full-time, Grade CS3, Step F, Administration, Main Library effective July 17, 2011 at the rate of \$20.8309 per hour.

### CHANGE IN POSTION AND CHANGE IN LOCATION

Edra Monzon, from Reference Librarian, substitute, Grade Sub11, Step G, Branch & Extension Services, Main Library, to Interim Adult Services Division Manager, substitute, Grade SubS07, Step L, Adult Services Division, Main Library, effective July 17, 2011 at the rate of \$31.9503 per hour.

### REHIRE AS SUBSTITUTE

John Wiley, Library Technical Assistant I/Driver, hourly substitute, Grade Sub04, Step B, Outreach Services, effective July 17, 2011 at the rate of \$9.14 per hour.

Earl D. House, Reference Librarian, hourly substitute, Grade Sub11, Step G, Miami Township Branch, effective July 17, 2011 at the rate of \$15.36 per hour.

### CHANGE IN HOURS

Melissa Marshall, from Reference Assistant, 3/5 time, Grade 08, Step F, Kettering Moraine Branch Library to Reference Assistant, 4/5 time, Grade 08, Step F, Kettering Moraine Branch Library effective June 19, 2011 at the rate of \$16.83 per hour.

Holly Roeder, from Library Technical Assistant I, 3/5 time, Grade 04, Step E, Kettering-Moraine Branch Library to Library Technical Assistant I, full time, Grade 04, Step E, Kettering-Moraine Branch Library effective June 19, 2011 at the rate of \$13.57 per hour.

Karen Rapp, from Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, New Lebanon Branch Library to Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch Library effective July 3, 2011 at the rate of \$12.04 per hour.

RESIGNATION

Joseph Greenward, Adult Services Division Manager, full time, Grade S09, Step D, Adult Services Division, Main Library effective July 16, 2011 at the rate of \$29.2586 per hour.

David Hampton, Library Technical Assistant I, full time, Grade 04, Step F, Madden Hills Branch, effective June 14, 2011 at the rate of \$13.99 per hour.

Theresa Daniels, Library Technical Assistant I, substitute, Grade Sub04, Step A, Huber Heights Branch Library, effective February 26, 2011 at the rate of \$8.87 per hour.

Ethel Blue, Library Technical Assistant I, substitute, Grade Sub04, Step A, Huber Heights Branch Library, effective February 12, 2011 at the rate of \$8.87 per hour.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association, made a statement to the Board regarding the recent negotiations.

EASEMENT FOR IMPROVEMENTS AT THE MIAMI TOWNSHIP BRANCH

Chris Snyder from the Miami Township Zoning Department gave a presentation pertaining to improvements the township would like to make to the retention basin between I-675 and the Miami Township Branch Library. He indicated that there would be no cost to the library for the initial landscaping work or any ongoing maintenance. The Executive Director indicated that they are seeking Board approval conditional on review by the Montgomery County Prosecuting Attorney.

On a motion from Mr. Oehlers, seconded by Ms. Hayde, approval for the easement for improvements at the Miami Township Branch Library was tentatively given pending the approval of the Montgomery County Prosecuting Attorney.

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2011 was included in the Board folder. The Executive Director approved the following investments:

On Monday, June 28, 2011, a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$3,363.21 was received. It was determined that the entire amount was needed for current operations.

On Thursday, June 30, 2011 a Property Tax advance for the second half of 2010 was received in the amount of \$103,084.16. It was determined that the entire amount was needed for current operating expenses.

On Thursday, July 14, 2011, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$165,322.21 was received. The entire amount was needed for current operating expenses.

On Thursday, July 15, 2011 the Public Library Funds for July 2011 were received in the amount of \$1,587,468.33. It was determined that \$587,468.33 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the Chase Hi Balance Max account yielding .15%.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the May 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He indicated that fewer books on the shelves and reduced hours are driving the lower statistics. He also mentioned that this may be a sign of an improving economy. He told Board members that program attendance counts in June remained higher because the reduced hours did not impact children's programming, which is where most of our programming comes from.

Ken Basista, Finance Office Manager, explained that many government entities are using professional investors when investing their funds. He indicated that he and the Executive Director have been, and will continue to meet with local investment bankers to discuss the possibility of entrusting our investments to them. He mentioned that he would have a proposal to bring before the Board at the September meeting. Mr. Gillispie asked about the cost, and indicated that we should retain the current level of safety, liquidity and yield. Ken indicated that despite the low yields that we have been experiencing in this economy, the improved efficiency and tactics would provide for enough additional return to sustain our yield and pay for this service. He told the Trustees that the investments would continue to be safe and compared the new investment service to acquiring a mutual fund. He also indicated that he did not think this endeavor would damage the relationships that we currently have with other local banks, and that we would not move our day to day operations away from Chase even if they did not handle our investments. Ken also mentioned that there would not be a long term contract, and if things did not work out we would be able to make changes.

The Executive Director reported that in order to have a more clear designation of funds, we are exploring the possibility of creating a Budget Stabilization Fund. In the past, revenues in excess of operating expenses were placed in the Building and Repair Fund, and were transferred as needed. He indicated that we still have research to do, but would like to implement this change

this fall. The Executive Director indicated that according to the Ohio Revised code, it would take a supermajority of the Trustees to create the fund to be used for budget stabilization.

#### FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2012

The Montgomery County Budget Commission has scheduled the 2012 Tax Budget Allocation Meeting for Wednesday, August 31, 2011 at 10:00 a.m. 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. The Executive Director recommends Board approval of this resolution for consideration by the 2012 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 2012 Public Library Fund as developed by the Montgomery County Budget Commission.*

Mr. Oehlers made a motion to adopt the above resolution. The motion was seconded by Mr. Gillispie.

Ayes: All  
Nays: None

#### FACILITIES PLANNING

The Executive Director explained that the third Community Planning Meeting was spent talking about the Main Library. He mentioned that Bill Burgess has been interviewing community leaders to get their unbiased opinion, and that they indicated we should be cautious as we moved forward with any major building projects. The community leaders did not think it was a matter of if we move forward, but rather when we should move forward. The Executive Director also mentioned that when the cost information was shared with the leaders, they did not think it was an unreasonable amount; however, it would be a sizeable community commitment. Mr. Kambitsch told Trustees that some additional polling would be done to ask the voters if they

would vote for a bond levee to have quality libraries, and he would be making a formal presentation to the Board in September. The most important thing to take away from this polling will be to decide what it is that we want to do in the long term. If the polling indicates that we cannot pass a bond issue now, we will have a vision of what we want to do when we take the first step with this branch of the future. The polling will give us context how that should fit in with our long term plan. The Executive Director then shared a PowerPoint presentation with the Board regarding the size of the current Main Library compared to the proposed new Main Library and peer libraries around the country.

#### NEW BUSINESS

There was no new business brought before the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, September 21, 2011 at 4:00 p.m. in the Main Library Auditorium.

#### EXECUTIVE SESSION

It was 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)(4) of the Ohio Revised Code to discuss collective bargaining. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:13 p.m. and returned to open session at 5:42 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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.

Ms. Holihan made a motion to accept the tentative agreement between the Board and the Dayton Metro Library Staff Association as signed, for articles 36, 42, 56 and 58. Mr. Oehlers seconded the motion.

Ayes: All  
Nays: None

REVISED MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Executive director gave a brief synopsis of the revised Managerial and Confidential Employees Compensation Plan, and then gave his recommendation to accept the plan. Ms. Hayde made a motion to approve the Revised Managerial and Confidential Employees Compensation Plan as presented. The Motion was seconded by Mr. Oehlers.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the Board adjourned at 6:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Thursday, September 1, 2011, 12:00 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 12:15 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.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

FACILITIES PLANNING

The Executive Director gave an overview of the four community meetings which were held recently. Bill Burges and Vanessa Tey Iosue from Burges and Burges Strategists shared the results of a community survey conducted by Triad Research completed in late July regarding the draft facilities plan.

The Board of Trustees took no action.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, September 21, 2011 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Turner, the Board adjourned at 2:27 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 21, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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. Gillispie, seconded by Ms. Holihan the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the regular meeting of July 20, 2011 and the minutes of the special meeting of September 1, 2011 were approved by the Board.

Ayes: All  
Nays: None



## CONSENT AGENDA

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

### WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Linda Lewis, Children's Librarian, New Lebanon Branch Library, to attend "Picture Book Read-In" on August 12, 2011. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

Paula Dale, Branch Manager, Huber Heights Branch Library, to participate in the webinar "Serving the Seasoned" on July 27, 2011. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Cindi Chibis, Human Resources Manager, Main Library, to participate in the webinar "Merit Based Pay" beginning on September 21, 2011. It is further recommended that registration in the amount of \$40.00 be paid by the Board.

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, to attend "Grant Professionals Association, Southwest Ohio Annual conference" on September 22, 2011. It is further recommended that registration in the amount of \$66.50 and mileage in the amount of \$19.80 be paid by the Board.

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, to participate in the webinar series "Ebook Boot Camp" beginning on August 10, 2011. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend the "Outreach & Special Services Division Meeting" on August 19, 2011. It is further recommended that mileage in the amount of \$94.91 be paid by the Board.

Tim Capehart, Reference Librarian, Adult Services Division, Main Library, to attend "Mock Newbery & Caldecott Discussions" on December 1, 2011. It is further recommended that mileage in the amount of \$44.40 be paid by the Board.

Lisa Rickey, Reference Librarian, Magazine & Special Collections Division, Main Library, to attend "Midwest ContentDM Meeting" on October 14 & 15, 2011. It is further recommended that registration in the amount of \$50.00, mileage in the amount of \$98.24, Parking in the amount of \$20.00, meals in the amount of \$80.00 and hotel stay in the amount of \$200.00 be paid by the Board.

Mimi Morris, Assistant Director Branch & Extension, Main Library, Paula Dale, Huber Heights Branch Manager, Kim Bishop, East Library Branch Manager, Teresa Huntley, Kettering Moraine Branch Manager, Carol Macmann, New Lebanon Branch Manager, Karri Marshall, West Carrollton Branch Manager, Mark Roma, Belmont Branch Manager, Cynthia Stafford, Wilmington-Stroop Assistant Branch Manager and Luellen

Wilson, Trotwood Branch Manager, to participate in the webinar “Situational Leadership/Situational Management” on August 17, 2011. It is further recommended that group registration in the amount of \$239 be paid by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Jeffrey Fortescue, Business Specialist, full time, Grade 12, Step C, Adult Services Division, Main Library, effective August 14, 2011 at the rate of \$22.25 per hour.

Alyssa Briggs, Catalog Librarian, full time, Grade 11, Step A, Cataloging Division, Main Library, effective August 14, 2011 at the rate of \$19.79 per hour.

Mary Fisher, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Vandalia Branch Library, effective September 11, 2011 at the rate of \$8.87 per hour.

Patrick Lemley, Library Technical Assistant I, 7/10 time, Grade 04, Step A, Ft. McKinley Branch Library, effective July 31, 2011 at the rate of \$12.16 per hour.

### PROMOTION

Trina Cole, From Library Technical Assistant I, full time, Grade 04, Step K, Burkhardt Branch Library to Library Technical Assistant III, full time, Grade 06, Step K, Burkhardt Branch Library, effective July 17, 2011 at the rate of \$17.63 per hour.

Holly Roeder, From Library Technical Assistant I, full time, Grade 04, Step D, Kettering Moraine Branch Library to Library Technical Assistant III, full time, Grade 06, Step D, Kettering Moraine Branch Library, effective September 11, 2011 at the rate of \$14.50 per hour.

### PROMOTION AND CHANGE IN LOCATION

T.J. McGuire, from Library Technical Assistant III, full time, Grade 06, Step D, Kettering-Moraine Branch Library to Reference Assistant, full time, Grade 08, Step B, Northtown-Shiloh Branch Library, effective August 28, 2011 at the rate of \$15.11 per hour.

### PROMOTION, CHANGE IN HOURS AND CHANGE IN LOCATION

Brielle Maynor, from Reference Librarian, substitute, Grade Sub11, Step C, Wilmington-Stroop Branch Library to Branch Library Manager, full time, Grade S08, Step A, Miamisburg Branch Library, effective August 28, 2011 at the rate of \$25.05 per hour.

### CHANGE IN POSTION AND CHANGE IN LOCATION

Janet Nottingham, from Interim Branch Library Manager, Grade Sub12, Step G, Northmont Branch Library to Specialist, Grade Sub12, Step G, Branch & Extension Services, Main Library, effective July 31, 2011 at the rate of \$18.02 per hour

CHANGE IN POSTION, CHANGE IN HOURS AND CHANGE IN LOCATION

Desiree Davey, from Copy Cataloger II, full time, Grade 08, Step K, Cataloging Division, Main Library to Training Assistant, Grade 08, Step K, Human Resources Office, Main Library, effective August 28, 2011 at the rate of \$19.72 per hour.

TRANSFER TO ORIGINAL POSITION

Lisa Ward, from Library Technical Assistant I, 1/2 time, Grade 04, Step E, West Carrollton Branch Library to Library Technical Assistant I, 1/2 time, Grade 04, Step E, Burkhardt Branch Library, effective September 11, 2011 at the rate of \$13.70 per hour.

Janelle Wood, from Library Technical Assistant I, 1/2 time, Grade 04, Step K, Miami Township Branch Library to Library Technical Assistant I, 1/2 time, Grade 04, Step K, Burkhardt Branch Library, effective September 11, 2011 at the rate of \$16.37 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREEE

Harriet Chambers, Library Technical Assistant I, hourly substitute, Grade Sub04, Step G, Outreach Services, effective November 20, 2011 at the rate of \$10.59 per hour.

Linda Brock, Reference Assistant, hourly substitute, Grade Sub08, Step G, Huber Heights Branch Library, effective November 20, 2011 at the rate of \$12.79 per hour.

LEAVE WITHOUT PAY

Nancy Horlacher, Local History Specialist, Magazine & Special Collections Division, Main Library, for 80 hours effective September 2011 for personal reasons.

RESIGNATION

Stephanie Bange, Reference Librarian, substitute, Grade Sub11, Step G, Wilmington-Stroop Branch Library, effective May 7, 2011 at the rate of \$16.87 per hour.

Sheila Ference, Reference Librarian, substitute, Grade Sub11, Step F, Adult Services Division, Main Library, effective March 26, 2011 at the rate of \$14.91 per hour.

Lisa Nemeth, Library Technical Assistant I, substitute, Miami Township Branch Library, effective April 23, 2011 at the rate of \$8.87 per hour.

Steven Wilson, Assistant Adult Services Division Manager, full time, Grade S07, Step B, Adult Services Division, Main Library, effective October 22, 2011 at the rate of \$24.01 per hour.

T. J. McGuire, Reference Assistant, full time, Grade 08, Step B, Northtown-Shiloh Branch Library, effective September 24, 2011 at the rate of \$15.11 per hour.

INCREASE IN STARTING CASH

The Executive Director recommended that the Board approve an increase in daily start-up cash for the amount listed at the following location.

Location	Current Amount	Increase Amount	New Opening Cash Amount
New Lebanon	\$50.00	\$25.00	\$75.00

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Helen Patzer, Children’s Librarian, Northown Shiloh Branch Library, in order to attend Kent State School of Library and Information Science.

TUITION REIMBURSEMENT

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

Helen Patzer, Children’s Librarian, Northown Shiloh Branch Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,390.50.

Helen Patzer, Children’s Librarian, Northown Shiloh Branch Library, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,390.50.

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 & August 2011 were included in the Board folder. The Executive Director approved the following investments:

On Friday, July 22, 2011, a Property Tax settlement for the second half of 2010 was received in the amount of \$3,370,256.84. It was determined that \$370,256.84 was needed for current operations. The remaining \$3,000,000 was invested in the Max Savers Account yielding 0.25%.

On Monday, August 15, 2011 the Public Library Funds for August 2011 were received in the amount of \$981,675.24. It was determined that the entire amount was needed for current operating expenses.

On Thursday, September 15, 2011 the Public Library Funds for September 2011 were received in the amount of \$1,021,606.72. It was determined that the entire amount was needed for current operating expenses.

On Monday, September 19, 2011, a Property Tax Settlement net payment in the amount of 403,588.32 was received. The entire amount was invested in the Max Savers Account yielding 0.25%.

On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, the July & August 2011 Financial Reports were approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He indicated that in most measures we are behind where we were a year ago, however compared to some previous months we are not as far behind as we have been. The Executive Director also mentioned that there is an anomaly in the program statistics when compared to last year. He explained that the figure in question from last year occurred about the same time that we revised how we collected those statistics.

The Executive Director shared a PowerPoint presentation which included updates on the Budget of Sustainability and peer benchmarks. He indicated that the library met spending goals because of the reduction in staff, and that we may need to lower those targets for future years because of the need to absorb additional cuts in funding. The Executive Director also mentioned that a proposal is under development to create a Budget Stabilization Fund, although it may have a slightly different name. He also indicated that the Dayton Metro Library output and performance measures rank near the middle when compared to peer libraries, and that these peer libraries are among the best libraries in the nation. The Executive Director then gave an overview of the Output Measures for Objectives in the Strategic Plan for Results.

The Executive Director mentioned that the current computer system that drives all aspects of the library's data, is about 8 years old and is no longer updated by the vendor, Sirsi-Dynix. Over the past several months staff committees have been exploring options to replace this integrated library system (ILS). It is anticipated that the Executive Director plans to seek approval for signing a contract in October with implementation coming sometime next summer. He indicated that he would present additional information at the October Board meeting.

The Executive Director announced that the Kindle will now be supported by Overdrive, the library's eBook vendor. He mentioned that the first instructional program on the Kindle will be

held on September 22<sup>nd</sup> at the Wilmington-Stroop Branch Library with additional programs to be scheduled in October, November and December.

The Executive Director introduced Brielle Maynor to the Board. Brielle is the new manager at the Miamisburg Branch Library.

FACILITIES PLANNING

The Executive Director shared information with the Board about the draft facilities plan. He mentioned that he has been receiving both positive and negative feedback about the plan from some community groups. He indicated that we will continue to work on the plan and bring it to the Board for a vote sometime after its completion. Some discussion followed pertaining to the direction that the plan should take. An ad hoc task force of the Board was formed to listen to the community and determine what the public would like to see, and also to explore the options that the library has available. This task force will consist of Mr. Gillispie, Ms. Holihan and Ms. Hayde.

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

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2012; and

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

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

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

<u>Fund</u>	<u>Amount To Be Derived From Levies Outside 10 M. Limitation</u>	<u>County Auditor's Estimate of Tax Rate To Be Levied</u>
General Fund	\$12,057,432*	1.75

\*Amount includes Homestead and Rollback Grants

And be it further RESOLVED, That the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

#### NEW BUSINESS

There was no new business brought before the Board.

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The letter to the Executive Director dated August 14, 2010 from Mr. William Pace, Mt. Vernon Neighborhood Association, regarding the library's building plan.
- b. The letter to the Executive Director dated August 30, 2010 from Susan R. Grant, regarding the library's building plan.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be preceded by the Dayton Metro Library Records Commission meeting on Wednesday, October 19, 2011 at 4:00 p.m. in the Main Library Auditorium.

The President also told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, October 19, 2011 at 4:15 p.m. also in the Main Library Auditorium.

EXECUTIVE SESSION

It was 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  
Mr. Turner, Aye  
Mr. Oehlers, Aye  
Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye  
Ms. Katsuyama, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 5:42 p.m. and returned to open session at 6:20 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board adjourned at 6:21 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 19, 2011, 4:15 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, 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 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. Oehlers, seconded by Ms. Holihan, the minutes of the meeting of September 21, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Pat Clingman, Children's Librarian, Kettering-Moraine, to attend "Fantastic Journeys Through Literature" in Crestview Hills, Kentucky on November 5, 2011. It is further recommended that registration in the amount of \$75.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$67.71.

Tish Wilson, Assistant Director for Youth Service, and Gretchen Yonata, Teen Specialist, Youth Services, to attend "Greater Dayton Conference on Youth" in Dayton, Ohio on October 25, 2011. It is further recommended that registration in the amount of \$75.00 each be paid by the board.

Erin Hunt, Children's Librarian, West Carrollton, to attend "Greater Dayton Conference on Youth" in Dayton, Ohio on October 25, 2011. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Tim Osterday, Administrative Assistant, Executive Director's Office, to attend "CMI Inquiry and Reports Training" being held in Englewood, Ohio on November 3, 2011. It is further recommended that the registration in the amount of \$600.00 be paid by the Board.

Jean Gaffney, Collection Development & Acquisitions Manager, and Deborah Hathaway, Catalog Division Manager, to attend "Cataloging Efficiencies that Make a Difference" being held in Columbus, Ohio on October 21, 2011. It is further recommended that mileage be reimbursed to Jean Gaffney in an amount not to exceed \$81.03.

Gretchen Yonata, Teen Specialist, Youth Services, to attend "OLC Children's and Teen Conference Committee Meeting" being held in Columbus, Ohio on October 6, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$89.36.

Beth Storie, Library Technical Assistant I/Driver, Outreach Services, to attend "Driver's Training" at Clark State Community College in Springfield, Ohio on August 29, 2011. It is further recommended that registration in the amount of \$350.00 be paid by the Board, and that mileage be reimbursed in an amount not to exceed \$28.86.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

JonVelle McCray, Library Technical Assistant I, 3/5-time, Grade 04, Step A, Madden Hills Branch Library effective September 25, 2011 at the rate of \$12.16 per hour.

CHANGE IN POSITION AND CHANGE IN LOCATION

Beth Storie, from Library Technical Assistant I, full-time, Grade 04, Step F, Wilmington-Stroop Branch Library, to Library Technical Assistant I/Driver, full-time, Grade 04, Step F, Outreach Services effective October 9, 2011 at the rate of \$14.13 per hour.

Janet Nottingham, from Specialist, substitute, Grade Sub07, Step L, Branch & Extension Services, Main Library to Interim Adult Services Division Manager, substitute, Grade Sub07, Step L, Main Library effective October 9, 2011 at the rate of \$32.27 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Harriet Chambers, Library Technical Assistant I, hourly substitute, Grade Sub04, Step G, Outreach Services, effective November 20, 2011 at the rate of \$10.59 per hour.

Linda Brock, Reference Assistant, hourly substitute, Grade Sub08, Step G, Huber Heights Branch Library, effective November 20, 2011 at the rate of \$12.79 per hour.

RESIGNATION

Phyllis Semblano, Library Technical Assistant I, 4/5-time, Grade 04, Step D, Belmont Branch Library, effective September 29, 2011, at the rate of \$13.32 per hour.

Kevin Delecki, Main Children's Room Manager, full-time, Grade S08, Step A, Main Library, effective October 29, 2011, at the rate of \$25.05 per hour.

CHANGE IN HOURS

Twana Van Vlack, from Library Technical Assistant I, substitute, Grade Sub04, Step A, West Carrollton Branch Library, to Library Technical Assistant I, ½-time, Grade 04, Step A, West Carrollton Branch Library effective September 25, 2011 at the rate of \$12.16 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Sheila Vore, from Library Technical Assistant I, substitute, Grade Sub04, Step A, Wilmington-Stroop Branch Library to Library Technical Assistant I, ½-time, Grade 04, Step A, Miami Township Branch Library effective September 25, 2011 at the rate of \$12.16 per hour.

PROMOTION AND CHANGE IN LOCATION

Sarah Ewry, from Library Technical Assistant I, full-time, Grade 04, Step E, Audio Visual Division, Main Library to Copy Cataloger II, full-time, Grade 08, Step A, Cataloging Division, Main Library effective October 9, 2011 at the rate of \$14.68 per hour.

CROSS MANAGEMENT CONSULTING SERVICES

The Board authorized 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 \$85/hour for consulting services, \$130/hour for staff attorneys and \$100/month as a retainer fee for the period October 14, 2011 through October 13, 2012.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2011-2012 rates for Property, Liability and Blanket Insurance coverage. The Rates are as follows:

<u>Line of Business/Carrier</u>	<u>2010</u>	<u>2011</u>
Property - Westfield	\$52,344	\$50,473
Liability - Westfield	\$20,491	\$16,044
Boiler - Cincinnati	\$3,332	\$3,332
Directors & Officers/Employment Practices Liability - Cincinnati	\$8,799	\$9,516
Total Premium:	<b>\$84,966</b>	<b>\$79,365</b>

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

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2011 was included in the Board folder. The Executive Director approved the following investment:

On Friday, October 14, 2011 the Public Library Funds for October 2011 were received in the amount of \$1,220,336.74. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the September 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## AMENDED UNRESERVED FUND BALANCE POLICY

In April 2004, the Board of Trustees established an Unreserved Fund Balance Policy that established a minimum cash balance limit to be maintained in the General Fund. The policy also established guidelines for transfers to and from the General Fund, the Special Revenue Fund, the Building and Repair Fund and the Computer Coop Fund.

The Executive Director recommended adoption of an Amended Unreserved Fund Balance Policy and the creation of a Sustainability Fund. The new policy provides the Board guidelines for the transfer of funds to and from the General Fund. The Executive Director shared information from the Government Finance Officers Association (GFOA) and a letter from the State Auditor of Ohio supporting the recommended policy changes.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the September 2011 Financial Report and the adoption of the Revised Unreserved Fund Balance Policy were approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared major statistical measures with the Board members which included circulation, visitor, computer sessions and items added counts.

David Slivken, Assistant Director for Main Library Services, shared with the Board some of the ideas that were generated by staff for changes that would improve the Main Library in the short term. These ideas included moving the audiovisual materials to the first floor. The current area allocated for the audiovisual department may be converted to a computer services area. Additionally, the current reference desk on the first floor may be replaced with a much smaller and possibly portable reference desk. The printed collection on the first floor must be heavily weeded in order to accommodate the AV materials. He further explained that in this digital age, the need for physical or printed materials is declining.

## INTEGRATED LIBRARY SYSTEM

At the September meeting, the Executive Director updated Trustees on progress toward completion of an Integrated Library System (ILS) selection process. With the assistance of technology consultant RMG Consultants of Chicago, the Dayton Metro Library evaluation team used a structured selection process which evaluated system hardware, software, functionality, conversion services and implementation plan, support capabilities, vendor viability, price and overall responsiveness to the needs of the Dayton Metro Library as outlined in the Request for Proposal dated April 1, 2011. On Friday, October 14<sup>th</sup>, with the assistance of RMG President Rob McGee, the library reached a tentative agreement with the Polaris Library Systems of Syracuse, New York.

Barb Kuhns, Assistant Director for Information Technology Services, informed the Board that the main reason why the library was considering the upgrade was because the company that currently provides the ILS was purchased by another company who chose not to continue the product. Ms.

Kuhns also gave an overview of the selection process, and described some of the new features and benefits staff will experience with the Polaris system.

The Executive Director added that the funding for this project is coming from the Computer Co-Op Fund which was accumulated over the past 7 years from a portion of the consortium library fees. He also indicated that our goal was to provide the highest customer service and to complete the conversion to the new ILS with minimal patron inconvenience.

The Executive Director recommended approval to execute a contract with Polaris Library Systems for a new Integrated Library System comprising of hardware, software and services in an amount not to exceed \$303,024 with maintenance costs in year two not to exceed \$74,973, pending final review and approval by the Montgomery County Prosecuting Attorney.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Executive Director's recommendation as listed above was approved by the Board.

Ayes: All  
Nays: None

#### EBOOK READER INCENTIVE PROGRAM

The Executive Director recommended the Board approve the 2011 Ebook Reader Incentive Program. The intent of this voluntary program is to make it as attractive as possible for every benefit eligible employee to own and use an ebook reader or tablet. The library will reimburse any benefit eligible employee up to \$50 if they purchase a qualifying tablet or ebook reader.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Ebook Reader Incentive Program was approved by the Board.

Ayes: All  
Nays: None

#### FACILITIES PLANNING

The Executive Director discussed ongoing discussions with community groups and reported the Mount Vernon Neighborhood Association and the FROC Priority Board have taken votes to oppose the Facilities Plan. He also indicated that having trustees attend meetings with other neighborhood groups would be beneficial because of the large number of such associations. Mr. Turner suggested that we contact Dayton View Triangle Association, because it is the largest neighborhood association and because they maybe helpful in persuading other associations. The Executive Director informed Trustees that he had prepared a draft document called Branch Site Selection Criteria and invited them to take a copy of the document for discussion at the next Board Meeting. He recommended that this document be added to the facilities plan and indicated that Trustees should consider what range of items should be included.

INVESTMENT SERVICES

Ken Basista, Finance Office Manager, gave an overview of his evaluation of local banks experienced in public funds investment services and requirements, and recommended the library invest mid and long-term funds in both Huntington Bank and Fifth/Third Banks. The Executive Director mentioned that by employing the investment services of two banks simultaneously, the library could more readily evaluate the quality of each bank’s support and service. In addition, this might also result in more competition for the library’s investment dollars.

No formal approval was sought by the Executive Director.

Ms. Katsuyama left the meeting at 5:35 p.m.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 16, 2011 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Vice-President reported that the Trustees will need to establish a calendar of meetings for 2012. The proposed meeting dates for 2012 are as follows:

January 25, 2012	July 18, 2012
February 15, 2012	August – no meeting
March 21, 2012	September 19, 2012
April 18, 2012	October 17, 2012
May 16, 2012	November 28, 2012
June 20, 2012	December 19, 2012

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the proposed meeting dates for 2011.

Ayes: All  
Nays: None

EXECUTIVE SESSION

It was 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:

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

Ms. Hayde, Aye

Ayes: All

Nays: None

The Board entered Executive Session at 5:42 p.m.

The Trustees returned to general session at 5:48 p.m. The Vice-President reported that Trustees took no action 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.

Ms. Holihan, on behalf of the entire Board, complimented the Executive Director on his performance. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved a 3% increase in the Executive Director's base salary, effective July 1, 2011, based on his performance during 2010 which resulted in an overall performance rating of "Exceeds Expectations". On a second motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved technical correction concerning lump sum incentive payments due to Executive Director. The resolution will read as follows:

An Annual 1.5% of annual Base Salary lump sum incentive payment will be made to the Executive Director if he/she receives an overall performance rating of "meets" or above, and the Library receives above average ranking in selected public and internal surveys for peer or top performing libraries as determined by the Board.

Mr. Oehlers further moved, seconded by Ms. Holihan, that a 1.5% base salary lump sum payment based on the achievement of three stars in the Library Journal index and DML rankings in the internally developed peer group using data collected for the Public Library Data Service.

Ayes: All

Nays: None

#### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board adjourned at 5:55 p.m.

Ayes: All

Nays: None



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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. Holihan, seconded by Ms. Hayde, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of October 19, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, 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 the following staff members at the workshop/conference indicated below:

Ken Basista, Finance Office Manager, Main Library, to attend “Dayton CPA Day” being held in Dayton, Ohio on November 16, 2011. It is further recommended that registration in the amount of \$144.00 be paid by the Board.

Tabitha Litteral, Catalog Librarian, Main Library, to participate in the webinar “ISSN and You” on November 9, 2011. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Main Library, to participate in the webinar “RDA and Music Basics” on October 26, 2011. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Ben Murphy, Teen Librarian, Vandalia, Kim Bautz, Children’s Librarian, Outreach Services, Nancy Horlacher, Local History Specialist, Magazine and Special Collections, Cathy Hochadel, Teen Librarian, Miamisburg and Cindy Simmerlink, Teen Librarian, Huber Heights to attend the OLC Leadership Conference being held in Columbus, Ohio on November 17, 2011. It is further recommended that registration in the amount of \$65.00 each be paid by the board, and that Mileage be reimbursed to Cathy Hochadel in an amount not to exceed \$81.03.

Jean Gaffney, Collection Development & Acquisitions Manager, to attend the OLC Leadership Conference being held in Columbus, Ohio on November 17, 2011. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

#### B. PERSONNEL ACTIONS

It is recommended that the following **change in Hours** be accepted:

Mary Limbert, from Reference Assistant, 4/5 time, Grade 08, Step L, Vandalia Branch Library, to Reference Assistant, full time, Grade 08, Step L, Vandalia Branch Library effective November 6, 2011, at the rate of \$20.31 per hour.

It is recommended that the following **resignation** be accepted:

Erin Hunt, Children’s Librarian, full time, Grade 11, Step H, West Carrollton Branch Library, effective November 16, 2011, at the rate of \$23.81 per hour.

Rita Cassel, Reference Librarian, hourly substitute, Grade Sub11, Step G, Adult Services Division, Main Library, effective October 18, 2011 at the rate of \$16.87 per hour.

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

Mary Jewell, from Reference Assistant, full-time, Grade 08, Step B, Burkhardt Branch Library, to Reference Assistant, full-time, grade 08, Step B, Northtown-Shiloh Branch Library effective November 6, 2011, at the rate of \$15.11 per hour.

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

Kahlil Ian Kinser, from Library Technical Assistant I, 2/5 time, Grade 04, Step A, Vandalia Branch Library, to Library Technical Assistant I, full-time, Grade 04, Step A, Audio Visual Division, Main Library effective November 6, 2011, at the rate of \$12.16 per hour.

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

Nancy Horlacher, Local History Specialist, Magazine & Special Collections Division, Main Library, for 24 hours effective Tuesday, November 8, 2011 for vacation.

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:

Nick DeMarco, Library Technical Assistant I, hourly substitute, Grade Sub04, Step D, Miamisburg Branch Library, effective January 29, 2012 at the rate of \$9.70 per hour.

Ayes: All

Nays: None

#### **COMMENTS FROM THE GENERAL PUBLIC**

Rich Robinson, President of Dayton Metro Library Staff Association, made a statement to the Board regarding the upcoming negotiations.

Lori Rotterman, Vice-President of Dayton Metro Library Staff Association, made a statement to the Board regarding the Executive Director's salary.

#### **MONTHLY FINANCIAL REPORT**

The Executive Director indicated that Page 10 of the Monthly Financial Report has been changed. Ken Basista, Finance Office Manager, gave an overview of the changes which included information on the new Stabilization Fund. The Executive Director also mentioned that there may be budget changes from the State of Ohio after the first of the year that will affect the library's budget.

The Monthly Financial Report for October 2011 was included in the Board folder. The Executive Director approved the following investment:

On Friday, October 14, 2011 the Public Library Funds for October 2011 were received in the amount of \$1,220,336.74. It was determined that the entire amount was needed for current operating expenses.

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared major statistical measures with the Board members which included circulation, visitor, computer sessions and program attendance counts.

Cindi Chibis, Human Resources Manager, shared the annual Staff Count Report with the Board. She mentioned that the report includes full time equivalents (FTEs) as well as an actual head count, and that 2011 showed a decline in number of staff. The Executive Director added that there have been many staff members who have been promoted from within the library through their hard and work and dedication, with additional assistance in the form of training classes and tuition reimbursement.

David Slivken, Assistant Director for Main Library Services, shared with the Board statistics pertaining to the semi-annual Patron Assistance Survey. He mentioned that the total count continues to trend downward. The Library Services subtotal count increased in 2011 because this category includes signing patrons up for programs and assisting patrons with eBooks. He also mentioned that the Reference count decreased, and that this can be attributed to the number of options patrons have to seek answers for their questions.

## AUTHOR ILLUSTRATOR MATT KISH

The Executive Director introduced author/illustrator Matt Kish who is a member of Dayton Metro Library's collection development team. Mr. Kish shared with the Board the story of his book and how it came about.

## 2012 HEALTH INSURANCE

The Executive Director gave the Board a brief history of the Dayton Metro Library's health insurance options and mentioned that in addition to the current HRA plan, he supports the Labor Management Committee's recommendation to offer a new Health Savings Account, or HSA plan, as an option for employees in 2012. He indicated that individuals who do not utilize their health insurance as heavily would be wise to switch to the HSA plan to take advantage of the lower premiums. Mr. Kambitsch recommended that the Board match the mandatory contribution currently paid to the HRA participants, for the HSA participants as an incentive for them to move to the new plan. In addition to major medical, dental and vision coverage, the Labor Management Committee will be recommending programs to encourage staff to make healthier life decisions in regards to nutrition and exercise. These programs could be in the form of wellness classes offered in exchange for an additional deposit into the employees HSA account. In addition to these incentives, the committee recommends offering biometric screening opportunities which would include blood pressure and cholesterol checks. Results of these screenings would be confidential and would not be available to the library. There will be additional discussions about the library's support for these programs. A proposal will be brought before the Board after the first of the year.

<b>Dental/Vision Packages</b>	<b>Current Monthly premium</b>	<b>New Monthly premium</b>	<b>Library Share</b>	<b>Employee Share</b>	<b>Employee Per Pay</b>	<b>Library Contribution</b>
Single Vision/Dental	\$28.08	\$29.16	\$28.62	\$0.54	\$0.27	
Family Vision/Dental	\$109.97	\$114.25	\$112.11	\$2.14	\$1.07	
<b>HRA Full Packages</b>						
Single Health/Dental/Vision	\$554.65	\$644.30	\$553.48	\$90.82	\$45.41	\$500.00
Family Health/Dental/Vision	\$1,274.45	\$1,474.60	\$1,271.69	\$202.92	\$101.46	\$1,000.00
<b>HSA Full Packages</b>						
Single Health/Dental/Vision	\$554.65	\$548.34	\$508.64	\$39.70	\$19.85	\$500.00
Family Health/Dental/Vision	\$1,274.45	\$1,262.39	\$1,171.61	\$90.78	\$45.39	\$1,000.00

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the renewal of the current HRA insurance plan with the addition of the optional HSA plan with a voluntary matching library contribution, \$500 per single account and \$1000 per family account, in addition to the renewal of the current dental and vision plan through Met Life, was approved by the Board.

Ayes: All  
Nays: None

### FACILITIES PLANNING

The Executive Director reminded Trustees that the President appointed a committee of trustees to assist with ongoing communications relating to the facilities plan. He indicated that he has been in contact with Burges & Burges to discuss the many ways which the committee could help. One recommendation suggested that the membership of the committee should be broadened to include key community leaders who could also assist with promoting the benefits of the new facilities to other community leaders. The committee could also discuss and refine the details of the facilities plan and decide which key issues need to be brought before the full Board for discussion. This would allow some issues to be discussed in a timelier manner since the committee would not be limited to one meeting per month. There was consensus that this broader scope of the committee's charge was appropriate. There was also a brief discussion of candidates that might be asked to join the committee. Mr. Kambitsch indicated that he would be forwarding potential meeting dates to committee members this week. A discussion followed pertaining to what would happen to vacated buildings after the new buildings were completed.

### CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The letter from the Executive Director dated November 3, 2011 to Ms. Mary Reifsnyder, regarding her request to relocate the distribution area for Dayton City Paper.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 21, 2011 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the Board adjourned at 5:12 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 21, 2011, 4:00 p.m.

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

PRESIDING: Margot Merz, 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. Hayde, 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 Mr. Oehlers, the minutes of the meeting of November 16, 2011 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

The Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Ken Basista, Finance Office Manager and Barry Fought, Accountant, Finance Office, to attend "GASB 54 Fund Balance Reporting" in Miamisburg, Ohio on December 14, 2011. It is further moved that registration in the amount of \$40.00 each be paid by the Board.

Gretchen Yonata, Teen Specialist, Youth Services to attend "OLC Program Committee Meeting" being held in Columbus, Ohio on September 27, 2011. It is further recommended that mileage in an amount not to exceed \$89.91 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend "Grant Writing" being held in Dayton, Ohio on December 1 – 2, 2011. It is further moved that registration in the amount of \$199 be paid by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Verenie Brown, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Madden Hills Branch Library, effective December 18, 2011 at the rate of \$8.87 per hour

### CHANGE IN HOURS

Noelle Landis, from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Belmont Branch Library to Library Technical Assistant I, ½ time, Grade 4, Step A, Belmont Branch Library, effective November 20, 2011 at the rate of \$12.16 per hour.

### NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Nick DeMarco, Library Technical Assistant I, hourly substitute, Grade Sub04, Step D, Miamisburg Branch Library, effective January 29, 2012 at the rate of \$9.70 per hour.

### PROMOTION AND CHANGE IN LOCATION

Jonathan Knight, from Community Relations Clerk/Switchboard Operator, Grade 04, Step K, Community Relations to Reference Assistant, full-time, Grade 08, Step F, Burkhardt Branch Library, effective January 2, 2012 at the rate of \$17.00 per hour.



### REHIRE AS SUBSTITUTE

Zachary Hill, Reference Librarian, hourly substitute, Grade Sub 11, Step D, Adult Services Division, Main Library, effective December 4, 2011 at the rate of \$16.37 per hour.

### RETIREMENT

Dana Davidson, Library Technical Assistant I, ½ time, Grade 04, Step K, Trotwood Branch Library, effective December 31, 2011 at the rate of \$16.37 per hour after more than 16 years of service.

### RESIGNATION

Wesley Saylor, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Outreach Services, effective August 27, 2011, at the rate of \$8.87 per hour.

Michelle Cook, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Madden Hills Branch Library, effective September 10, 2011, at the rate of \$8.87 per hour.

Laura Ehler, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Northmont Branch Library, effective September 9, 2011, at the rate of \$10.59 per hour.

### TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Desiree Davey, Training Assistant, Main Library, in order to attend Kent State School of Library and Information Science.

### 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:

Genevieve Richarson, Grants Specialist, Main Library, for the course "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$1,356.00.

Genevieve Richarson, Grants Specialist, Main Library, for the course "Museum Collection Information Management", Kent State University, 3.0 credit hours, at a cost of \$1,356.00.

Genevieve Richarson, Grants Specialist, Main Library, for the course "Library 2.0", Kent State University, 1.0 credit hours, at a cost of \$452.00.

Desiree Davey, Training Assistant, Main Library, for the course "Information Technology for Library and Information Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Desiree Davey, Training Assistant, Main Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association addressed the Trustees concerning the Facilities Plan.

#### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for November 2011 was included in the Board folder. The Executive Director approved the following investments:

On Wednesday, December 14, 2011, the Public Library Funds for December 2010 were received in the amount of \$1,038,192.10. It was determined that the entire amount was needed for current operations.

On Friday, December 9, 2011, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$675,044.67 was received. It was determined that the entire amount was needed for current operations.

On Wednesday, November 23, 2011, a Homestead and Rollback Property Tax Reimbursement and Manufactured Homes Rollback was received in the amount of \$849,795.74 which represents the gross collection amount of \$854,447.37 minus the tax collection fees of \$4,651.63. The entire amount was used for current operating expenses.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the November 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

On a motion by Mr. Oehlers, seconded by Ms. Hayde the October 2011 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Standard Statistical Measures – The Executive Director shared major statistical measures with the Board members which included circulation, visitor, programming attendance and computer session counts. He told Trustees that all stats are trending about the same as the last several months with the exception of programming attendance which was down slightly compared to earlier in the year.

2012 Strategic Plan Initiatives – The Executive Director noted that with the pending facilities plan and bond issue campaign likely this year, the library will focus on a limited number of other activities related to the goals and outcomes identified in the Board’s Strategic Plan. While focus will be narrower, there are a number of initiatives that are designed to move the library forward:

- Moving forward with the Facilities Plan, and securing funding for that plan.
- Improvements in electronic content not only with eBooks, but with other types of electronic content.
- Helping our patrons take advantage of services being offered by eGovernment sources, in particular tax assistance being offered. Doing this accentuates the need for additional computers in the library branches, particularly the inner-city branches.
- Reconfiguring the Main Library to be more user friendly. This effort has already started with a major weeding of the storage collection.

Germantown Public Library – The Executive Director informed the Trustees that Germantown Public Library will be leaving the Dayton Metro Library Consortium after six years. He indicated that they will be joining another consortium that consists of other small libraries that utilize open source software, which they hope will reduce their operating costs. The Executive Director indicated that Germantown PL will be issuing a press release in the near future.

AMENDED 2011 APPROPRIATION RESOLUTION

The Executive Director told Trustees that it would be necessary to amend the 2011 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.

On a motion by Ms. Hayde, seconded by Ms. Holihan the following amended appropriation allocations for fiscal year ending December 31, 2011:

<u>General Fund</u>	<u>Current</u> <u>Appropriation</u>	<u>Amended</u> <u>Appropriation</u>	<u>Amount</u> <u>Changed</u>
1000 – Salaries & Benefits	\$ 18,200,000	\$ 18,200,000	\$ 0
2000 – Supplies	465,000	465,000	0
3000 - Purchased and Contracted Services	3,840,000	3,840,000	0
4000 - Library Materials & Information	3,500,000	3,500,000	0
5000 - Capital Outlay	875,000	675,000	(200,000)
6000 - Debt Service	0	0	0
7000 - Other Objects	100,000	120,000	20,000
8000 - Contingency	800,000	0	(800,000)
9000 - Transfer to other funds	<u>1,700,000</u>	<u>3,045,516</u>	<u>1,345,516</u>
Total	<u>\$ 29,480,000</u>	<u>\$ 29,845,516</u>	<u>\$ 365,516</u>

	<u>Current</u> <u>Appropriation</u>	<u>Amended</u> <u>Appropriation</u>	<u>Amount</u> <u>Changed</u>
<b><u>Building and Repair Fund</u></b>			
3000 - Purchased and Contracted Services	\$ 350,000	\$ 350,000	\$ 0
5000 - Capital Outlay	7,500,000	4,500,000	(3,000,000)
9000 – Transfers to Other Funds	0	3,000,000	3,000,000
Total	<u>\$ 7,850,000</u>	<u>\$ 7,850,000</u>	<u>\$ 0</u>

	<u>Current</u> <u>Appropriation</u>	<u>Amended</u> <u>Appropriation</u>	<u>Amount</u> <u>Changed</u>
<b><u>Computer Co-Op Fund</u></b>			
3700 – Management Consultants	\$ 50,000	\$ 50,000	\$ 0
5000 - Capital Outlay	224,286	294,286	70,000
Total	<u>\$ 274,286</u>	<u>\$ 344,286</u>	<u>\$ 70,000</u>

	<u>Current</u> <u>Appropriation</u>	<u>Amended</u> <u>Appropriation</u>	<u>Amount</u> <u>Changed</u>
<b><u>Sustainability Fund</u></b>			
9000 – Transfers from Other Funds	0	\$ 6,000,000	\$ 6,000,000
Total	<u>\$ 0</u>	<u>\$ 6,000,000</u>	<u>\$ 6,000,000</u>

Ayes: All  
Nays: None

#### TRANSFERS OF FUNDS

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director reported 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 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, 2011	\$ 1,639,588.26
Earnings through November 30, 2011	2,103.66
Balance through November 30, 2011	<b>\$ 1,641,691.92</b>
<b><u>Current Obligation</u></b>	
Vacation Accrual	\$ 734,136.93
Compensatory Time Accrual	155,148.16
25% of Sick Leave (Eligible Retirees)	383,430.61
8/11 of Current Payroll	<u>358,095.57</u>
Current Payroll expenditure obligation	\$ 1,630,811.27
Additional 2% funding for Medicare and Worker's Compensation tax liability	<u>32,601.70</u>
Total current obligation	<b><u>\$ 1,663,412.97</u></b>
Requested Transfer to Special Revenue Fund	<b><u>\$ 21,721.05</u></b>

The Executive Director went on to say the Computer Co-Op Fund was established in August 1991. The purpose of the fund is 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 \$385,000 will be needed over the next seven (7) years. Based on this assumption, current funding should be at 14.3% or \$55,000.

Beginning Balance January 1, 2011	\$ 374,250.78
Less: 2011 Expenditures through November 30, 2011	(35,998.99)
Plus: Earnings through November 30, 2011	277.14
Less: 2011 Encumbrances	<u>\$ (307,324.00)</u>
Unencumbered Balance through November 30, 2011	31,204.93
Unencumbered Fund Objective for December 31, 2011	<u>\$ 55,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u><b>\$ 23,795.07</b></u>

The Executive Director also indicated that the Sustainability Fund was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on this assumption, the library would have approximately 77 days of regular General Fund operating expenditures in the Sustainability Fund.

Beginning Balance January 1, 2011	\$ 0
Requested Transfer to Sustainability Fund from General Fund	\$ 3,000,000.00
Requested Transfer to Sustainability Fund from Building and Repair Fund	<u>\$ 3,000,000.00</u>
Requested Transfer to Sustainability Fund	<u><b>\$ 6,000,000.00</b></u>

The Executive Director also indicated that the Building and Repair Fund was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2011	\$14,369,157.76
Less: 2011 Expenditures through November 30, 2011	0
Plus: Earnings through November 30, 2011	60,851.84
Less: 2011 Encumbrances	<u>\$ 0</u>
Unencumbered Balance through November 30, 2011	14,430,009.60
Requested Transfer to Sustainability Fund	<u><b>\$ 3,000,000.00</b></u>

On a motion by Mr. Oehlers, seconded by Mr. Turner the Board approved the transfer of \$ 3,000,000 from the Building and Repair Fund to the Sustainability Fund and \$ 3,000,000 from the General Fund to the Sustainability Fund. It was further moved that the Board transfer \$ 23,795.07 to meet the objective of the Computer Co-Op Fund and \$ 21,721.05 to meet the objective of the Special Revenue Fund.

The General Fund unreserved cash balance is estimated to be \$ 7,584,878 as of December 31, 2011 after the recommended \$ 3,045,531.12 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 98 days of operating expenses.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

**TEMPORARY 2012 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.

Mr. Kambitsch told Trustees that all expenditures between January 1, 2012 and before the March 2012 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 September 7, 2010.

**GENERAL FUND**

1000 – Salaries & Benefits	\$ 18,695,000
2000 - Supplies	389,000
3000 - Purchased and Contracted Services	4,046,000
4000 – Library Materials & Information	3,500,000
5000 - Capital Outlay	740,000
6000 - Debt Service	0
7000 - Other Objects	100,000
8000 - Contingency	0
9000 - Transfers to other funds	<u>150,000</u>
Total General Fund Appropriations	<b><u>\$ 27,620,000</u></b>

**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	7,500,000
Total Building and Repair Fund Appropriations	<b><u>7,850,000</u></b>
Total All Funds Appropriations	<b><u>\$ 35,470,000</u></b>

On a motion by Mr. Oehlers, seconded by Mr. Turner the Board approved the Temporary Appropriation for 2012 for the General Fund in the amount of \$27,620,000 and for the Building and Repair Fund in the amount of \$7,850,000.

Ayes: All  
Nays: None

Mr. Oehlers left the meeting at 4:50

Ms. Hayde left the meeting at 4:51

ADVANCE ON TAX DOLLARS COLLECTED IN 2012

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2012, and  
  
WHEREAS, these funds will be used for current operating expenses throughout 2012, 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. Merz, Aye  
Mr. Turner, Aye  
Mr. Gillispie, Aye  
Ms. Holihan, Aye

Ayes: All  
Nays: None

Ms. Hayde re-entered the meeting at 4:53

LIBRARY AIDE WAGE RATES

The Executive Director explained that in November 2006 Ohio voters passed a constitutional amendment which required the State of Ohio to adjust the minimum wage annually based upon changes to the cost of living in Ohio. He said that beginning in January 2012, the minimum wage will increase to \$7.70 per hour; representing a \$0.30 per hour increase. The proposed schedule includes increases of \$0.15 to \$0.18 per hour increases for steps above the minimum wage. Library Aides will be held at their current step for 2012.

Dayton Metro Library  
Library Aide Pay Schedule  
Effective January 1, 2012

Step A	Step B	Step C	Step D	Step E
\$7.70	\$7.80	\$8.00	\$8.35	\$8.80

The proposed Substitute Pay Schedule represents the first increase to this wage schedule since 2009. The proposed schedule includes increases of 1.5% for each employee. Substitute employees will be held at their current step for 2012.

Dayton Metro Library  
Substitute Pay Schedule  
Effective January 1, 2012

<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
<b>Sub 01</b>	\$8.20	\$8.44	\$8.69	\$8.96	\$9.22	\$9.50	\$9.79
<b>Sub 02</b>	\$8.43	\$8.68	\$8.95	\$9.21	\$9.49	\$9.77	\$10.07
<b>Sub 03</b>	\$8.70	\$8.96	\$9.23	\$9.51	\$9.79	\$10.09	\$10.39
<b>Sub 04</b>	\$9.01	\$9.28	\$9.55	\$9.84	\$10.14	\$10.44	\$10.75
<b>Sub 05</b>	\$9.41	\$9.69	\$9.98	\$10.28	\$10.59	\$10.91	\$11.24
<b>Sub 06</b>	\$9.82	\$10.11	\$10.41	\$10.73	\$11.05	\$11.38	\$11.72
<b>Sub 07</b>	\$10.32	\$10.63	\$10.95	\$11.28	\$11.62	\$11.97	\$12.33
<b>Sub 08</b>	\$10.87	\$11.20	\$11.54	\$11.88	\$12.24	\$12.61	\$12.99
<b>Sub 09</b>	\$11.49	\$11.84	\$12.19	\$12.56	\$12.94	\$13.32	\$13.72
<b>Sub 10</b>	\$12.24	\$12.60	\$12.98	\$13.37	\$13.77	\$14.19	\$14.61
<b>Sub 11</b>	\$13.06	\$13.45	\$13.85	\$14.27	\$14.70	\$15.14	\$15.59
<b>Sub 12</b>	\$14.04	\$14.46	\$14.89	\$15.34	\$15.80	\$16.27	\$16.76

MLS Offset \$1.53

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board approved the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 1, 2012.

Ayes: All  
Nays: None

**FACILITIES PLANNING**

Ms. Holihan shared that the Facilities Committee had met twice recently. She stated that they are working to bring additional people into the committee to help define what the Facilities Plan is and what the message will be in order to carry that forward in 2012. She also mentioned that they had met with John Gower, former Planning Director from the City of Dayton and Robin Williams from the City of Dayton Parks and Recreation, and received valuable information about their recent consolidation of city recreation centers. Since the library is planning on consolidating branches it was thought that this information may be helpful. Some messages taken away from that meeting were the importance of meeting with patrons and community leaders and listening to their concerns, options and opportunities they may have to offer. The committee has already begun gathering names of neighborhood groups, priority boards and similar associations that the library may want to talk to, but the library should also talk to parents and other patrons to be sure



the library is getting input from everyone that use the facilities. She also indicated that neighborhood lines should be blurred so that focus can remain on what is best for all of Dayton, and not focus on which neighborhoods have and don't have a library branch. The committee will be developing a very short speech for all individuals to have so when they are talking to people everyday they will be able to share the vision of what is to be accomplished with this Facilities Plan. Other concerns include community libraries which are cherished by their patrons or facilities with historical significance. It is important to reassure people that it is important to the library to find a new use for vacated properties. It is also important to have some flexibility. The library should not go to voters with a plan that cannot be changed. Timeline is important also. Every part of the county will be affected by this plan either with a new building or a renovation.

### NEW BUSINESS

The Board President appointed a nominating committee consisting of Dennis Turner and Barbara Hayde in order to present a 2012 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in January 2011. The slate will be presented at the January 2011 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Board of County Commissioners concerning the upcoming Board of Trustees vacancy in May 2012. Ms. Jane Katsuyama has served on the Board for nine years and is eligible for reappointment.

The Board discussed the upcoming February retreat. It was decided that the topic should focus on the Facilities Plan. The date of the retreat was narrowed to the 18<sup>th</sup> or the 25<sup>th</sup> of February. After consulting the remaining Board members, a final date will be confirmed.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, January 25, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Executive Director explained that the January 2012 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday in order to offer more time for the Finance Office to prepare the end of the year financial reports.

### ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board adjourned at 5:19.

Ayes: All  
Nays: None