

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2012, 4:00 p.m.

PRESENT: Margot Merz, William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, 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 Mr. Gillispie, seconded by Mr. Oehlers the agenda was approved by the Board.

Ayes: All  
Nays: None

ELECTION OF OFFICERS

The Nominating Committee presented the following Slate of Officers for election:

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. Oehlers, seconded by Ms. Holihan the Slate of Officers was approved by the Board.

Ayes: All  
Nays: None

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 Ms. Hayde, seconded by Mr. Gillispie 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. Oehlers, seconded by Mr. Turner, the minutes of the meeting of December 21, 2011 were approved by the Board.

Ayes: All  
Nays: None

#### CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, 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:

Jan Kadel, Training Specialist, Training Office to participate in 4 webinars starting on January 11, 2012 and ending March 28, 2012. It is further recommended that registration in the amount of \$160.00 be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services to attend the "Third Annual Purposeful Learning Beyond 50 Conference" in Dayton, Ohio on January 27, 2012. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

Joshua Ashworth, Integrated Systems Specialist, Information Technology Services to attend "Maintaining a Microsoft SQL Server 2008 Database" being held in Dayton, Ohio beginning January 30, 2012 and ending February 3, 2012. It is further recommended that the registration in the amount of \$1,996.00 be paid by the Board.

Barb Kuhns, Information Technology Services Assistant Director, Main Library to participate in the webinar "Creating a Digital Media Lab in your Library" January 25, 2012. It is further recommended that the registration in the amount of \$129.00 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension, Main Library, and Carlette Jewell, Display Artist, Community Relations to participate in the webinar “Adult Summer Reading Workshop” January 31, 2012. It is further recommended that the registration in the amount of \$30.00 each be paid by the Board.

Gretchen Yonata, Teen Specialist, Main Library to attend a “Committee Meeting for the 2012 Children’s and Teen Conference” being held in Columbus, Ohio February 2, 2012. It is further recommended that mileage in an amount not to exceed \$89.36 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Elaine Fultz, Children’s Librarian, full time, Grade 11, Step B, West Carrollton Branch Library, effective January 29, 2012 at the rate of \$20.31 per hour.

### INTERIM APPOINTMENT

Donald Foster, Facilities Maintenance Assistant, substitute, Grade 05, Step B, Facilities Office, Main Library, effective January 17, 2012 at the rate of \$13.05 per hour.

### REHIRE AS SUBSTITUTE

Debra Eisert, Interim Branch Library Manager, substitute, Grade Sub S06, Step G, Vandalia Branch Library, effective January 9, 2012 at the rate of \$26.02 per hour.

### CHANGE IN POSITION AND CHANGE IN LOCATION

James Hicks, from Library Technical Assistant I, ½ -time, Grade 04, Step L, West Carrollton Branch Library to Library Technical Assistant I, 3/5 – time, Grade 04, Step L, Trotwood Branch Library, effective January 1, 2012 at the rate of \$16.86 per hour.

### RETIREMENT

Chetuan Pegues-Nixon, Reference Assistant, full time, Grade 08, Step L, West Carrollton Branch Library, effective January 7, 2012 at the rate of \$20.31 per hour after more than 32 years of service.

### RESIGNATION

Alexis Greenward, Teen Librarian, full time, Grade 11, Step D, Kettering Moraine Branch Library, effective January 28, 2012 at the rate of \$21.42 per hour.

### TUITION REIMBURSEMENT

The Board authorized \$15,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2012 to be awarded in accordance with the Staff Development Program.

### JANITORIAL CONTRACT EXTENSION

The Board accepted a proposed extension of the library's janitorial contract with Clean All Services of Sidney, Ohio. The contract extension includes calendar years 2012 and 2013 for a total annual contract amount of \$361,256.40 with no increase over 2011 hourly rates.

The contract will be extended for a third year with a modest 1% increase for 2014 in the amount of \$364,883.91.

### ALA MIDWINTER

The 2012 ALA Midwinter Meeting will be held in Dallas, Texas January 19 - 23, 2012. The Board authorized payment of the advance registration fee in an amount not to exceed \$140.00, airfare in an amount not to exceed \$325.00, lodging in an amount not to exceed \$160.00 per night for three nights, meals in an amount not to exceed \$40 per day for three days and a maximum of three days of library time for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

### 2012 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Philadelphia, PA March 14-17, 2012. The Board authorized reimbursement in an amount up to \$240.00 for registration, \$618.63 for lodging, \$300.00 for transportation, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$3,835.89 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, lodging, transportation and meals, with a maximum per person reimbursement of \$300.00 for transportation, \$618.63 for lodging costs and \$120.00 for meals; and a maximum per person reimbursement of \$240.00 for registration costs. It was further authorized that \$3,835.89 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

### 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:

Mike Nelson, Reference Librarian, Adult Service Division, for the course “Legal Information Sources and Services”, Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Mike Nelson, Reference Librarian, Adult Service Division, for the course “Electronic Publishing on the Web”, Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Helen Patzer, Children’s Librarian, Northtown-Shiloh Branch Library, for the course “Information Technology for Library Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Genevieve Richardson, Grants Specialist, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at an additional cost of \$30.00.

Genevieve Richardson, Grants Specialist, Main Library, for the course “Museum Collection Information Management”, Kent State University, 3.0 credit hours, at an additional cost of \$30.00.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association addressed the Trustees concerning the upcoming DMLSA meeting regarding the proposed facilities plan.

#### MONTHLY FINANCIAL REPORT

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

On Friday, December 30, 2011, a Manufactured Homestead Settlement payment was received in the amount of \$3,599.36. It was determined that the entire amount was needed for current operations.

On Friday, January 13, 2012 the Public Library Funds for January 2012 were received in the amount of \$1,205,606.10. It was determined that the entire amount was needed for current operations.

The Executive Director and Deputy Fiscal Officer, Ken Basista, discussed with Trustees possible changes to page 10 of the financial report. During 2011, end-of-year projections of revenues and expenditures were compared to targets established for the Budget of Sustainability. In light of reduced funding it was agreed that for 2012 it would be valuable for end-of-year projections and revenues to be tracked against start of the year projections as shown in the January financial report.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the December 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, and computer session counts. He said the stats were down approximately 6% in most measures which is slightly less than the reduction in hours that the library had.

Strategic Plan Activities – David Slivken, Assistant Director for Main Library Services, updated the Trustees on four projects that the library will continue to focus on in 2012.

- Increase reader friendly and quiet spaces for library patrons.
- Relocate and integrate the AV collection to the first floor and to the Children's Room.
- Move most public computers to the area on the second floor that was AVD and rename this area the Technology Center.
- Create Call Center – Calls that now are directed to three different locations, Telephone Renewal Line, Telephone Reference Center, and the switchboard, will be combined into one area. Patrons will be able to call, text, email or use any other form of communication that they prefer to contact the library.

E-Reader Incentive Program Update – The Executive Director shared that 154 staff members had participated in the program.

Tish Wilson, Assistant Director for Youth Services, shared this years Caldecott and Newberry award winners with the Board. She mentioned that Pat Clingman, Children's Librarian Kettering Moraine Branch Library, was on the 2012 Caldecott Selection Committee, and that the committee selected 'A Ball for Daisy' by Chris Raschka to be the winner this year. She also mentioned that Tim Capehart, Reference Librarian Adult Services, was on the 2012 Newberry Selection Committee, and they selected 'Dead End in Norvelt' by Jack Gantos for that award this year.

### FACILITIES PLAN

Ms. Holihan updated the Board on the recent activities of the Facilities Committee. The committee had met recently with consultant Bill Burgess to discuss the five key points to communicate with residents. Ms. Holihan asked that the Trustees review the document shared at the meeting and provide feedback. Ms. Hayde mentioned that the committee should be sure to communicate the fact that this strategic plan was developed after extensive community input. The Executive Director indicated that he has been working on a presentation to educate the staff on the Facilities Plan. He mentioned that many questions were presented when he met with the Executive Counsel of the Staff Association, and that he has incorporated those questions into the presentation. Ms. Hayde

asked if the library promised tax payers during a preceding levy campaign that funds would be set aside for facilities. The Executive Director confirmed the 2004 levy had been based upon a plan to spend up to \$10 million on facilities improvements.

### BOARD RETREAT

Trustees discussed a tentative agenda for the annual Board Retreat which is scheduled to be held at The Entrepreneurs Center, 714 E. Monument Avenue on Saturday February 18, 2012 from 8:30 A.M. to 2:30 P.M. The Executive Director confirmed that Bill Burgess would be available to attend. The Executive Director summarized the possible topics for discussion as follows:

- 1) Review of Discussion Draft 3.0
- 2) Site selection issues
- 3) Key messages discussion
- 4) Timetable of activities

### 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 15, 2011 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### ADJOURNMENT

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

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2012, 4:00 p.m.

PRESENT: Margot Merz, William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, 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 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. Hayde, seconded by Ms. Holihan, the minutes of the meeting of January 25, 2012 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:

Stephanie Cossell, Reference Assistant, Wilmington-Stroop Branch Library and Elaine Fultz, Children's Librarian, West Carrollton Branch Library, to attend the "Fourth Annual Picture Book Extravaganza" at Wright State University on February 18, 2011. It is further recommended that registration in the amount of \$25.00 each be paid by the Board.

Nancy Horlacher, Local History Specialist, Main Library to attend "Miami Valley Archives Roundtable" in Jackson Center, Ohio on February 16, 2012. It is further recommended that mileage in an amount not to exceed \$62.16 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, Main Library to attend an OLC Committee Meeting for the 2012 Children's and Teen Conference in Columbus, Ohio on February 2, 2012. It is further recommended that mileage in an amount not to exceed \$89.36 be reimbursed by the Board.

Genevieve Richardson, Grants Specialist, Main Library to attend the Grant Professionals Association National Conference in Indianapolis, Indiana on October 18 and 19, 2012. It is further recommended that registration in an amount not to exceed \$499.00 be paid by the Board, and mileage in an amount not to exceed \$129.87, parking in an amount not to exceed \$40.00, and hotel stay not to exceed \$190.00 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library to attend "Miami Valley Archives Roundtable" in Jackson Center Ohio on February 16, 2012. It is further recommended that mileage in an amount not to exceed \$52.17 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library to attend "WSU Public History Graduate Symposium" in Fairborn, Ohio on March 2, 2012. It is further recommended that mileage in an amount not to exceed \$7.22 and Parking in an amount not to exceed \$5.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Christine Gaffney, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Outreach Services effective January 29, 2012 at the rate of \$9.01 per hour.

### CHANGE IN LOCATION

James Hicks, from Library Technical Assistant I, 3/5 -time, Grade 04, Step L, West Carrollton Branch Library to Library Technical Assistant I, 1/2 - time, Grade 04, Step L, Trotwood Branch Library, effective January 1, 2012 at the rate of \$16.86 per hour.

Cheryl Edwards, from Administrative Assistant, hourly substitute, Grade Sub 12, Step G, Administration, Main Library to Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Huber Heights Branch Library effective January 15, 2012.

#### PROMOTION AND CHANGE IN LOCATION

David Hicks, from Library Technical Assistant III, full-time, Grade 6, Step F, E.C. Doren Branch Library to Reference Assistant, full-time, Grade 8, Step F, West Carrollton Branch Library effective February 12, 2012 at the rate of \$17.00 per hour.

#### CHANGE IN LOCATION

Pamela Julian, from Children's Librarian, hourly substitute, Grade Sub 11, Step I, Wilmington-Stroop Branch Library to Children's Librarian, hourly substitute, Grade Sub 11, Step I, Kettering-Moraine Branch Library effective January 29, 2012 at the rate of \$20.68 per hour.

#### CHANGE IN HOURS

Ana van Vlack, from Library Technical Assistant I, 1/2-time, Grade 04, Step A, West Carrollton Branch Library to Library Technical Assistant I, 3/5-time, Grade 04, Step A, West Carrollton Branch Library effective January 29, 2012 at the rate of \$12.16 per hour.

#### RETIREMENT

Patty Parrish, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step E, Brookville Branch Library effective September 30, 2011 at the rate of \$9.99 per hour after more than 11 years of service.

#### RESIGNATION

Wendy Jennings, Library Technical Assistant I, hourly substitute, Grad Sub 04, Step A, Miamisburg Branch Library effective August 27, 2011 at the rate of \$8.87 per hour.

#### LEAVE WITHOUT PAY

Noelle Landis, Library Technical Assistant I, ½ time, Grade 4, Step A, Belmont Branch Library for 4 hours effective January 2, 2012 for vacation.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved 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

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Vice-President of Dayton Metro Library Staff Association addressed the Trustees concerning the proposed facilities plan.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, January 27, 2012 a Property Tax advance for the first half of 2011 was received in the amount of \$404,092.95. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 10, 2012 a Property Tax advance for the first half of 2011 was received in the amount of \$193,402.39. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, February 15, 2012 the Public Library Funds for February 2012 were received in the amount of \$1,410,170.77. It was determined that \$610,170.77 was needed for current operations. The remaining \$800,000 was invested with Huntington Bank yielding 0.30%.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the January 2012 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, and computer session counts. He said the circulation statistics continue to fall despite the change in hours. All other measures experienced a slight increase indicating stabilization since the reduction of hours last January.

Strategic Plan Activities – Mimi Morris, Assistant Director for Branch and Extension Services, told the Trustees that in order to best help the patrons who come to the library with eGovernment requests, the library will focus on three initiatives at the branches in 2012.

- Tax Assistance – The library currently has two agencies with volunteer tax preparers on site. By partnering with the AARP & EITC/CTC Coalition this number will be expanded in 2013.
- Inclusion of on-line Ohio Benefit Bank in the library's online offerings. The benefit bank creates an electronic gateway for residents to apply for government programs and has allowed 273,000 Ohioans gain access to \$577,000,000.
- Increase the number of computers at locations with the highest wait time.

The Executive Director updated the Trustees on the Miami Township entryway project. He indicated that the Miami Township Board of Trustees voted to move forward with the improvement project near the Miami Township Branch Library, and that possibly next month he would bring to the Board a proposed permanent easement.

The Executive Director invited the Trustees to attend the annual Trustees Dinner at the Roberts Center in Wilmington, Ohio on March 27, 2012. He also indicated that any Trustee who would like to attend is welcome to ride with him.

Tish Wilson, Assistant Director for Youth Services, informed the Trustees of a youth program being sponsored by PNC Bank and The Muse Machine entitled "For Me, for You, for Later" which helps teach children ages 3 to 5 about spending, sharing and saving money. She invited the Trustees to attend the event being held on February 24 from 7:30 until 8:30 a.m. in the PNC Atrium, 6 North Main Street.

## FACILITIES PLAN

The Executive Director informed the Board that conversations with the City of Kettering were taking place regarding a possible joint planning grant from the Local Government Innovation Fund to explore the feasibility of combining the Rosewood Art Center with the Wilmington-Stroop Branch. He indicated that city officials would like to have an arts center that consists of about 30,000 square feet that would include a theater, meeting rooms, galleries and shared lobby space and restrooms with the library, all to help reduce costs. He indicated that the application is due by the end of February, but submitting the application would not commit the library to the project. Some discussion ensued about the many different options that are available for the Kettering area. The Executive Director mentioned that the grant, if approved, will help the library find the answers to many questions about the many different options available.

The Executive Director also distributed Discussion Draft 3.0 of the Facilities Plan and asked the Trustees to review the document and bring it with them to the retreat. He then gave an overview of

the changes and asked that the trustees pay particular attention to Appendix G. Site Selection Criteria. He also mentioned that Bill Burgess and Vanessa Iosue will be participating in the retreat.

### NEW BUSINESS

No new business was brought before the Board.

### CORRESPONDENCE

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

- a. The letter from the Executive Director dated January 31, 2012 to Ms. Kelly Karr, regarding her request for reconsideration for the magazine Sex, Etc.
- b. The letter from the Executive Director dated January 31, 2012 to Ms. Tina Witters, regarding her request for reconsideration for the magazine Sex, Etc.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Board Retreat is scheduled for Saturday, February 18, 2012 at The Entrepreneur's Center, 714 E. Monument Avenue beginning at 8:30 a.m.

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, March 21, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:17.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, February 18, 2012, 9:00 a.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 9:00 a.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

Bill Burges and Vanessa Tey Iosue from Burges and Burges Strategists gave presentations to the Board regarding bond issue timetables and decision points for a November ballot issue. The Executive Director then reviewed discussion draft 3.0 of the facilities plan and discussed the new and changed items.

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, March 21, 2012 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

The meeting adjourned at 2:20 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 28, 2012, 4:00 p.m.

PRESENT: Margot Merz, Jeanne Holihan,  
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. Turner, seconded by Ms. Holihan 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 January 25, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Katsuyama, 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:

Cindi Chibis, Human Resources Manager, Main Library, to attend “Safety Training” being held in Franklin, Ohio on May 15, 2012. It is further recommended that mileage be reimbursed by the Board in an amount not to exceed \$12.21.

Melissa Sokol, Children’s Librarian, Wilmington-Stroop Branch Library, to participate in the webinar “Every Child Ready to Read” on March 8, 2012. It is further recommended that registration be reimbursed by the Board in the amount of \$55.00.

Joan Gagan, Children’s Librarian, Northmont Branch Library, to participate in the webinar “Creating Presentations that Don’t Put You to sleep” on March 29, 2012. It is further recommended that registration be reimbursed by the Board in the amount of \$55.00.

Tabitha Litteral, Catalog Librarian, Catalog division, Main Library, to participate in the webinar “RDA and Moving Images” on March 14, 2012. It is further recommended that registration be reimbursed by the Board in the amount of \$99.

Mark Roma, Branch Manager, Belmont Branch Library, to participate in the webinar “Serving Deaf Patrons in the Library” on February 22, 2012 and February 29, 2012. It is further recommended that registration be reimburse by the Board in the amount of \$75.00.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, to attend an “OLC Subject & Special Collections Division Meeting” in Columbus, Ohio on March 9, 2012. It is further recommended that mileage in an amount not to exceed \$89.36 be reimbursed by the Board.

Ben Murphy, Teen Librarian, Vandalia Branch Library and Genevieve Richardson, Grants Specialist, Adult Services, Main Library to Attend the “OLC Southwest Chapter Conference” being held in Wilmington, Ohio March 28, 2012. It is further recommended that mileage be reimbursed by the Board in an amount not to exceed \$31.08.

Teresa Gaylard, Children’s Librarian, Northmont Branch Library, Joy Schwab, Reference Librarian, Adult Services, Main Library, Carlette Jewell, Display Artist, Main Library, Samantha Lumetta, Children’s Librarian, East Branch Library, Jared Baldwin, Reference Librarian, Adult Services, Main Library, Kathy Bolmida, Reference Librarian, Adult Services, Main Library, Jason Long, Reference Assistant, Miami Township Branch Library, Karen Moody, Children’s Librarian, Trotwood Branch Library and Ana van Vlack, Library Technical Assistant I, West Carrollton Branch Library, to Attend the “OLC Southwest Chapter Conference” being held in Wilmington, Ohio March 28, 2012. It is further recommended that registration be reimbursed by the Board in an amount not to exceed \$40.00.

Ben Murphy, Teen Librarian, Vandalia Branch Library, to attend “OLC Chapter Conference Wrap-up Meeting for Chapter Coordinators” being held in Columbus, Ohio March 25, 2012. It is further recommended that mileage be reimbursed by the Board in an amount not to exceed \$89.36.



## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Joyce Clay-Sanders, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Trotwood Branch Library effective March 11, 2012 at the rate of \$9.01 per hour.

Teresa Scarpelli, Library Technical Assistant I, ½ time, Grade 04, Step A, West Carrollton Branch Library effective March 11, 2012 at the rate of \$12.16 per hour.

Jennifer Buckner, Library Technical Assistant III, full time, Grade 06, Step A, E.C. Doren Branch Library effective March 25, 2012 at the rate of \$13.25 per hour.

Pamela Cooper, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Miamisburg Branch Library effective February 26, 2012 at the rate of \$9.01 per hour.

Allison Mikesell, Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch Library effective February 26, 2012 at the rate of \$12.16 per hour.

### RETIREMENT

Sue Steinke, Reference Librarian, full time, Grade 11, Step L, Adult Services Division, Main Library effective May 31, 2012 at the rate of \$26.55 per hour after more than 32 years of service.

## AMERICAN LIBRARY ASSOCIATION

The 2012 ALA Annual Conference will be held in Anaheim, California, from June 22-26, 2012. The Board authorized payment of the advance registration fee of \$220.00, \$486.00 reimbursement for lodging, \$475.00 reimbursement for travel and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It was further approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$3,903 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further approved that \$3,903 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All  
Nays: None

## COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association addressed the Trustees concerning upcoming negotiations.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, February 17, 2012 a Property Tax advance for the first half of 2011 was received in the amount of \$2,501,561.92. It was determined that \$501,561.92 was needed for current operating expenses. The remaining amount of \$2,000,000.00 was invested with Huntington Bank yielding .3%.

On Friday, February 24, 2012 a Property Tax advance for the first half of 2011 was received in the amount of \$1,271,168.93. It was determined that the entire amount could be invested with Huntington Bank yielding .3%.

On Friday, March 2, 2012 a Property Tax advance for the first half of 2011 was received in the amount of \$952,986.57. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, March 14, 2012 the Public Library Funds for March 2012 were received in the amount of \$815,299.34. It was determined that the entire amount was needed for current operating expenses.

On a motion by Ms. Holihan, seconded by Ms. Katsuyama the February 2012 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, and computer session counts. He said the good weather in February and one additional day of service in a leap year, all attributed to higher statistics this month in most categories.

Lifelong Learning Website – Mimi Morris, Assistant Director for Branch and Extension Services, shared with the Board the library’s new older adult website which is entitled “Your Lifelong Library”. The website features resources such as caregiver information, library resources, career help, retirement living & planning, and scam prevention.

Affirmative Action Report - The Executive Director presented to the Board an Affirmative Action Report prepared by the Human Resources Manager which included comparative statistics for 2010 and 2011. He indicated that the professional category was the one area that the library is below the available workforce, but the library struggles to find qualified MLS individuals to fill the few positions that have come open in recent years.

OLC Trustees Dinner – The president shared her experiences pertaining to the OLC Trustees Dinner. She mentioned that the dinner was a very valuable source of information including information about legislative actions that include libraries and also upcoming OLC events. The Executive Director mentioned that OLC legislative day will be held on April 18, 2012 and extended an invitation to the trustees.

#### PERMANENT EASEMENT TO MIAMI TOWNSHIP

The Executive Director reminded trustees of a temporary easement approved in July 2011 to permit the construction of improvements along a drainage area just south of the Miami Township Branch. The township has asked for a permanent underground easement that would minimally impact library plans to expand parking at the Miami Township Branch. He recommended adoption of the easement. He also mentioned that the agreement has been reviewed by Maureen Yuhas at the Montgomery County Prosecutor’s Office.

On a motion by Mr. Turner, seconded by Ms. Katsuyama the permanent easement to Miami Township was approved by the Board.

Ayes: All  
Nays: None

#### JOINT APPLICATION FOR LOCAL GOVERNMENT INNOVATION FUND GRANT WITH THE CITY OF KETTERING

The president informed the Trustees that a joint application for the LGIF grant with the City of Kettering is to be filed for the study of merging the Wilmington-Stroop Branch Library with Rosewood Arts Center.

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

WHEREAS, the Dayton Metro Library is interested in the feasibility of expanding its old branch library building located at 3980 Wilmington Pike, Kettering, Ohio; and

WHEREAS, the City of Kettering is interested in the feasibility of finding a new location and building for its Arts Centre which is currently located at 2655 Olsen Drive, Kettering, Ohio; and

WHEREAS, the parties desire to study the feasibility and advisability of constructing and maintaining a joint use facility to be located at 3980 Wilmington Pike and housing both the library branch and the City Arts Centre or constructing and maintaining a joint use facility at another location in the City of Kettering;

NOW, THEREFORE, Be It Resolved by the Board of Library Trustees of the Dayton Metro Library, that:

Section 1. The Executive Director is hereby authorized to file a joint application with the City of Kettering for a Local Government Innovation Fund grant from the Ohio Department of Development. All grant funds received are to be used to fund a joint feasibility study with the City of Kettering concerning a joint use facility to house a branch library and the City's Arts Centre as described in the recital paragraphs.

Section 2. The Executive Director is further authorized to enter into one or more agreements with the City of Kettering to apply for the grant.

Section 3. The Executive Director is further authorized to appropriate \$5000 toward the Library share of the 10% in-kind contribution as required by the grant.

Section 4. This Resolution shall take full force and effect immediately upon its adoption.

Ayes: All  
Nays: None

#### FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2012 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. Holihan, seconded by Ms. Katsuyama 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, 2012, 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.

**Final  
Appropriation for  
2012**

**GENERAL FUND**

1000 - Salaries and Benefits	\$18,457,200
2000 – Supplies	\$400,000
3000 - Purchased and Contracted Services	\$3,864,900
4000 - Library Materials & Information	\$3,500,000
5000 - Capital Outlay	640,000
6000 - Debt Service	\$0
7000 - Other Objects	90,000
8000 – Contingency	\$600,000
9000 - Transfers to other funds	\$100,000

**Total General Fund Appropriations                    \$27,652,100**

**SPECIAL REVENUE FUND**

1000 - Salaries and Benefits	0
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**Total Special Revenue Fund Appropriations                    \$0**

**BUILDING & REPAIR FUND**

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,500,000

**Total Building & Repair Fund Appropriations                    \$7,850,000**

**COMPUTER CO-OP FUND**

3000 - Contracted Services	\$0
5000 - Capital Outlay	\$55,000

**Total Computer Co-Op Fund Appropriations                    \$55,000**

**TRUST FUND**

3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$120,000
5000 - Capital Outlay	\$40,000

**Total Trust Fund    \$160,000**

**ENDOWMENT FUND**

4000 - Library Materials & Information	\$6,000
5000 - Capital Outlay	\$1,500

**Total Endowment Fund    \$7,500**

**Total All Funds Appropriations    \$35,724,600**

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

### FACILITIES PLAN

The Executive Director informed the Board that the library issued a request for qualifications to five Ohio law firms qualified to provide bond counsel services, and that they did receive a response from four of the five. The selection of the firm best suited to the library's needs will be completed by the May meeting. He also mentioned that he had a meeting with the City of Riverside leaders, at their request, to discuss the library's facilities plan. At that meeting they expressed their desire to build a branch in the City of Riverside. Mr. Kambitsch indicated that the library will continue to solicit input from the community and that all cooperative opportunities will be explored.

### NEW BUSINESS

The President expressed her thanks to Ms. Katsuyama for her service to the Board of Trustees. Mr. Turner expressed his thanks for Ms. Katsuyama's insight during her nine years of service to the Board and the Library. The trustees discussed the ideal candidate for Ms. Katsuyama's replacement who will be appointed by the County Commissioners. The decision was made to contact the County Administrator to see how the Board and the Executive Director might best aid the Commission in making the best appointment. The Executive Director would convey to the Commission the skills, experiences and backgrounds that would best service the needs of the library.

### 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, April 18, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 5:16.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 18, 2012, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President Pro-Tem

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

Ayes: All  
Nays: None

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. Turner, seconded by Mr. Oehlers, the minutes of the meeting of March 28, 2012 were approved by the Board.

Ayes: All  
Nays: None

## CONSENT AGENDA

On a motion by Mr. Oehlers, 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:

Mimi Morris, Assistant Director for Branch and Extension Services, Kim Bishop, Branch Manager East Branch, Carol Macmann, Branch Manager New Lebanon Branch, Elaine Lindstrom, Branch Manager Brookville Branch, Sharon Taste, Branch Manager Dayton View Branch, Karri Marshall, Branch Manager West Carrollton Branch and Karen Findley, Assistant Branch Manager Huber Heights Branch, to attend "Lead the Change" in Columbus, Ohio on April 17, 2012. It is further moved that registration in the amount of \$80 each be paid by the Board, and that mileage in an amount not to exceed \$78.81 and parking in the amount of \$10 be reimbursed by the Board for Elaine Lindstrom, Mimi Morris and Kim Bishop.

Shawna Woodard, Reference Librarian Magazine and Special Collections Division Main Library, to attend "2012 Family History Conference" in Cincinnati, Ohio on April 8 and 12, 2012. It is further moved that registration in the amount of \$129 be paid by the Board, and that mileage in an amount not to exceed \$119.88 and parking in the amount of \$30 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension Services, to attend "ALA Annual Preconference" in Anaheim, CA on June 21 & 22, 2012. It is further moved that registration in the amount of \$325, hotel stay in the amount of \$162 and meals in an amount not to exceed \$80 be reimbursed by the Board.

Jenny Ventling, Children's Librarian Burkhardt Branch, Jonathan Knight, Reference Assistant Burkhardt Branch, Brandon Ulman, Library Technical Assistant I/Driver Outreach Services, Karri Marshall, Branch Manager West Carrollton Branch, Mark Roma, Branch Manager Belmont Branch, and Genevieve Richardson, Grants Specialist Adult Services Division to attend the "UpDayton Summit" in Dayton, OH April 27, 2012. It is further moved that registration be reimbursed by the Board in the amount of \$15 each.

Mimi Morris, Assistant Director for Branch and Extension Services, to participate in the webinar entitled "E-Government Resources" starting on April 24, 2012. It is further moved that registration in the amount of \$45 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library to participate in the webinar "Every Child Ready to Read" on April 12, 2012. It is further moved that registration be reimbursed by the Board in the amount of \$45.

Nicole Eby, Reference Librarian, Magazine and Special Collections Division, and Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, to attend the "OLC Southwest Chapter Conference" being held in Wilmington, OH March 28, 2012.



It is further recommended that registration be reimbursed by the Board in an amount not to exceed \$40.00.

Tabitha Litteral, Catalog Librarian, Catalog Division, to attend “RDA is Coming: How Ready are You?” being held in Cleveland, OH April 27, 2012. It is further recommended that registration in the amount of \$40.00, lodging in the amount of \$123.23 and Mileage in an amount not to exceed \$228.66 be reimbursed by the Board.

Genevieve Richardson, Grants Specialist, Main Library, to attend the “Grant Professionals Association Southwest Ohio Regional Conference” being held in Yellow Springs, OH on June 15, 2012. It is further recommended that registration in the amount of \$66.50 and Mileage not to exceed \$21.09 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch, to participate in the webinar “Managing the Swarm” on April 24, 2012. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Pamela Ade, Teen Librarian, full time, Grade 11, Step A, Kettering Moraine Branch Library, effective May 6, 2012 at the rate of \$19.79 per hour.

#### RETIREMENT

Paula Dale, Branch Manager, full time, Grade S08, Step E Huber Heights Branch Library effective May 31, 2012 at the rate of \$30.18 per hour after more than 7 years of service.

Bobbi Hatfield, Library Technical Assistant III, full time, Grade 06, Step L, Huber Heights Branch Library effective May 31, 2012 at the rate of \$18.35 per hour after more than 32 years of service.

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.

William Pace, President of the Mount Vernon Neighborhood Association, Kia Nalls and others addressed the Trustees to indicate their concerns regarding the facilities plan and how it will affect the Dayton View neighborhood. They displayed a petition signed by 1000 individuals indicating they were against the closure of the Dayton View Branch Library. President Pro-Tem Hayde thanked Mr. Pace and others for appearing before the Board and assured them that the facilities plan incorporated 4 years of research and community input. She mentioned that the new library would be 3 times larger and located within 1 mile of the current library. She also mentioned that the new facility would be the library that the community deserved with more space and quiet reading areas, many more computers available resulting in less wait time and it will contain a much larger collection. She also indicated that without a plan to make the library more economically viable, branches were going to close in the next several years without a larger library to replace it.

Lori Rotterman, Vice-President of Dayton Metro Library Staff Association thanked the Executive Director, the HR Department and the Wellness Committee for introducing the wellness programs.

### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2012 was included in the Board folder. The Executive Director approved the following investments:

On Wednesday, April 12, 2012 the Public Library Funds for April 2012 were received in the amount of \$1,076,712.02. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the March 2012 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, and computer session counts.

2013 Tax Budget - The Executive Director informed the Trustees that the library was no longer required to submit a tax budget request to the County Commission in May. He indicated that the 2013 budget request would be brought before the Board in November.

Staff Wellness Program – Cindi Chibis, Human Resources Manager, praised the Wellness Committed for their hard work. She gave an overview of the committee and discussed the steps the committee has taken so far. She indicated that a large number of staff members have been very anxious to participate. The library is also offering biometric screening to check blood pressure and blood sugar levels. Gretchen Yonata and Kathy Colin also discussed the walking committee and the “Walk to Miami Beach” challenge where staff members track the number of steps taken each day. At the end of the challenge staff should have collectively taken enough steps in 12 weeks to walk to Miami Beach and back. 258 employees have signed up to participate in the program.

Big Read / Huber Heights Anniversary / MVRPC – “Going Places” Land Use Plan – The Executive Director shared several fliers with the Trustees concerning the upcoming Skype with Big Read author Dave Eggers at Sinclair Community College and the 50<sup>th</sup> anniversary of the Huber Heights Branch Library on May 15<sup>th</sup>. He also indicated that Martin Kim, Director of Regional Planning with Miami Valley Regional Planning Commission, will be giving a presentation at the next Board meeting concerning the “Going Places” Land Use Program.

## FACILITIES PLAN

The Executive Director updated the Board on the State of Ohio Local Government Innovation Fund Grant Application with the City of Kettering. He indicated that the State of Ohio acknowledged that they had received the grant application and they saw no deficiencies in the application.

He also shared the 2010-2011 Library Journal U.S. Public Libraries – New Branch Construction Projects chart. This chart compares cost data of new branch library construction projects throughout the United States.

Mr. Oehlers briefed the Board on the process of preparing the Request for Qualifications (RFQ) for Bond Counsel Services. Five firms were invited to prepare proposals and four proposals were received. Board members Holihan and Turner and Deputy Fiscal Officer Basista assisted the Executive Director in interviews of the top two firms. Following the interviews and review of references and proposed fees, the Executive Director seeks endorsement by the Trustees to engage Squire Sanders LLC of Cleveland for bond counsel. Mr. Mike Sharb will be the lead attorney. Ms. Holihan indicated that bond counsel will work with the Board to assure that all aspects of the bond are completed accurately and submitted in a timely manner.

The Executive Director distributed the schedule of activities to place a bond issue before voters at the November 6, 2012 election as presented by Squire Sanders. He discussed some of the key dates presented on the document including the August 8<sup>th</sup> deadline to add the bond issue to the November ballot. He also mentioned that by the next Board meeting the Trustees could know what dollar amount is needed, what interest rate is anticipated and the duration for the bond project. Squire Sanders will assist the Board with these decisions.

Mr. Turner indicated that he has cleared his schedule this fall so as to be able to champion the bond issue. He also indicated that as a founding member of the Dayton View Triangle Association, he would be willing to lead discussions with that area.

On a motion by Mr. Oehlers, seconded by Mr. Turner the Board instructed the Executive Director work with bond counsel Squire Sanders to prepare a resolution of necessity with the intention of placing a bond issue on the November 6, 2012 ballot.

Ayes: All  
Nays: None

On a motion by Mr. Oehlers, seconded by Mr. Turner the Board voted to introduce for public consideration and comment a resolution adopting the Facilities for Results Discussion Draft 3.0.

Ayes: All  
Nays: None

#### BOARD VACANCY

The Executive Director updated the Board on the conversations he has had with County Commissioner Debbie Lieberman and her assistant Cathy Startzman about the pending vacancy on the Board. He indicated that the County Commission will be receptive to suggestions from the Board about that replacement. Suggestions can be forwarded to the Executive Director who will then forward them to the commission.

#### NEW BUSINESS

Ms. Hayde indicated to the Trustees that information on how to donate to the bond campaign would be forthcoming.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President Pro-Tem told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, May 16, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

#### 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:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:47 p.m. and returned to open session at 6:08 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.

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the Board adjourned at 6:11 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 16, 2012, 4:00 p.m.

PRESENT: Margot Merz, Barbara Hayde, Jeanne Holihan, Joseph Oehlers,  
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.

The President, Ms. Merz, appointed Mr. Oehlers to serve as Secretary Pro-Tem.

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. Hayde the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Holihan, the minutes of the meeting of April 18, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Turner, 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:

Brielle Maynor, Branch Manager, Miamisburg Branch and Matt Kish, Audio Visual Material Selection Specialist, Main Library to attend "Library Leadership Ohio" being held in Mt. Sterling, Ohio on July 25 – 27, 2012. It is further recommended that registration in the amount of \$400.00 each be paid by the Board and that mileage in an amount not to exceed \$53.28 for Matt Kish and \$74.37 for Brielle Maynor be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, Main Library to attend "Take Five! An Ohio Youth Services Day of Dialogue" in Columbus, Ohio on May 16, 2012. It is further recommended that mileage in an amount not to exceed \$79.37 be reimbursed by the Board.

Pat Clingman, Children's Librarian, Kettering Moraine Branch to attend "2012 ALSC National Institute" in Indianapolis, Indiana on September 20 – 22, 2012. It is further recommended that registration in the amount of \$400.00 be paid by the Board and that mileage in an amount not to exceed \$129.87, Lodging for 2 nights in the total amount of \$339.30 and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Fred Kirchner, Teen Librarian, Wilmington-Stroop Branch, to attend "OLC Central Chapter Conference" in Columbus, Ohio on May 3, 2012. It is further recommended that mileage in an amount not to exceed \$79.37 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazine and Special Collections Division, Main Library, to attend "CONTENT dm Midwest Users Group Meeting 2012" in Columbus, Ohio on May 4, 2012. It is further recommended that mileage in an amount not to exceed \$80.48 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazine and Special Collections Division, Main Library, to attend "Society of Ohio Archivists Annual Spring Conference" in Columbus, Ohio on May 18, 2012. It is further recommended that registration in the amount of \$35.00 be paid by the Board and mileage in an amount not to exceed \$80.48 be reimbursed by the Board.

Teresa Gaylard, Children's Librarian, Northmont Branch, to attend "UpDayton Summit" in Dayton, Ohio on April 27, 2012. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Barb Kuhns, Assistant Director for Information Technology to attend "Polaris SQL Server Training" in Syracuse, New York on April 24-26, 2012. It is further recommended that airfare in the amount of \$416.20, lodging for three days in the total amount of \$294.90, meals in an amount not to exceed \$140.00, and car rental in the amount of \$270.00 be reimbursed by the Board.

Josh Ashworth, Integrated Systems Specialist, Information Technology Services to attend "Polaris SQL Server Training" in Syracuse, New York on April 24-26, 2012. It is further recommended that airfare in the amount of \$366.20, lodging for three days in the total amount of \$306.00, meals in an amount not to exceed \$140.00 and car rental in the amount of \$80.65 be reimbursed by the Board.

Jean Gaffney, Collection Development and Acquisitions Manager, Main Library to participate in the webinar “Stretching Your Library E-Book Budget” on April 24, 2012. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### CHANGE IN LOCATION

Kimberly Bishop, from East Branch Library Manager, full-time, Grade S08, Step A, to Huber Heights Branch Library Manager, full-time, Grade S08, Step A, effective June 3, 2012 at the rate of \$27.04 per hour.

#### PROMOTION AND CHANGE IN LOCATION

Angela Jones, from Reference Assistance, full-time, Grade 08, Step A, Belmont Branch Library to Reference Librarian, full-time, Grade 11, Step A, Adult Services Division, Main Library effective June 3, 2012 at the rate of \$19.79 per hour.

Cynthia Dueer, from Library Technical Assistant I, full-time, Grade 04, Step E, Northmont Branch Library to Library Technical Assistant III, full-time, Grade 06, Step E, Huber Heights Branch Library effective June 3, 2012 at the rate of \$14.91 per hour.

#### REHIRE AS SUBSTITUTE

Cynthia Butcher, Interim Branch Library Manager, substitute, Grade Sub S08, Step A, East Branch Library effective July 15, 2012 at the rate of \$25.05 per hour.

#### RESIGNATION

Lee Ann Sanders, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, West Carrollton Branch effective May 5, 2012 at the rate of \$9.01 per hour.

#### TUITION REIMBURSEMENT

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 Guidelines:

Alyssa Briggs, Catalog Librarian, Catalog Division, for the course “Rare Book Cataloging”, University of Illinois at Urbana, 2.0 credit hours, at a cost of \$1,483.00.

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 April 2012 was included in the Board folder. The Executive Director approved the following investments:

On Wednesday, April 25, 2012, a Property Tax settlement for the first half of 2011 was received in the amount of \$296,346.98. It was determined that the entire amount was needed for current operations.

On Tuesday, May 15, 2012 the Public Library Funds for May 2012 were received in the amount of \$1,763,715.44. It was determined that \$763,715.44 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the 5/3 Max Savers Account earning .15%

Mr. Oehlers inquired about the loss of fine revenue from the increased circulation of ebooks. The Executive Director indicated that a large portion of fine revenue received by the library is received from patrons who have lost or damaged library items. When the patron pays for the lost/damaged item the amount is added to the fine revenues. Also, the ebook items cannot be lost or damaged, so that amount will no longer be relevant where ebooks are concerned.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the April 2012 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, and computer session counts.

Mimi Morris, Assistant Director for Branch and Extension Services, shared plans related to the Adult Summer Reading Club including prizes, programs and procedures.

Tish Wilson, Assistant Director for Youth Services, indicated that the theme for the Children's Summer Reading Program is "Dream Big, Read!" and the Teen program is "Own the Night". The programs run from June 1<sup>st</sup> through August 4<sup>th</sup> with lots of great prizes.

The Executive Director mentioned that the library was just awarded a \$3000 grant from Dollar General for financial assistance with the Children's and Teen Summer Reading Clubs.

MIAMI VALLEY REGIONAL PLANNING COMMISSION

The Executive Director introduced Martin Kim, GISP Director of Regional Planning for the Miami Valley Regional Planning Commission. Mr. Kim highlighted some of the key items in the “Going Places Preferred Future Land Use Scenario” and requested Board endorsement of the following resolution:

**A RESOLUTION ENDORSING THE PREFERRED FUTURE LAND USE SCENARIO OF GOING PLACES – AN INTEGRATED LAND USE VISION FOR THE MIAMI VALLEY REGION**

**WHEREAS**, the Miami Valley Regional Planning Commission serves as a forum where regional partners identify priorities, develop public policy, and implement collaborative strategies to improve the quality of life and economic vitality throughout the Miami Valley; and

**WHEREAS**, the MVRPC’s Board of Directors serves as the policy and decision making body through which local governments guide the MVRPC’s regional planning activities for the Dayton Metropolitan Area; and

**WHEREAS**, the MVRPC’s Board of Directors endorsed the 3-phase Regional Land Use Planning proposal, known as Going Places – An Integrated Land Use Vision for the Miami Valley Region, which outlines an overall approach to a region-based land use planning initiative in January 2007; and

**WHEREAS**, Going Places officially began in July 2007, with Phase I – Existing Condition Assessment; and

**WHEREAS**, the MVRPC’s Board of Directors appointed the members of the Steering Committee and Planning Advisory Committee in February 2008; and

**WHEREAS**, Phase II – Future Landscape Exploration of Going Places, which officially began in June 2009 engaged over 600 regional stakeholders in the future land use scenario building process and resulted in the creation of seven alternative future land use scenarios; and

**WHEREAS**, the MVRPC’s Board of Directors endorsed the Future Landscape Exploration phase at its May 2011 meeting; and

**WHEREAS**, over 1,600 citizens participated in a region-wide scenario selection process designed to identify a preferred scenario out of the seven alternative future land use scenarios; and

**WHEREAS**, three of the seven alternative future land use scenarios – the Asset-Based Development Scenario, the Infill/Conservation Development Scenario, and the Mixed-Themes Development Scenario – received over 82% of the votes in the scenario selection process; and

**WHEREAS**, the MVRPC staff developed a Preferred Future Land Use Scenario – the Concentrated Development Vision, which combines the Asset-Based, Infill/Conservation, and Mixed-Themes Development scenarios and incorporates the collective vision of regional stakeholders; and

**WHEREAS**, the Dayton Metro Library Board of Trustees has reviewed the content of the Preferred Future Land Use Scenario.

**NOW, THEREFORE, BE IT RESOLVED**, that the Dayton Metro Library Board of Trustees hereby endorses the Preferred Future Land Use Scenario of Going Places – An Integrated Land Use Vision for the Miami Valley Region.

**BY ACTION OF THE DAYTON METRO LIBRARY BOARD OF TRUSTEES**, this 16 day of May, 2012.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board endorsed the resolution.

Ayes: All  
Nays: None

### FACILITIES PLAN

The Executive Director clarified several issues for the Board pertaining to the process of placing a bond issue on the November ballot. He also indicated that Bond Counsel Mike Sharb will be preparing a resolution for consideration by the Board at the June meeting. He also discussed estimation of interest rates which will be critical as we progress through this process. Al Bauccho, Senior Vice President, Stifel Nicolaus and Company provided handouts pertaining to estimated ballot millage, purpose and interest rates, and explained each. He mentioned that an additional 1% in interest on a \$220,000,000 bond issue would cost an additional \$40,000,000 over the life of the issue. It is for this reason that the interest rate will be very important in determining the millage of the bond issue. He informed the Board that the library could not borrow more than can be spent with the intention of investing the unspent balance or with the intention of locking in interest rates. For this reason the bonds need to be sold over a period of years.

### NEW CONSTRUCTION PROJECT DELIVERY METHODS

The Executive Director explained that the Ohio Revised Code (sec. 3375.41 and other sections) prescribe how Ohio public libraries shall proceed to bid for the construction, demolition, alteration, repair and any improvements to the library buildings in excess of twenty-five thousand dollars. He also told Trustees that HB 153, the state budget bill passed in July 2011 also contained the most significant changes to public construction law in decades.

The Executive Director discussed the applicability of three major project delivery methods that may be available to public libraries and the impact of selecting each method could have on implementation of the facilities plan:

- Design/Bid/Build – With this traditional option the library would deal with multiple entities and multiple contracts at the same time.
- Design/Build – This option was enabled by HB 153 and allows the designer and builder to work together on the project. With this method there is more flexibility in that finer details can be determined as the project progresses. This process includes a maximum project price that cannot be exceeded and a shorter bidding process allowing the public to enjoy their new facility more quickly.
- Construction Manager at Risk – This option was also enabled by HB 153 and allows the library to hire a construction manager who would assume responsibility to ensure the

project is completed on time and within budget. This option may not be appropriate at locations not owned by the Board like Northmont and West Carrollton.

Mr. Oehlers left the meeting at 5:12

NEW BUSINESS

The Executive Director recognized Jane Katsuyama's years of service to the library by proposing the following resolution:

**WHEREAS**, Jane Katsuyama has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2003 through May 31, 2012; and

**WHEREAS**, she demonstrated her leadership on the board by assuming the office of Vice President in 2008 and Secretary from 2009 through 2012; and

**WHEREAS**, she generously and selflessly gave of her time, talents, knowledge and efforts to promote, champion and improve the library; and

**WHEREAS**, her attendance at board meetings and other library functions was exemplary; and

**WHEREAS**, she regularly and selflessly offered her talents as a musician and as an educator to perform at events and programs inspiring children and adults; and

**WHEREAS**, she defended the intellectual freedom of all citizens and helped ensure strong book and media collections representing diverse viewpoints; and

**WHEREAS**, her understanding and sensitivity to the contribution of employees to the success of the library were found to be extremely beneficial to the board and the library in the many challenging and difficult decisions that were required; and

**WHEREAS**, her understanding of cultural diversity led to the expansion of service and new programs; and

**WHEREAS**, her clear vision of quality library service helped guide the Board in setting and accomplishing its strategic goals; and

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

**THEREFORE BE IT RESOLVED**, that on this 16<sup>th</sup> day of MAY, TWO THOUSAND TWELVE, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JANE KATSUYAMA** made to the Library, its staff, and to the residents of Montgomery County during her distinguished service as a Library Trustee.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adopted the resolution.

Ayes: All  
Nays: None

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, June 20, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board adjourned at 5:33 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 13, 2012, 12:00 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 12:00 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 Tim Osterday, Commissioned Notary Public for the State of Ohio.

The President, Ms. Merz, appointed Mr. Turner to serve as Secretary Pro-Tem.

ELECTION OF SECRETARY

The President explained that due to the expired term on the Board of Ms. Jane Katsuyama, an election was necessary to fill the vacancy of Secretary of the Board. The President requested nominations from the Trustees. Mr. Gillispie nominated Dennis Turner. On a motion by Mr. Gillispie, seconded by Ms. Holihan, Mr. Turner was elected to serve as Secretary of the Board for the remainder of 2012.

Ayes: All  
Nays: None

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. Holihan the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Turner, seconded by Mr. Oehlers, the minutes of the meeting of May 16, 2012 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:

Mimi Morris, Assistant Director for Branch and Extension Services, to participate in the webinar “Creating a Latino Friendly Library” on May 17, 2012. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Suzanne Kirchner, Adult Material Selection Specialist, Main Library to participate in the webinar “Interest in Pinterest” on May 22, 2012. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kim Bishop, Huber Heights Branch Manager, to participate in the webinar “Motivating Employees” on June 6, 2012. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Lisa Hancock, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, East Branch Library, effective May 20, 2012 at the rate of \$9.01 per hour.

### CHANGE IN LOCATION AND CHANGE IN POSITION

Debra Eisert, from Interim Branch Library Manager, hourly substitute, Grade Sub S06, Step G, Vandalia Branch Library to Reference Librarian, hourly substitute, Grade Sub11, Step G, Branch and Extension Services effective June 3, 2012 at the rate of \$17.12 per hour.

### RESIGNATION

Patricia Oates, Library Technical Assistant I, hourly substitute, Grade Sub04, Step G, Vandalia Branch Library, effective June 30, 2012 at the rate of \$10.75 per hour.

Jane Blair, Library Technical Assistant I, hourly substitute, Grade Sub04, Step B, West Carrollton Branch Library, effective February 11, 2012 at the rate of \$9.28 per hour.

### REHIRE AS SUBSTITUTE

Cynthia Butcher, Interim Branch Library Manager, substitute, Grade Sub S08, Step A, East Branch Library effective July 15, 2012 at the rate of \$25.05 per hour.

Gail Birden, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, West Carrollton Branch Library effective August 26, 2012 at the rate of \$9.01 per hour.

Bobbi Hatfield, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Huber Heights Branch Library effective August 26, 2012 at the rate of \$10.75 per hour.

### 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 Guidelines:

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the course "Foundation of Museum Studies", Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Suzanne Kirchner, Selection Specialist, Office of Collection Development, Main Library, for the course "Cataloging and Classification", Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

Desiree Davey, Training Assistant, Human Resources, Main Library, for the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,386.00.

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



Helen Patzer, Children's Librarian, Northtown Shiloh Branch Library, for the course "Information Technology for Library & Information Professionals", Kent state University, 3.0 credit hours, at a cost of \$1,386.00.

Helen Patzer, Children's Librarian, Northtown Shiloh Branch Library, for the course "Information Literacy Initiatives and Instruction", Kent state University, 3.0 credit hours, at a cost of \$1,386.00.

Ayes: All  
Nays: None

### 2011 AUDIT

Nicole Cottrell, Principal for the accounting firm Clark, Schaefer, and Hackett reviewed the results of the 2011 financial audit. Ms. Cottrell said this was the sixth year Clark, Schaefer and Hackett had audited the financial statements of the Library. Final bound copies of the 2011 Audit were distributed and Ms. Cottrell told Trustees that an unqualified opinion on the 2011 financial statements has been submitted to the Auditor of Ohio. She also indicated that the final acceptance of the audit from the state auditor will likely take a couple of weeks.

Mr. Gillispie and Mr. Turner complimented the Finance Office staff for the good report.

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public

### MONTHLY FINANCIAL REPORT

The Executive Director indicated that because of the early date of the Board meeting the monthly Financial Report for May 2012 was not ready for distribution in the Board mailing. He indicated that the May report was in the Board binders but action was deferred until the July meeting.

### EXECUTIVE DIRECTOR'S REPORT

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

The Executive Director informed the Trustees that a \$100,000 LGIF grant was awarded to the City of Kettering to explore the feasibility of combining the Wilmington Stroop Branch Library with the Rosewood Arts Center. Work to be funded by the grant includes community feedback, determining the feasibility of locating the joint facility on the existing library property and a management plan for sharing administration of the joint facility.

The Executive Director also informed the Board of the library's new mobile app for the Android and Apple environments. He indicated that patrons can download the app from the various stores and with that app they can check their account, download and read ebooks, and several other features. It will also inform patrons of other Apps that are available to them through the library, like the Mango Languages app which our patrons can use to learn a foreign language.

## FACILITIES PLAN

The Executive Director indicated that several community meetings have taken place and that many more were scheduled in the next several weeks. He mentioned that the meetings are being attended by library users and neighborhood residents and he has been gratified that many attendees have shared stories about how the library has helped them. He also mentioned that some residents are very specific about what the library should be doing and where the new branches should be located. All the comments and ideas expressed during the sessions were compiled by library staff for use in planning and eventual design of the new buildings.

The Executive Director shared updated cost information with Trustees. He mentioned the library has been working with architects from LWC Incorporated to review the costs and explore opportunities to save the taxpayers money. By reducing the construction time from 6 years to 3 years and reducing the estimated annual inflation rate the library was able to reduce the estimate by more than \$25,000,000. He cautioned that for the library to complete the projects in an accelerated time frame it will require having strong project management in place and may require an additional staff commitment. He reassured the Trustees that the lowered cost projections did not compromise on the quality of libraries that the community receives. Reducing the cost of the main library project was the most challenging task and the solution was to revisit the option of remodeling and expanding the current building. He indicated that by adding a 100,000 square foot addition and completely gutting the current building residents would have their new main library at a substantial cost savings of approximately \$6,500,000. This strategy will also allow the library to save many of the trees in Cooper Park. The Executive Director also indicated that while the library does want to make all of its buildings energy efficient in the most environmentally friendly means possible, foregoing the official green certification will save millions of dollars.

Several Board members complimented the Executive Director on seeking ways to reduce the cost of the facility plan to save taxpayers a considerable amount of money.

Mr. Turner expressed his concerns about remodeling the current main library. He indicated that with the current low interest rates it would be worth the additional \$6,500,000 to have a completely new building, considering the relatively small percentage of savings over the cost of the entire project. Additional discussion ensued pertaining to the renewed main library plan.

## RESOLUTION TO DECLARE THE NECESSITY FOR ISSUANCE OF LIBRARY IMPROVEMENT BONDS

Mike Sharb, Bond Counsel discussed the language of the following resolution and explained what it was saying and why it is necessary.

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

**A RESOLUTION DECLARING THE NECESSITY OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AUTHORITY OF THE DAYTON METRO LIBRARY, SUBMITTING THE QUESTION OF THE ISSUANCE OF LIBRARY IMPROVEMENT BONDS OF THE DAYTON METRO LIBRARY IN THE AGGREGATE PRINCIPAL AMOUNT OF \$187,000,000 TO THE ELECTORS RESIDING WITHIN**

**THE BOUNDARIES OF THE LIBRARY, AND REQUESTING THE MONTGOMERY COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE TERRITORY SERVED BY THE LIBRARY AND THE ESTIMATED AVERAGE ANNUAL PROPERTY TAX LEVY REQUIRED TO PAY DEBT CHARGES ON THOSE BONDS, PURSUANT TO SECTIONS 3375.24 AND 5705.03(B) OF THE REVISED CODE.**

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as the “Dayton Metro Library”; and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Dayton Metro Library is comprised of all of the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the Dayton Metro Library is more specifically described to include the territories of the following school districts, either in their entirety if located entirely in the County of Montgomery or the portions thereof located in the County of Montgomery: Beavercreek Local School District, Brookville Local School District, Carlisle Local School District, Jefferson Township Local School District, Mad River Local School District, New Lebanon Local School District, Northridge Local School District, Preble-Shawnee Local School District, Tri-County North Local School District, Dayton City School District, Fairborn City School District, Huber Heights City School District, Kettering City School District, Miamisburg City School District, Northmont City School District, Springboro City School District, Trotwood-Madison City School District, Vandalia-Butler City School District, and West Carrollton City School District; and

WHEREAS, pursuant to Section 3375.24 of the Revised Code, the Board of County Commissioners of the County of Montgomery, as the taxing authority of the Dayton Metro Library, is authorized by law to issue notes and bonds of the Dayton Metro Library in accordance with a vote of the electors residing within the boundaries of the Dayton Metro Library; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, before requesting the Board of County Commissioners of the County of Montgomery to submit the question of a bond issue pursuant to Section 3375.24 of the Revised Code, this Board must request the certification from the Montgomery County Auditor of (i) the total current tax valuation of the territory served by the Dayton Metro Library and (ii) the estimated average annual property tax levy, expressed in dollars and cents for each one hundred dollars of tax valuation and in mills for each one dollar of tax valuation, that the County Auditor estimates to be required throughout the stated maturity of the bonds to pay debt charges on the bonds; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, upon receipt of a certified copy of a resolution of this Board requesting such certification, the County Auditor is to certify the total current tax valuation of the territory served by the Dayton Metro Library and the estimated average annual property tax levy, expressed in dollars and cents for each one hundred dollars of tax valuation and in mills for each one dollar of tax valuation, that the County Auditor estimates to be required throughout the stated maturity of the bonds to pay debt charges on the bonds;

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

Section 1. Declaration of Board Authority. It is hereby determined and recited that the Dayton Metro Library (then known as the "Montgomery County Library District") was established as a county library district on May 14, 1948, by adoption of Resolution No. 270 by the Board of County Commissioners of the County of Montgomery. Accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Sections 3375.24 and 5705.03(B) of the Revised Code to initiate proceedings for the submission of the question of the issuance of library improvement bonds of the Dayton Metro Library by that Board of County Commissioners, as the taxing and bond-issuing authority of the Dayton Metro Library, to the electors residing within the boundaries of the Dayton Metro Library.

Section 2. Declaration of Necessity of Library Improvement Bonds. This Board finds, determines and declares that it is necessary for general obligation bonds in the aggregate principal amount of \$187,000,000 of the Dayton Metro Library to be issued by the County of Montgomery, as the taxing and bond-issuing authority of the Dayton Metro Library, for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof, and a tax to be levied outside of the ten-mill limitation imposed by Section 2 of Article XII of the Ohio Constitution to pay the debt charges on those bonds and any anticipatory securities. Pursuant to Sections 3375.24 and 5705.03(B) of the Revised Code, upon request by resolution of this Board to submit the question of issuing such bonds and adoption of a resolution by the Board of County Commissioners of the County of Montgomery, the question of the issuance of those bonds and the levy of that tax shall be submitted to the electors residing within the boundaries of the Dayton Metro Library at an election to be held on November 6, 2012. The approximate date of the bonds will be January 1, 2013. The maximum number of years over which the principal of the bonds may be paid is 26, and the bonds will bear an estimated net average rate of interest of 4.25% per year, payable semiannually.

Section 3. Request for Certification. In accordance with the requirements of Section 5705.03(B) of the Revised Code, this Board hereby requests the Montgomery County Auditor to certify the (i) total current tax valuation of the territory served by the Dayton Metro Library and (ii) estimated average annual property tax levy, expressed in dollars and cents for each one hundred dollars of tax valuation and in mills for each one dollar of tax valuation, that the County Auditor estimates to be required throughout the stated maturity of the bonds to pay debt charges on the bonds, assuming that they are all issued in one series bearing interest and maturing in substantially equal principal amounts in each year over the maximum number of years over which the principal of the bonds may be paid, both as stated in Section 2, and that the amount of the tax valuation of the territory served by the Dayton Metro Library for the current year remains the same throughout the maturity of the bonds (or, if that amount is not determined, the estimated amount of that tax valuation submitted by the County Auditor to the County Budget Commission). In accordance with Section 5705.03(B) of the Revised Code, this Board hereby requests the County Auditor to certify the total current tax valuation of the territory served by the Dayton Metro Library and such estimated average annual property tax levy.

Section 4. Certification and Delivery of Resolution to County Auditor. The Secretary of this Board is hereby directed to certify and deliver or cause to be delivered a copy of this Resolution to the Montgomery County Auditor to obtain the certifications specified in Section 3.

Section 5. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

A roll call vote was taken as follows:

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

Ayes: 5  
Nays: 1

#### NEW BUSINESS

No new business was brought before the Board.

#### CORRESPONDENCE

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

- a. A resolution dated May 22, 2012 from the Board of County Commissioners of Montgomery County appointing Donna Childs to serve on the Dayton Metro Library Board of Trustees for a seven year term commencing June 1, 2012 and ending May 31, 2019.
- b. The letter to the President dated May 16, 2012 from Ohio Senator Bill Beagle offering his congratulations on the library's receipt of the 2012 Library Services and Technology Act Grant from the State Library of Ohio.

## 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, July 18, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The President indicated that traditionally there is no meeting in August; however this year with the time constraints of the bond issue, the Trustees will meet on August 15, 2012 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 1:08 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 18, 2012, 4:00 p.m.

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

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 President appointed Ms. Holihan to serve as Secretary Pro-Tem.

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. 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 June 13, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Ms. Childs, 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:

Tish Wilson, Assistant Director for Youth Services, and Kathleen Moore, Early Literacy Specialist to attend "Campaign for Grade Level Reading 2012" being held in Denver, CO from June 29, 2012 until July 2, 2012. It is further recommended that airfare for Tish in the amount of \$354.40, airfare for Kathleen in the amount of \$338.40, hotel stay for Kathleen in the amount of \$523.26, shuttle fee in the amount of \$40.00 each, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazine and Special Collections Division, to attend the "Academy of Certified Archivists Test" being held in Detroit, MI on August 8, 2012. It is further recommended that registration in the amount of \$200.00, mileage in an amount not to exceed \$234.21, parking in the amount of \$5.00, hotel stay in the amount of \$175.00 and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Barry Fought, Accountant, Finance Office, to attend "Library Fiscal Officer 101" in Columbus, OH on August 24, 2012. It is further recommended that registration in the amount of \$40.00 and mileage in an amount not to exceed \$78.26 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, to attend "America at a Crossroads" being held in Marion, OH on July 21, 2012. It is further recommended that registration in the amount of \$60.00 and mileage in an amount not to exceed \$111.00 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, to attend "OLC Subject and Special Collections Division Action Council Meeting" being held in Columbus, OH on June 28, 2012. It is further recommended that mileage in an amount not to exceed \$89.36 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Janelle Allen, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Wilmington-Stroop Branch, effective June 17, 2012 at the rate of \$9.01 per hour.

Jennifer Spillman, Manager, full time, Grade S09, Step C, Adult Services Division, Main Library, effective July 1, 2012 at the rate of \$28.69 per hour.

John Milstead, Security Manager, full time, Grade S08, Step A, Security Office, Main Library, effective July 15, 2012 at the rate of \$25.05 per hour.



### REHIRE AS SUBSTITUTE

Gail Birden, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, West Carrollton Branch, effective August 26, 2012 at the rate of \$9.01 per hour.

Bobbi Hatfield, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Huber Heights Branch, effective August 26, 2012 at the rate of \$10.75 per hour.

### PROMOTION

Noelle Landis from Library Technical Assistant I, ½ time, Grade 04, Step A, Belmont Branch to Reference Assistant, full time, Grade 08, Step A, Belmont Branch, effective June 17, 2012 at the rate of \$14.68 per hour.

### CHANGE IN HOURS AND CHANGE IN LOCATION

Karen Rapp, from Library Technical Assistant I, full time, Grade 04, Step A, Northmont Branch to Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch, effective July 15, 2012 at the rate of \$12.16 per hour.

### RESIGNATION

Deborah Perazzo, Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Vandalia Branch effective June 30, 2012 at the rate of \$9.55 per hour.

Kathleen DeMarco, Reference Assistant, hourly substitute, Grade Sub08, Step E, Miamisburg Branch effective March 10, 2012 at the rate of \$12.24 per hour.

Carole Dyer, Library Technical Assistant I, hourly substitute, Grade Sub04, Step G, Ft. McKinley Branch effective February 11, 2012 at the rate of \$10.75 per hour.

### LEAVE WITHOUT PAY

Andrea Lewis, Library Technical Assistant I, full time, Grade 4, Step L, Dayton View Branch, effective June 21, 2012 for 144 hours for medical leave.

Francine Wanczyk, Library Technical Assistant I, full time, Grade 4, Step K, Main Circulation Division, effective June 15, 2012 for 3.23 hours for personal reasons.

Jennifer Buckner, Library Technical Assistant III, full time, Grade 4, Step A, EC Doren Branch, effective June 26, 2012 for 120 hours for vacation.

## 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 Guidelines:

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course "Genealogy/Local History Research Methods", Kent State University, 1.0 credit hours, at a cost of \$452.00.

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 April 2012 was included in the Board folder. The Executive Director approved the following investments:

On Thursday, June 12, 2012 the Public Library Funds for June 2012 were received in the amount of \$1,232,913.64. It was determined that \$232,913.64 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the Fifth Third Investment Account.

On Friday, June 15, 2012 a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$798,840.31. The entire amount was used for current operating expenses.

On Friday, June 15, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$132,902.13. It was determined that the entire amount was needed for current operating expenses.

On Thursday, June 28, 2012 a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$1,715.80 was received. It was determined that the entire amount was needed for current operations.

On Friday, June 29, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$426,420.24. It was determined that the entire amount was needed for current operating expenses.

On Friday, July 6, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$212,783.17. It was determined that the entire amount was needed for current operating expenses.

On Thursday, July 12, 2012, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$76,750.00 was received. It was determined that the entire amount was needed for current operating expenses.

On Friday, July 13, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$1,461,999.85. The entire amount was invested in the Fifth Third Max Savers account yielding .15%.

On Friday, July 13, 2012 the Public Library Funds for July 2012 were received in the amount of \$1,230,368.15. It was determined that \$692,368.15 was needed for current operating expenses. The remaining amount of \$538,000.00 was invested in the Fifth Third Max Savers account yielding .15%.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the May and June 2012 Financial Reports 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, programming, and computer session counts.

Barb Kuhns, Assistant Director for Information Technology Services, informed the Board the implementation of the library's integrated library system (ILS) software occurred on July 12, 2012. She gave a demonstration of the new Polaris system, showing some of the new features and explaining how this change will benefit library patrons including the ability of patrons to save their searches and their reading history. She thanked Web Specialists Erin Abney and Rich Robinson, Trainers Jen Kadel and Desiree Davey, Jean Gaffney, Collection Development and Acquisitions Manager, and Deborah Hathaway, Catalog Division Manager and especially Josh Ashworth, ILS Specialist.

Tish Wilson, Assistant Director for Children's Services, shared a video about Grade Level Reading. She explained this initiative was developed to get all children on reading level by the third grade. The video explained such things as the summer slide, where children without some type of summer education actually slide back, losing 2 months worth of reading skills during the summer break from school. She distributed handouts that included additional information on this program.

### FACILITIES PLAN

The Executive Director discussed the recent community meetings. He indicated that the meetings were being attended by library users and neighborhood residents. He thanked the Trustees that were able to attend the meetings. Ms. Merz indicated that attending several meeting in several areas of the county showed her the diverse clientele that the library serves. She was thankful to hear the concerns of library patrons first hand. Mr. Gillispie commented on the great love patrons have for the library and their desire to be sure the excellence continues. He complimented the Executive Director on his ability to present information to the people in a manner that is easy to understand.

The Executive Director also updated the Trustees on Citizens for Good Libraries. He indicated that there would be a significant community outreach for donations to fund the levy campaign. He mentioned that the library enjoys great support from the community but information must be given to the residents of Montgomery County about the facilities plan. When people hear what the library would like to do they tend to be very supportive. He mentioned that there would be many

community meetings and community contacts between now and November and that donations can be made to:

Citizens for Good Libraries  
23 Tecumseh Street  
Dayton, Ohio 45402

The Executive Director discussed the Request for Qualifications (RFQ) for design services. He indicated that this process should be ready to be presented to the Board at the August meeting.

RESOLUTION TO DECLARE THE NECESSITY FOR ISSUANCE OF LIBRARY IMPROVEMENT BONDS

The Executive Director indicated that Mike Sharb, Bond Counsel prepared the resolution.

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

**A RESOLUTION DECLARING THE NECESSITY OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AUTHORITY OF THE DAYTON METRO LIBRARY, SUBMITTING THE QUESTION OF THE ISSUANCE OF LIBRARY IMPROVEMENT BONDS OF THE DAYTON METRO LIBRARY IN THE AGGREGATE PRINCIPAL AMOUNT OF \$187,000,000 TO THE ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE LIBRARY, AND REQUESTING THE BOARD OF COUNTY COMMISSIONERS TO SUBMIT THE QUESTION OF THE ISSUANCE OF THOSE BONDS TO THE ELECTORS OF LIBRARY, PURSUANT TO SECTION 3375.24 OF THE REVISED CODE.**

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as the “Dayton Metro Library”; and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Dayton Metro Library is comprised of all of the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the Dayton Metro Library is more specifically described to include the territories of the following school districts, either in their entirety if located entirely in the County of Montgomery or the portions thereof located in the County of Montgomery: Beavercreek Local School District, Brookville Local School District, Carlisle Local School District, Jefferson Township Local School District, Mad River Local School District, New Lebanon Local School District, Northridge Local School District, Preble-Shawnee Local School District, Tri-County North Local School District, Dayton City School District, Fairborn City School District, Huber Heights City School District, Kettering City School District, Miamisburg City School District, Northmont City School District, Springboro City School

District, Trotwood-Madison City School District, Vandalia-Butler City School District, and West Carrollton City School District; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, and by a resolution adopted on June 13, 2012, this Board determined and declared the necessity of the issuance of general obligation bonds of the Dayton Metro Library by the County of Montgomery in the aggregate principal amount of \$187,000,000 to be issued for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof, and, before requesting the Board of County Commissioners of the County of Montgomery to submit the question of that bond issue pursuant to Section 3375.24 of the Revised Code, this Board must request and has previously requested the Montgomery County Auditor to certify (i) the total current tax valuation of the territory served by the Dayton Metro Library and (ii) the estimated average annual property tax levy, expressed in dollars and cents for each one hundred dollars of tax valuation and in mills for each one dollar of tax valuation, that the County Auditor estimates to be required throughout the stated maturity of the bonds to pay debt charges on the bonds; and

WHEREAS, on June 20, 2012, the Montgomery County Auditor certified that the total current tax valuation of territory served by the Dayton Metro Library is \$7,235,224,120 and the estimated average annual property tax levy throughout the stated maturity of those bonds that would be required to pay debt charges on them, calculated in the manner provided in Section 133.18(C) of the Revised Code, is 1.56 mills for each one dollar of tax valuation, which amounts to 15.6 cents for each one hundred dollars of tax valuation;

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

Section 1. Declaration of Board Authority. It is hereby determined and recited that the Dayton Metro Library (then known as the "Montgomery County Library District") was established as a county library district on May 14, 1948, by adoption of Resolution No. 270 by the Board of County Commissioners of the County of Montgomery. Accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Section 3375.24 of the Revised Code to initiate proceedings for the submission of the question of the issuance of library improvement bonds of the Dayton Metro Library by that Board of County Commissioners, as the taxing and bond-issuing authority of the Dayton Metro Library, to the electors residing within the boundaries of the Dayton Metro Library

Section 2. Determination to Proceed; Request to County Commissioners to Submit Question. Pursuant to Sections 133.18 and 3375.24 of the Revised Code and having received and reviewed the certificate of the Montgomery County Auditor referred to in the preambles hereto, this Board hereby determines to proceed to, and does hereby, request the Board of County Commissioners of the County of Montgomery to submit the question of issuing general obligation bonds of the Dayton Metro Library by the County of Montgomery in the aggregate principal amount of \$187,000,000 for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof, and levying a tax to pay the debt charges on the bonds and on any notes issued in anticipation of the bonds. The average annual property tax levy required to pay those debt charges has been estimated by the County Auditor to be 1.56 mills for each one dollar of tax valuation, which amounts to 15.6 cents for each one hundred dollars of tax valuation.

Section 3. Certification and Delivery of Materials to the County. The Secretary of this Board is hereby authorized and directed to forward (i) a certified copy of the resolution of

this Board adopted on June 13, 2012, and referred to in the fourth preamble hereto, (ii) the certification of the Montgomery County Auditor referred to in the fifth preamble hereto, and (iii) a certified copy of this Resolution, to the Clerk of the Board of County Commissioners of the County of Montgomery.

Section 4. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 5. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 6. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

#### MARKET VALUATION FOR LIBRARY BRANCHES

The Executive Director recommended approval of a real estate market services agreement with MARKET METRIC\$ LLC in an amount not to exceed \$36,000. Proposed work will include an analysis of marketability, the marketplace, and estimated values for alternative use(s) of nine branches to be vacated following the construction of replacement facilities. The proposed work will also undertake additional analysis of the valuation and marketability impact of historic tax credits and City of Dayton landmark status for the Dayton View Branch.

Mr. Oehlers asked what the duration of the project would be. The Executive Director indicated the project would be complete within 60 days; with the Dayton View Branch being completed first.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the agreement was approved by the Board.

Ayes: All  
Nays: None

## NEW BUSINESS

No new business was brought before the Board.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that typically the Board does not meet in August; however because of pressing business related to the bond issue it is recommended that the Board meet on Wednesday, August 22, 2012 in the Main Library Auditorium, 215 E. Third Street, at a time to be determined.

## 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss land acquisition and collective bargaining.

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:07 p.m. and returned to open session at 6:16 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.

## ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the Board adjourned at 6:18 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 22, 2012, 2:00 p.m.

PRESENT: Margot Merz, William Gillispie, Joseph Oehlers,  
Donna Childs, Barbara Hayde

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 2:00 p.m.

The President appointed Mr. Oehlers to serve as Secretary Pro-Tem.

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. Mr. Gillispie announced a potential conflict of interest with item 2, section A of the Consent Agenda which related to the Black Leadership Development Program to which he has an affiliation.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Gillispie, the minutes of the meeting of July 18, 2012 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:

Julie Buchanan, Older Adult Specialist, Outreach Services to attend “SEEK Conference” being held in Dayton, Ohio on August 1, 2012. It is further recommended that registration in the amount of \$5.00 be paid by the Board.

Tish Wilson, Assistant Director for Youth Services, Main Library, Samantha Lumetta, Children’s Librarian, East Branch Library, Kim Bautz, Children’s Librarian, Outreach Services, Jennifer Sivers-Shrader, Children’s Librarian, Miamisburg Branch Library, Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, Gretchen Yonata, Teen Specialist, Main Library, Ben Murphy, Teen Librarian, Vandalia Branch Library, Kathleen Moore, Early Literacy Specialist, Main Library, Jonathan Knight, Reference Assistant, Burkhardt Branch Library and Christian Brewington, Reference Assistant, Ft. McKinley Branch Library to attend “2012 OLC Children’s and Teen Services Conference” being held in Columbus, Ohio on August 23, 2012. It is further recommended that registration in the amount of \$120 each be paid by the Board for Kim Bautz, Ben Murphy, Tish Wilson, Kathleen Moore, Jonathan Knight and Christian Brewington, registration in the amount of \$120 be reimbursed by the Board for Samantha Lumetta and Mileage be reimbursed by the Board for Gretchen Yonata, Kim Bautz and Jennifer Sivers-Shrader in an amount not to exceed 89.91 each.

Genevieve Richardson, Teen Specialist, Main Library to attend “Foundation Center Cooperating Collections Network Days” being held in Cleveland, Ohio on October 4 & 5, 2012. It is further recommended that mileage in an amount not to exceed \$235.32 and hotel stay for two nights in the amount of \$430.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library to attend “Leadership Dayton Class of 2013” being held in Dayton, Ohio from August 10, 2012 until June 12, 2013. It is further recommended that the registration in the amount of \$2,000.00 be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services to attend “OLC Outreach Division Meeting” being held in Columbus, Ohio on August 17, 2012. It is further recommended that mileage in an amount not to exceed \$89.36 be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Main Library to attend “Mohican 2012: Radical Opportunities, New Trends for Technical Services” being held in Loudonville, Ohio on October 2 & 3, 2012. It is further recommended that registration in the amount of \$160.00, hotel stay in the amount of \$49.50 and mileage in an amount not to exceed \$158.73 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library to attend “Language and Early Literacy Conference” being held in Columbus, Ohio on August 14, 2012. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Cheryl Wirtley, Branch Manager, Miami Township Branch Library to participate in the webinar “Check Out E-Readers” on September 1, 2012. It is further recommended that the fee of \$25.20 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension, Main Library to attend “Serving Diverse Populations” being held on October 11 & 12, 2012 in Grand Rapids, Michigan. It is further recommended that registration in the amount of \$275.00 be paid by the Board and that mileage in an amount not to exceed \$339.11, hotel stay in the amount of \$200 for two nights and meal reimbursement in an amount not to exceed \$80.00 be reimbursed by the Board.

Samantha Lumetta, Children’s Librarian, East Branch Library to attend “OKI Children’s Literature Conference” being held in Crestview Hills, Kentucky on November 3, 2012. It is further recommended that registration in the amount of \$75.00 be paid by the Board and that Mileage in an amount not to exceed \$70.49 be reimbursed by the Board.

Rachel Gut, Manager, Outreach Services and Julie Buchanan, Older Adult Specialist, Outreach Services to attend “ABOS National Bookmobile Conference” being held in Richmond, Virginia from October 10, 2012 until October 12, 2012. It is further recommended that registration be reimbursed to Rachel Gut in the amount of \$200.00, hotel stay be reimbursed to Rachel Gut in the amount of \$420.36, taxi fare be reimbursed to Julie Buchanan in the amount of \$50.00, airfare be reimbursed in the amount of \$215.20 each, and meals be reimburse in an amount not to exceed \$120.00 each.

#### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

##### APPOINTMENT

Sharon Zellner, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Belmont Branch, effective July 29, 2012 at the rate of \$9.01 per hour.

##### CHANGE IN POSITION

Edra Monzon from Interim Adult Services Division Manager, substitute, Grade Sub 11, Step G, Main Library to Reference Librarian, substitute, Grade Sub 11, Step G, Branch and Extension Services Division, Main Library, effective August 12, 2012 at a rate of \$16.87 per hour.

##### CHANGE IN LOCATION AND CHANGE IN POSITION

Janet Nottingham from Interim Adult Services Division Manager, substitute, Grade Sub 07, Step G, Main Library to Reference Librarian, substitute, Grade Sub 11, Step G, Branch and Extension Services Division, Main Library, effective August 26, 2012 at a rate of \$17.12 per hour.

##### CHANGE IN LOCATION

Jo Anne Collins from Reference Librarian, hourly substitute, Grade Sub 11, Step A, Wilmington-Stroop Branch to Reference Librarian, hourly substitute, Grade Sub 11, Step A, Huber Heights Branch, effective August 12, 2012 at a rate of \$13.06 per hour.

### CHANGE IN HOURS AND CHANGE IN LOCATION

Carla Sullenberger from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Outreach Services to Library Technical Assistant I, ½ time, Grade 04, Step A Belmont Branch, effective August 26, 2012 at a rate of \$12.16 per hour.

### RETIREMENT

Linda Nichols, Clerk II, full time, Grade 05, Step L, Adult Services Division, Main Library, effective July 31, 2012 at a rate of \$17.55 per hour.

### REHIRE AS SUBSTITUTE

Linda Nichols, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Burkhardt Branch Library, effective October 21, 2012 at a rate of \$10.75 per hour.

### RESIGNATION

Tonya Minge, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Office of Collection Development, Main Library, effective February 25, 2012 at the rate of \$10.75 per hour.

Cynthia Stafford, Assistant Branch Library Manager, full time, Grade S06, Step A, Wilmington-Stroop Branch, effective September 8, 2012, at the rate of \$21.79 per hour.

### LEAVE WITHOUT PAY

Vera Moore, Library Technical Assistant I, full time, Grade 4, Step L, Main Circulation Division, effective August 28, 2012 for 30 hours for vacation.

### 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 Guidelines:

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course “Genealogy/Local History Research Methods”, Kent State University, 1.0 credit hours, at a cost of \$452.00.

Ayes: All  
Nays: None

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

WORKSHOP HOURS

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

Winnie Johnson, Branch Manager, Madden Hills Branch Library to attend “Black Leadership Development Program” being held in Dayton, Ohio from August 6, 2012 until June 15, 2013. It is further recommended that registration in the amount of \$1,500.00 be paid by the Board.

Ayes: 4

Nays: 0

Abstention: Mr. Gillispie

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for July 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, July 20, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$1,797,790.47. It was determined that \$297,790.47 was needed for current operating expenses. The remaining amount of \$1,500,000.00 was invested in the Star Ohio Plus Account yielding .25%.

On Friday, July 27, 2012 a Property Tax advance for the second half of 2011 was received in the amount of \$516,629.17. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, August 15, 2012 the Public Library Funds for August 2012 were received in the amount of \$973,108.81. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the July 2012 Financial Report was approved by the Board.

Ayes: All

Nays: None

KETTERING MORAINE BRANCH AND NORTHMONT BRANCH ROOF REPLACEMENTS

Three bids for the replacement of the Kettering Moraine Branch and Northmont Branch roofs were received on August 15, 2012. The bids received were as follows:

KETTERING-MORAINE BRANCH

<b>Proposals</b>	<b>(Base):</b>	<b>(Coping)</b>	<b>(Total)</b>
<b>Enterprise Roofing</b>	<b>\$139,990.00</b>	<b>\$11,672.00</b>	<b>\$151,662</b>
Harold J Becker	\$168,665.00	\$	\$
Command Roofing	\$219,747.00	\$	\$

NORTHMONT BRANCH LIBRARY

<b>Proposals</b>	<b>(Base):</b>	<b>(Wall &amp; Coping)</b>	<b>(Total)</b>
<b>Enterprise Roofing</b>	<b>\$132,042.00</b>	<b>\$25,046.00</b>	<b>\$157,088.00</b>
Harold J Becker	\$141,636.00	\$40,856.00	\$182,492.00
Command Roofing	\$219,747.00	\$34,256.00	\$253,993.00

Bids were sought using the State of Ohio State Term Schedule #800114 following State Purchasing procedures and guidelines as permitted by Ohio Revised Code Section 124.04.

All bids have been evaluated in consultation with Carl Bach, Facilities Manager considering costs, vender capability and the inclusion of requested additions and warranties.

Mr. Oehlers asked if it would be possible to patch the roofs until after the November ballot. Carl Bach, Facilities Manager, indicated that was not possible. The Executive Director indicated that neither of the two building we slated to be replaced if the Bond issue is successful.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the Board approved entering into a contract with Enterprise Roofing for roofing replacement at the Kettering Moraine Branch Library in an amount not to exceed \$151,662 and the Northmont Branch Library in an amount not to exceed \$157,088 from the Building and Repair Fund.

Ayes: All  
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2013

The Montgomery County Budget Commission has scheduled the 2013 Tax Budget Allocation Meeting for Monday, August 27, 2012 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Mr. Gillispie, seconded by Mr. Oehlers the Board passed the following resolution in anticipation of the Budget Commission meeting.

*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 2013 Public Library Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

### FACILITIES PLAN

The Executive Director reported that the Building Committee has been receiving assistance from John Carr, Director of Facilities/Construction for the Dayton Public Schools. He also shared that the library will release a Request for Qualifications for Master Planning and Design Services. In that request the library seeks assistance in completing the Draft Facilities Plan and to develop Building Program Statements for each new, expanded and remodeled facility. The Building Committee will meet next week to continue to refine the document. The intention is to recommend a firm for consideration by the October meeting.

The Executive Director discussed a proposed amendment to the Site Selection Criteria; one that elevates the importance of access to public transportation. He also presented an example of a site grading matrix. This document will aid in determining which potential location will be best suited for the needs of the library. He indicated that at least 5 of the 6 new buildings will need to be moved to a new location, and that this document will be an integral part of the process.

The Executive Director thanked Trustees for their assistance with the campaign and updated them on Citizens for Good Libraries, indicating Jayne Klose had joined as the campaign manager. A campaign office location has not yet been confirmed, but should be announced soon. Commissioner Foley will be hosting a meeting at the Entrepreneurs Center on Thursday, August 16, 2012 at 3:30 p.m. which will include many community leaders.

### NEW BUSINESS

No new business was brought before the Board.

### 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, September 19, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### 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 Section 121.22 (G)(4) of the Ohio Revised Code to discuss collective bargaining.

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Childs, Aye  
Ms. Merz, Aye  
Mr. Oehlers, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 2:44 p.m. and returned to open session at 5:01 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.

#### ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the Board adjourned at 5:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 19, 2012, 4:00 p.m.

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

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. Oehlers, seconded by Mr. Gillispie the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Turner, seconded by Mr. Gillispie, the minutes of the meeting of August 22, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, 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:

### A. WORKSHOP HOURS

Tabitha Litteral, Catalog Librarian, Main Library and Jean Gaffney, Collection Development and Acquisitions Manager, Main Library to attend “Mohican 2012: Radical Opportunities, New Trends for Technical Services” being held in Loudonville, Ohio on October 2, 2012. It is further recommended that registration in the amount of \$160.00 each be paid by the Board, and that mileage in an amount not to exceed \$158.73 and hotel reimbursement in the amount of \$113.62 be reimbursed to Jean Gaffney by the Board.

Esther Riegel, Library Technical Assistant III, Belmont Branch Library, Mark Roma, Branch Manager, Belmont Branch Library and Isaac Fry, Library Technical Assistant III, Trotwood Branch Library to participate in the webinar “What is Your Body Saying” on September 20, 2012. It is further recommended that registration in the amount of \$40.00 each be paid by the Board.

Samantha Lumetta, Children’s Librarian, East Branch Library and Pat Clingman, Children’s Librarian, Kettering Moraine Branch Library to attend “2012 ALSC National Institute” being held in Indianapolis, Indiana from September 20, 2012 until September 22, 2012. It is further recommended that registration for Samantha Lumetta in the amount of \$435.00 be paid by the Board and that hotel stay in the amount of \$339.30 and mileage in an amount not to exceed \$129.87 be reimbursed by the Board to Pat Clingman and that meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Elaine Fultz, Children’s Librarian, West Carrollton Branch Library to attend “OKI Children’s Literature Conference” being held in Crestview Hills, Kentucky on November 3, 2012. It is further recommended that registration in the amount of \$75.00 be paid by the Board.

Gretchen Yonata, Teen Specialist, Main Library to participate in the webinar “Reaching Out to At-Risk Teens” on October 17, 2012. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Jennifer Ventling, Children’s Librarian, Burkhardt Branch Library to attend “Cardinal Circle” being held in Urbana, Ohio on September 20, 2012. It is further recommended that registration in the amount of \$12.00 be paid by the Board and mileage in an amount not to exceed \$43.29 be reimbursed by the Board.

Joshua Ashworth, Integrated Library System Specialist, Main Library to attend “Polaris User Group Conference” being held in Syracuse, New York from October 3, 2012 until October 5, 2012. It is further recommended that registration in the amount of \$275.00, mileage in an amount not to exceed \$594.96, lodging in the amount of \$424.08 and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services and Gretchen Yonata, Teen Specialist, Main Library to attend “Greater Dayton Conference on Youth” being held in Dayton, Ohio on September 26, 2012. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Ken Basista, Finance Office Manager, Main Library to attend "CPIM Conference" being held in Columbus, Ohio from March 22, 2012 until March 23, 2012. It is further recommended that registration in the amount of \$110 and lodging in the amount of \$97.00 be paid by the Board and that mileage in an amount not to exceed \$88.25 and meals in an amount not to exceed \$40 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Amy Hare, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, West Carrollton Branch Library, effective September 9, 2012 at the rate of \$9.01 per hour.

Deanna Gibbs, Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch Library, effective August 26, 2012 at the rate of \$12.16 per hour.

Christine Bolivar, Reference Librarian, hourly substitute, Grade Sub11, Step A, Adult Services Division, Main Library, effective August 12, 2012 at the rate of \$14.59 per hour.

#### REHIRE AS SUBSTITUTE

Linda Nichols, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Burkhardt Branch Library, effective October 21, 2012 at a rate of \$10.75 per hour.

#### RESIGNATION

Jennifer Sivers-Shrader, Children's Librarian, full time, Grade 11, Step D, Miamisburg Branch Library, effective October 6, 2012 at the rate of \$21.42 per hour.

Debra Eisert, Reference Librarian, hourly substitute, Grade Sub11, Step G, Branch and Extension Services, effective April 27, 2012 at the rate of \$17.12 per hour.

#### LEAVE WITHOUT PAY

Melissa Alexander, Library Technical Assistant I, 3/5 time, Grade 4, Step J, Miami Township Branch Library, effective July 15, 2012 for 87 hours effective July 15, 2012 for personal reasons.

Andrea Lewis, Library Technical Assistant I, full time, Grade 4, Step L, Dayton View Branch Library, effective July 27, 2012 for one year long term leave of absence for personal reasons.

## 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 Guidelines:

Desiree Davey, Training Assistant, Main Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

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 August 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, September 14, 2012 the Public Library Funds for September 2012 were received in the amount of \$1,012,629.30. It was determined that the \$12,629.30 was needed for current operating expenses. The remaining amount was invested in the Star Ohio Plus account yielding 0.25%.

On Friday, September 14, 2012, a Property Tax settlement for the second half of 2011 was received in the amount of \$435,679.56. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the August 2012 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## COMMERCIAL CREDIT CARD POLICY

Deputy Fiscal Officer Ken Basista presented a Commercial Credit Card Policy to the Board. He indicated that the library will receive considerable cash back rewards as well as saving considerable staff time and paperwork. The Executive Director clarified that the library will not be distributing credit cards to the staff but use the card primarily to pay for large expenditures.

On a motion by Mr. Gillispie, seconded by Ms. Hayde the Commercial Credit Card Policy was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Ken Basista, Deputy Fiscal Officer/Finance Manager, also discussed with the Board the Star Ohio Plus Bank Deposit Program. He explained that about one year ago the library moved investments from Star Ohio to several banks to take advantage of higher introductory interest rates. Now that the bank's introductory rate has ended, placing the funds back into Star Ohio will yield a higher rate. He indicated that Star Ohio is FDIC insured and allows the library more flexibility with its investments. Mr. Gillispie asked if money from the bond issue would be temporarily invested in this account. Mr. Basista indicated that the funds would be invested in a separate account, and that the accounts have been established. He also indicated that there will be no arbitrage situation.

The Executive Director shared major statistical measures with the Board members which included circulation, visitor, programming, and computer session counts. He indicated that programming statistics dropped strongly compared to last year. This was likely because of extraordinarily high statistics last year rather than any difficulties this year.

The Executive Director also shared a newspaper article from the Brookville Star highlighting this year's winner of the Summer Reading Club's Bookmobile party. This is the fifth year the library has offered this incentive for the children. The child can choose the location for the party and invite anyone they would like. Tish Wilson, Assistant Director for Youth Services, added that any child who reads 30 hours or more is eligible to be entered into a drawing to win the party. She also mentioned that in the five years the library has been offering this prize, every year it has been in a different service area.

#### FACILITIES PLAN

The Executive Director reported that the Building Committee has issued a request for qualifications to library master planning and design firms to help the library complete a final draft of the Facilities for Results Plan. Discussion Draft 4.0 was distributed to the Trustees. The request for qualifications asks architectural firms to help the library take the Discussion Draft 4.0 to the next level by providing program statements for each branch which will go into more detail about what will go into the project. This will not be floor plans or designs but will address such items as allocations of space for the children's area which may be different based on demographics of a specific branch. The proposals are due on September 28<sup>th</sup> and the selection will be narrowed to the best qualified who will be asked to do a presentation on October 2<sup>nd</sup>. From that presentation the library will select one firm to enter into contract with.

The Executive Director also briefed the Trustees on Citizens for Good Libraries. He thanked the trustees for the contributions they have made and indicated that while more funds are needed, the campaign to raise funds has been successful. He mentioned that Commissioner Dan Foley will be hosting a champions meeting on September 27<sup>th</sup>. Mr. Gillispie and Ms. Hayde indicated they would be in attendance. The Executive Director mentioned that this meeting would be to update other community leaders on the campaign. Ms. Holihan asked about yard sign availability. The

Executive Director indicated that the signs should be in shortly. Also billboards have been secured and our message will appear beginning the week of October 4<sup>th</sup>. Mimi Morris, Assistant Director for Branch and Extension Services, mentioned there will be a wine tasting event on September 20<sup>th</sup> and Laps for Libraries will be occurring at the Englewood Indoor Soccer Center on September 23<sup>rd</sup> to raise funds and promote the bond issue.

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 roll call vote:

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

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

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

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$12,028,560*	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.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board adopted the resolution.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

### NEW BUSINESS

No new business was brought before the Board.

### DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director/Fiscal Officer and all seven Library Trustees.

Among the requirement of the law is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. This year's annual meeting is scheduled for Wednesday, October 17, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### 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, October 17, 2012 at 4:15 p.m. in the Main Library Auditorium, 215 E. Third Street.

Ms. Childs left the meeting at 4:48

### 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss land acquisition and collective bargaining. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:33 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the Board adjourned at 5:34 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 17, 2012, 4:15 p.m.

PRESENT: Margot Merz, William Gillispie, Dennis Turner  
Donna Childs, Barbara Hayde, Jeanne Holihan

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The 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. Gillispie, seconded by Ms. Hayde 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 September 19, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Childs, 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:

Margot Merz, Board President, Dayton Metro Library Board of Trustees, and Donna Childs, Board Member, Dayton Metro Library Board of Trustees, to attend “Widen the Lens” being held in Columbus, Ohio on November 13 & 14, 2012. It is further recommended that registration in the amount of \$275.00 each be paid by the Board and lodging in the amount of \$144.77, mileage in an amount not to exceed \$79.92, parking in an amount of \$15.00 and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Jennifer Spillman, Manager, Adult Services Division, to attend “Widen the Lens” being held in Columbus, Ohio on November 13 & 14, 2012. It is further recommended that registration in the amount of \$275.00, mileage in an amount not to exceed \$79.92, parking in an amount of \$15.00 and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Brook Crowell, Reference Assistant, Outreach Services, Rachel Gut, Branch Manager, Outreach Services, Kimberly Bishop, Branch Manager, Huber Heights Branch Library, Carole Miller, Children’s Librarian, EC Doren Branch Library and Mimi Morris, Assistant Director for Branch and Extension Services, to attend “Engaging Refugees, Building Community, Becoming Citizens” being held in Dayton, Ohio on November 16, 2012. It is further recommended that registration in the amount of \$25.00 each be paid by the Board.

Tabitha Litteral, Catalog Librarian, Main Library and Alyssa Briggs, Catalog Librarian, Main Library, to participate in the webinar “RDA Name Authorities” on October 17, 2012. It is further recommended that registration be reimbursed to Tabitha Litteral in the amount of \$99.00.

Jonathan Knight, Reference Assistant, Burkhardt Branch Library and Jennifer Ventling, Children’s Librarian, Burkhardt Branch Library, to participate in the webinar “Reaching Out to At-Risk Teens” on October 17, 2012. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Carol Miller, Children’s Librarian, EC Doren Branch Library and Pat Clingman, Children’s Librarian, Kettering Moraine Branch Library, to attend “OKI Children’s Literature Conference” being held in Crestview Hills, Kentucky on November 3, 2012. It is further recommended that registration in the amount of \$75.00 be paid by the Board for Carol Miller and that registration in the amount of \$75.00 be reimbursed by the Board to Pat Clingman.

Shawna Woodard, Reference Librarian, Magazine and Special Collections Division, to attend “Ohio Genealogical Society Genealogy Librarians’ Seminar” being held in Bellville, Ohio on October 12, 2012. It is further recommended that registration in the amount of \$25.00 be paid by the Board and that lodging in an amount of \$103.07 and mileage in an amount not to exceed \$141.53 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, to participate in the archived webinar “Sensory Story Time”. It is further recommended that the group registration fee of \$195.00 be paid by the Board.

Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, to attend “Cardinal Circle” being held in Urbana, Ohio on September 20, 2012. It is further recommended that mileage in an amount not to exceed \$59.39 be reimbursed by the Board.

Noelle Landis, Reference Assistant, Belmont Branch Library, to participate in the online workshop “Collaborating with Teens to Build Better Library Programs”. It is further recommended that registration in the amount of 157.50 be reimbursed by the Board.

#### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

##### CHANGE IN HOURS AND CHANGE IN LOCATION

Ana Van Vlack, from Library Technical Assistant I, 3/5 time, Grade 04, Step A, West Carrollton Branch Library to Library Technical Assistant I, full-time, Grade 04, Step A, Dayton View Branch Library effective October 7, 2012 at the rate of \$12.16 per hour.

##### CHANGE IN LOCATION

Cheryl Edwards from Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Huber Heights Branch Library to Library Technical Assistant I, hourly substitute, Grade Sub 04, Step G, Main Children’s Room effective September 23, 2012 at the rate of \$10.75 per hour.

##### REHIRE AS SUBSTITUTE

Elizabeth Meadows, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Miamisburg Branch Library, effective September 23, 2012 at the rate of \$9.01 per hour.

##### RETIREMENT

Jessica Wallace, Order Clerk I, full-time, Grade 04, Step L, Acquisition Division, Main Library, effective November 30, 2012 at the rate of \$16.86.

##### RESIGNATION

Lisa Rickey, Reference Librarian, full-time, Grade 11, Step B, Magazines and Special Collections Division, effective October 26, 2012 at the rate of \$20.31 per hour.

##### LEAVE WITHOUT PAY

Rhonda Brunn, Library Technical Assistant I, full time, Grade 4, Step I, Magazine and Special Collections Division, effective September 22, 2012 for 41 hours for surgery.

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 Guidelines:

Desiree Davey, Training Assistant, Training Office, Main Library, for the course Database Design and Application I, Kent State University, 1.0 credit hours, at a cost of \$478.00.

CROSS MANAGEMENT CONSULTING SERVICES

It is recommended that the Board authorize the Executive Director to execute the renewal of the “Contract for Services” with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$85/hour for consulting services, \$130/hour for staff attorneys and \$100/month as a retainer fee for the period October 14, 2012 through October 13, 2013.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Michelle Grim of the Brower Insurance Agency reviewed with the Board the proposed 2012 -2013 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2011/2012</u>	<u>2012/2013</u>
Property - Westfield	\$50,473	\$50,313
Liability - Westfield	\$16,044	\$16,924
Boiler - Cincinnati	\$3,332	\$3,021
Directors & Officers/Employment Practices Liability - Cincinnati	\$9,516	\$9,516
Total Premium:	<b>\$79,365</b>	<b>\$79,774</b>

On a motion by Ms. Hayde, 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 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, October 12, 2012 the Public Library Funds for October 2012 were received in the amount of \$1,209,313.93. It was determined that the \$209,313.93 was needed for current operating expenses. The remaining amount was invested as follows:

<u>Amount</u>	<u>Account</u>	<u>Yield</u>
\$500,000.00	Star Ohio Plus	0.25%
\$500,000.00	5/3 Max Savers	0.15%

On a motion by Mr. Gillispie, seconded by Ms. Childs the September 2012 Financial Report was 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.

The Executive Director also shared several news stories with the Trustees that have appeared in various publications recently including an article about Gwen Owen's Storybook Dollhouse which appeared in Library Journal, and Melissa Sokol and Lisa Loftin's Sensory Storytime program which appeared in the Dayton Daily News.

### FACILITIES PLAN

The Executive Director explained to the Trustees the process by which the selection of the architect for the next phase of the facility plan took place. He indicated that 15 architectural firms had responded to the request for qualifications and that three were chosen from that list. The three chosen firms presented to the Building Committee and the committee selected the Dayton Design Collaborative as the best qualified. He also indicated that this process conformed to evaluation and selection criteria and procedures outline in Ohio Revised Code Sections 153.65 to 153.71.

The Executive Director recommended approval for the proposed tasks for the following services to be conducted conditional on the successful passage of Issue 70 on the November ballot:

- Task 1. Community Engagement, staff and technology impact workshops \$61,680
- Task 2. Building Evaluations \$57,799
- Task 3. Site Specific Program of Requirements \$58,377
- Task 4. Site Evaluation and Site Planning \$67,500
- Task 5. Production of a master plan document - no charge.

Additional tasks not to exceed \$43,475 in the development of additional site details to include finished rendered site plans may be conducted pending requirements resulting from the site selection process. The total for all recommended tasks is \$245,356.

On a motion by Ms. Hayde, seconded by Mr. Gillispie the Dayton Design Collaborative proposal was approved by the Board.

Ayes: All  
Nays: None

NEW BUSINESS

No new business was brought before the Board.

CHANGE OF DATE FOR NOVEMBER REGULAR MEETING

The President explained that because of Trustee travel plans for Thanksgiving she recommends the Board reschedule the November regular meeting of the Dayton Metro Library Board of Trustees from Wednesday, November 21, 2012 to Wednesday, November 28, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

On a motion by Mr. Turner, seconded by Mr. Gillispie the November regular meeting of the Dayton Metro Library Board of Trustees was changed to Wednesday, November 28, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2013 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2013. The proposed meeting dates for 2013 are as follows:

January 23, 2013	July 17, 2013
February 20, 2013	August – no meeting
March 20, 2013	September 18, 2013
April 17, 2013	October 16, 2013
May 15, 2013	November 20, 2013
June 19, 2013	December 18, 2013

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board approved the proposed meeting dates for 2013.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board adjourned at 5:34 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 28, 2012, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Donna Childs, 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

On a motion by Ms. Hayde, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Turner, seconded by Ms. Holihan, the minutes of the meeting of October 17, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Genevieve Richardson, Grants Specialist, Main Library Adult Services Division, to attend the "Grant Professional Association National Conference" being held in Indianapolis, Indiana October 18-19, 2012. It is further recommended that mileage in an amount not to exceed \$129.87, lodging in the amount of \$380.00 for two days and parking in the amount of \$40.00 for two days be reimbursed by the Board.

Cindi Chibis, Manager, Main Library Human Resources Department, Kathy Collin, Processor, Main Library Processing Division and Paul Brown, Library Technical Assistant I, Northmont Branch Library to attend the "Dayton and Montgomery County Employer Wellness Conference" being held in Dayton, Ohio on November 1, 2012. It is further recommended that registration in the amount of \$10.00 each be reimbursed by the Board.

Samantha Lumetta, Children's Librarian, East Branch Library, Genevieve Richardson, Grants Specialist, Main Library Adult Services Division, Jennifer Ventling, Children's Librarian, Burkhardt Branch Library, Kim Bishop, Manager, Huber Heights Branch Library, Kathleen Moore, Early Literacy Specialist, Main Library Youth Services Division, Nancy Horlacher, Local History Specialist, Main Library Magazines and Special Collections Division, Jean Gaffney, Manager, Main Library Collection Development & Acquisitions Division, Cindy Simerlink, Teen Librarian, Huber Heights Branch Library, Kim Bautz, Children's Librarian, Outreach Services, Melissa Groveman, Assistant Manager, Main Library Adult Services Division and Ben Murphy, Teen Librarian, Vandalia Branch Library to attend "OLC Leadership Conference" being held in Columbus, Ohio on November 5, 2012. It is further recommended that registration in the amount of \$75.00 each be paid by the Board and that mileage in an amount not to exceed \$88.25 each for Kim Bishop, Jean Gaffney and Melissa Groveman be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Main Library Catalog Division and Alyssa Briggs, Catalog Librarian, Main Library Catalog Division to participate in the webinar "RDA in 10 Easy Steps" being held on November 7, 2012. It is further recommended that registration in the amount of \$99.00 be reimbursed to Tabitha Litteral by the Board.

Elaine Fultz, Children's Librarian, West Carrollton Branch Library to attend "Criss Cross Applesauce: Making Multiage Storytimes the Best They Can Be" being held in Greenville, Ohio on November 12, 2012. It is further recommended that registration be reimbursed by the Board in the amount of \$75.00, and that mileage in an amount not to exceed \$45.51 also be reimbursed by the Board.

Tim Capehart, Reference Librarian, Main Library Adult Services Division to attend "Know It Now Training" being held in Cincinnati, Ohio on November 15, 2012. It is further recommended that mileage in an amount not to exceed \$59.94 be reimbursed by the Board.

Jennifer Spillman, Manager, Main Library Adult Services Division to attend "Lunch, Learn and Membership Meeting" being held in Fairfield, Ohio on November 28, 2012. It

is further recommended that registration in the amount of \$30.00, and mileage in an amount not to exceed \$27.20 be reimbursed by the Board.

Joan Gagan, Children's Librarian, Northmont Branch Library to participate in the online course "STEM Programs Made Easy" beginning on January 13, 2013. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Melissa Groveman, Manager, full time, Grade S06, Step B, Main Library Adult Services Division, effective November 4, 2012 at the rate of \$22.44 per hour.

#### REHIRE

Sandra Prell, Assistant Branch Manager, full time, Grade S06, Step A, Wilmington Stroop Branch Library, effective November 11, 2012 at the rate of \$21.79 per hour.

#### REHIRE AS SUBSTITUTE

Wendy Torrence, Children's Librarian, hourly substitute, Grade Sub11, Step A, Miamisburg Branch Library, effective November 4, 2012 at the rate of \$14.59 per hour.

#### CHANGE IN LOCATION AND CHANGE IN POSITION

Krista Gaylor, from Library Technical Assistant I, full time, Grade 04, Step I, Vandalia Branch Library, to Order Clerk I, full time, Grade 04, Step I, Main Library Acquisition Division effective November 25, 2012, at the rate of \$15.43 per hour.

#### CHANGE IN LOCATION AND CHANGE IN HOURS

Michael Reisz, from Library Technical Assistant I, full time, Grade 04, Step A, New Lebanon Branch Library, to Library Technical Assistant I, 3/5 time, Grade 04, Step A, West Carrollton Branch Library effective November 18, 2012, at the rate of \$12.16 per hour.

#### RETIREMENT

Patricia Clingman, Children's Librarian, full time, Grade 11, Step L, Kettering Moraine Branch Library, effective December 31, 2012, after more than 33 years of service.

Denise Layne-Burnett, Copy Cataloger I, full time, Grade 07, Step L, Main Library Catalog Division, effective November 30, 2012, after more than 33 years of service.



Leslie Martin, Library Technical Assistant I, 4/5 time, Grade 04, Step L, Kettering Moraine Branch Library, effective December 31, 2012, after more than 25 years of service.

Cynthia McNally, Reference Assistant, 1/2 time, Grade 08, Step H, Miami Township Branch Library, effective December 15, 2012, after more than 17 years of service.

Paula Poulos, Reference Assistant, full time, Grade 08, Step L, Huber Heights Branch Library, effective December 31, 2012, after more than 30 years of service.

#### RESIGNATION

Melissa Papson, Children's Librarian, full time, Grade 11, Step C, Belmont Branch Library, effective November 1, 2012 at the rate of \$20.83 per hour.

Richard Robinson, Web Specialist, full time, Grade 12, Step E, Main Library Information Technology Services Division, effective November 23, 2012 at the rate of \$21.31 per hour.

Pamela Cooper, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Miamisburg Branch Library, effective April 7, 2012 at the rate of \$9.01 per hour.

#### DISMISSAL

Pamela Ade, Teen Librarian, full time, Grade 11, Step A, Kettering Moraine Branch Library, effective October 19, 2012, at the rate of \$19.79 per hour.

#### TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Jennifer Hicks, Reference Assistant, Wilmington Stroop Branch Library, in order to attend Kent State School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and David Hicks, Reference Assistant, West Carrollton Branch Library, in order to attend Kent State School of Library and Information Science.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association, made a statement to the Board regarding the successful passage of issue 70, interest based bargaining and the upcoming release of the Fact Finder's Report.

Mr. Gillispie stated that the Board of Trustees feels that library staff are the library's most important asset. The Board highly respects the staff and feels that interest base bargaining would be a win-win for everybody. He also stated the Board recognizes that the library would not be as great as it is without great people working and serving. The Board appreciates everything that everybody does everyday, and everything that everybody has done to pass issue 70.

Ms. Merz reiterated the appreciation to the staff and expressed her belief that the staff are the heart of this operation.

### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2012 was included in the Board folder. The Executive Director approved the following investments:

On Friday, October 29, 2012, a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$235.57 was received. It was determined that the entire amount was needed for current operations.

On Wednesday, November 14, 2012 the Public Library Funds for November 2012 were received in the amount of \$1,116,761.16. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, October 31, 2012, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$803,132.64 which represents the gross collection amount of \$807,547.78 minus the tax collection fees of \$4,415.14. The entire amount was used for current operating expenses.

On Thursday, November 15, 2012, a Manufactured Homes Rollback payment was received in the amount of \$1,386.27. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Turner, seconded by Ms. Holihan the October 2012 Financial Report was 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 program attendance counts.

The Executive Director expressed his thanks to everyone who helped to pass issue 70. He thanked the Board of Trustees, Commissioner Dan Foley, Debbie Feldman, front line staff members and managers; specifically Rachel Gut, Karri Marshal, Sharon Taste, Jennifer Spillman, Jean Gaffney, Barb Kuhns, Jamie McQuinn, David Slivken, Mimi Morris, Cheryl Wirtley, Lisa Loftin, Brielle Maynor, Butch and Cindy Butcher, Mark Roma, Cara Kouse, Mark Willis and his staff, Luellen Wilson, and Tim Osterday. He also thanked Steve Reeves (P&R Communications), Englewood Indoor Soccer, Miami Township Trustees, Danis Construction and its employees, Shook Construction and its employees, Burges & Burges Strategists; specifically Vanessa Tey Iosue and Bill Burges, Campaign Manager Jayne Klose, Bear Monita and

notification business One Call Now. These individuals help with the phone bank, door to door canvassing, database aspects, dispersion and pickup of yard signs, mailers to early voters, poll greeting, grass roots fund raisers (such as bake sales, t-shirt sales & walking events), social media efforts, the campaign video and in house displays. He mentioned that the bake sales were hosted by East, Burkhardt, Huber Heights, Dayton View, Belmont, West Carrollton, Trotwood, Madden Hills and Westwood Branch Libraries. The Executive Director also acknowledged the scores of other individuals that he may have forgotten to mention by name that also assisted financially or in communicating the library's message to the public.

Ms. Hayde indicated that the election results show the large amount of trust that the public has that the library is a good steward of their money.

Vanessa Tey Iosue, Vice President, Burges & Burges Strategists, presented an overview of the political climate for this election and reviewed the steps taken to assure passage of the bond issue. She also reviewed the approval margins, compared them to previous library campaigns and discussed possible reasons for the differences.

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 2012 showed a decline in number of staff consistent with the last several years. Declines were noted in the managerial, technical support and library aide categories. Two areas maintained levels including professional and substitute categories.

David Slivken, Assistant Director for Main Library Services, shared with the Board statistics pertaining to the semi-annual Patron Assistance Survey. He gave an overview of the categories and highlighted some trends. The Directional count showed a large increase due to revised methods of distributing borrowed express DVDs and 7 day DVDs. 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.

#### EXECUTION OF DEPOSITORY AGREEMENT

Ken Basista, Finance Manager, explained that prior to depositing or investing public funds with a financial institution, Section 135 of the Ohio Revised Code, the Uniform Depository Act, requires the library board to approve a depository agreement with that financial institution. Depository agreements are required regardless of FDIC insured fund limits. The current depository agreement between the Dayton Metro Library and Huntington Bank expires February 13, 2013.

On a motion by Ms. Childs, seconded by Ms. Holihan the Board adopted the depository agreement with Huntington Bank from January 1, 2013, through December 31, 2017, for active, interim and inactive funds to be maintained at Huntington Bank. Huntington Bank will accept for deposit and safekeeping the maximum sum of \$25,000,000 for each category of active, interim, and inactive deposits. The total sum of such active, interim and inactive deposits totals \$75,000,000 as these terms are defined in Section 135.01 of the Ohio Revised Code.

Ayes: All  
Nays: None

## FACILITIES PLANNING

The Executive Director indicated that the Dayton Design Collaborative has begun with their assessments of the current facilities, particularly the branches that are to be expanded. Meetings with consultants Susan Kent, Jack Poling and Nate Hill have been scheduled for December 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. He gave an overview of the goals, discussed the schedule and asked the Trustees to forward their availability to him for inclusion in the meetings. He also mentioned that there would be two meetings for staff members to attend on Wednesday the 5<sup>th</sup> to interact with the consultants and provide questions and feedback. Trustees and staff members who are unable to attend will be able to view the meetings online.

The Executive Director informed the Trustees that Market Metrics is proceeding with their evaluation of surplus branches. It is anticipated that their report will be available by the regular December meeting.

The Executive Director updated the Trustees on the joint project with the City of Kettering and the feasibility study they are conducting relating to combining the Wilmington-Stroop Branch with the Rosewood Arts Center. There is currently a Request for Proposal that will look for not only a management plan to resolve some differences between the facilities, but also do some preliminary planning on the looks and sharing potential for the new facility.

## 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 19, 2012 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

## 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss land acquisition and collective bargaining.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 6:23 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.

ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Hayde, the Board adjourned at 5:24 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Friday, December 7, 2012, 1:30 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 1:30 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

Lori Rotterman, President of Dayton Metro Library Staff Association addressed the Trustees concerning the recent facilities plan and the recently received Fact Finder's Report.

NEW BUSINESS

The Board President appointed a nominating committee consisting of Jeanne Holihan and Barbara Hayde in order to present a 2013 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2012. The slate will be presented at the December 2012 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2013. Mr. Dennis Turner has served on the Board for seven years and is eligible for reappointment.

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

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, December 19, 2012 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:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 1:36 p.m. and returned to open session at 3:12 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.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board voted to reject the Fact Finder's report and recommendation issued on December 3, 2012.

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

Ayes: All  
Nays: None

The President stated: "The Board appreciates and values the library employees and had hoped that the SERB Fact Finder's Report would result in an acceptable and affordable contract with members of the Dayton Metro Library Staff Association. Unfortunately the Fact Finder's recommendation would impose upon the library a 15% increase in salary and benefits over the next 3 years. In an era of decreased and decreasing funding, the increase is unaffordable. As

stewards of public funds, the Board feels it must reject the Fact Finder's recommendation. The Board does however welcome the opportunity to negotiate further with the staff association."

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 3:14 p.m.

Ayes: All

Nays: None



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 19, 2012, 4:00 p.m.

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

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 Mr. Oehlers, the minutes of the meeting of November 28, 2012 and the minutes of the December 7, 2012 special meeting were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

Mr. Gillispie commented on the large number of retirees listed on the consent agenda. He complimented Mark Willis on the exemplary job that he has done over the past 26 years in the Community Relations Department and congratulated him on his retirement.

The Executive Director also stated that there were a total of 143 years of experience from the staff members whose retirement were listed in the Consent Agenda. He thanked all retiring employees for their many years of loyal service.

On a motion by Mr. Oehlers, seconded by Ms. Childs, 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:

Cara Kouse, Branch Manager, Wilmington-Stroop Branch Library and Kim Bishop, Branch Manager, Huber Heights Branch Library to attend the "Library Journal Design Institute Ohio" being held in Warrensville Heights, Ohio December 14, 2012. It is further recommended that mileage in an amount not to exceed \$233.66 each, meal reimbursement in an amount not to exceed \$40.00 each and lodging for Cara Kouse in the amount of \$254.59 be reimbursed by the Board.

Jamie McQuinn, Manager, Main Library Magazine and Special Collections Division to attend the "26<sup>th</sup> Annual Miami Valley Planning and Zoning Workshop" being held in Dayton, Ohio December 7, 2012. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

#### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

##### APPOINTMENT

Lisa Nabel, Children's Librarian, Full time, Grade 11, Step A, Miamisburg Branch Library, effective December 2, 2012 at the rate of \$19.79 per hour.

##### CHANGE IN POSITION AND CHANGE IN LOCATION

Suzanne Kirchner, from Adult Material Selection Specialist, full-time, Grade 12, Step D, Main Library Office of Collection Development to Children's Librarian, full-time, Step D, Belmont Branch Library, effective December 16, 2012 at the rate of \$21.42 per hour.

##### LEAVE WITHOUT PAY

Rhonda Brunn, Library Technical Assistant I, full-time, Grade 4, Step I, Main Library Magazine and Special Collections Division, effective December 19, 2012 for 130 hours for surgery.

## RETIREMENTS

Sally Ames, Library Technical Assistant III, 3/5 time, Grade 06, Step L, Main Library Audio Visual Division, effective December 31, 2012, after more than 42 years of service.

Itricia Brawner, Library Technical Assistant III, full-time, Grade 06, Step L, Miamisburg Branch Library, effective December 31, 2012, after more than 29 years of service.

Karen Moody, Children's Librarian, full-time, Grade 11, Step L, Trotwood Branch Library, effective December 31, 2012, after more than 34 years of service.

Juanita Schultz, Library Technical Assistant I, 2/5 time, Grade 04, Step L, Northmont Branch Library, effective December 31, 2012, after more than 17 years of service.

Mark Willis, Community Relations Manager, full-time, Grade S08, Step L, Main Library Community Relations Office, effective December 31, 2012, after more than 26 years of service.

## RESIGNATION

Joshua Ashworth, Integrated Systems Specialist, full-time, Grade 12, Step D, Main Library Information Technology Services, effective January 4, 2013.

Beverly Henderson, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step C, Belmont Branch Library, effective June 30, 2012.

Ayes: All  
Nays: None

## COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association and Suzanne Kirchner, Secretary of Dayton Metro Library Staff Association addressed the Trustees concerning the Fact Finder's report.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for November 2012 was included in the Board folder. The Executive Director approved the following investments:

On Monday, December 10, 2012, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$460,499.97 was received. It was determined that the entire amount was needed for current operations.

On Tuesday, December 11, 2012 the Manufactured Homes Homestead Exemption reimbursement in the amount of \$3,793.97 was received. It was determined that the entire amount was needed for current operations.

On Friday, December 14, 2012 the Public Library Funds for December 2012 were received in the amount of \$1,029,043.97. It was determined that the entire amount was needed for current operations.

Ken Basista, Finance Office Manager and Deputy Fiscal Officer, gave a brief overview of the Financial Report. Mr. Gillispie asked about the forecast on the library's state funding. Mr. Basista stated that there has been no indication that the library will see further cuts from the state. Ms. Merz asked about property taxes declining again. Mr. Basista indicated that forecasts indicate that property taxes could drop six to seven percent in the next revaluation, and that delinquent property tax amounts in Montgomery County total \$100,000,000 which could greatly affect the money the library collects from its levy. Mr. Gillispie asked about the surge of buildings in the downtown area that are being purchased by non-profit organizations, and what affects the library could experience from that. Mr. Basista said that question has not been addressed in the meetings he has attended recently, but he will ask the Finance Manager of Montgomery County when he meets with him next month.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the November 2012 Financial Report was approved by the Board.

Ayes: All  
Nays: None

**EXECUTIVE DIRECTOR'S REPORT**

Standard Statistical Measures – The Executive Director indicated that major statistical measures were previously distributed to the Trustees and that because of the full agenda he would address questions from the Board related to the measures. No questions were presented.

**AMENDED 2012 APPROPRIATION RESOLUTION**

Ken Basista, Finance Office Manager and Deputy Fiscal Officer told Trustees that it would be necessary to amend the 2012 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 Mr. Oehlers, seconded by Mr. Gillispie the following amended appropriation allocations for fiscal year ending December 31, 2012:

<b><u>General Fund</u></b>	<b><u>Current Appropriation</u></b>	<b><u>Amended Appropriation</u></b>	<b><u>Amount Changed</u></b>
1000 – Salaries & Benefits	\$ 18,457,200	\$ 17,857,200	\$ (600,000)
2000 – Supplies	400,000	400,000	0

3000 - Purchased and Contracted Services	3,864,900	3,864,900	0
4000 - Library Materials & Information	3,500,000	3,600,000	100,000
5000 - Capital Outlay	640,000	400,000	(240,000)
6000 - Debt Service	0	0	0
7000 - Other Objects	90,000	90,000	0
8000 - Contingency	600,000	0	(600,000)
9000 - Transfer to other funds	100,000	1,875,000	1,775,000
<b>Total</b>	<b><u>\$ 27,652,100</u></b>	<b><u>\$ 28,087,100</u></b>	<b><u>\$ 435,000</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <u>Changed</u>
<b><u>Special Revenue Fund</u></b>			
3000 - Purchased and Contracted Services	\$ 0	\$ 1,000	\$ 1,000
<b>Total</b>	<b><u>0</u></b>	<b><u>\$ 1,000</u></b>	<b><u>\$ 1,000</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <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	500,000	(7,000,000)
9000 - Transfers to Other Funds	0	0	0
<b>Total</b>	<b><u>\$ 7,850,000</u></b>	<b><u>\$ 850,000</u></b>	<b><u>\$(7,000,000)</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <u>Changed</u>
<b><u>Computer Co-Op Fund</u></b>			
3000 - Purchased and Contracted Services	\$ 0	\$ 14,000	\$ 14,000
5000 - Capital Outlay	55,000	1,500	(53,500)
<b>Total</b>	<b><u>\$ 55,000</u></b>	<b><u>\$ 15,500</u></b>	<b><u>\$(39,500)</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <u>Changed</u>
<b><u>Trust Fund</u></b>			
3000 - Purchased and Contracted Services	0	200	200
4000 - Library Materials & Information	120,000	0	(120,000)
5000 - Capital Outlay	40,000	0	(40,000)
<b>Total</b>	<b><u>\$ 160,000</u></b>	<b><u>\$ 200</u></b>	<b><u>\$(159,800)</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <u>Changed</u>
<b><u>Endowment Fund</u></b>			
3000 - Purchased and Contracted Services	0	300	300
4000 - Library Materials & Information	6,000	0	(6,000)
5000 - Capital Outlay	1,500	0	(1,500)
<b>Total</b>	<b><u>\$ 7,500</u></b>	<b><u>\$ 300</u></b>	<b><u>\$(7,200)</u></b>

	Current <u>Appropriation</u>	Amended <u>Appropriation</u>	Amount <u>Changed</u>
<b><u>Sustainability Fund</u></b>			
3700 - Professional Fees	0	5,000	5,000
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 5,000</u></b>

Ayes: All  
Nays: None

TRANSFERS OF FUNDS

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on October 19, 2011, 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, 2012	\$ 1,663,547.90
Plus: Earnings through November 30, 2012	9,140.79
Less: Investment fees through November 30, 2012	(415.50)
Less: Encumbrances	<u>(484.50)</u>
Balance through November 30, 2012	<b>\$ 1,671,788.69</b>
<b><u>Current Obligation</u></b>	
Vacation Accrual	\$ 740,975.54
Compensatory Time Accrual	149,870.70
25% of Sick Leave (Eligible Retirees)	406,099.41
9/11 of Current Payroll	<u>407,952.07</u>
Current Payroll expenditure obligation	\$ 1,704,897.72
Additional 2% funding for Medicare and Worker's Compensation tax liability	<u>34,097.44</u>
Total current obligation	<b><u>\$ 1,738,995.16</u></b>
Requested Transfer to Special Revenue Fund	<b><u>\$ 67,206.47</u></b>

The Deputy Fiscal Officer 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, 2012	\$ 290,863.59
Less: 2012 Expenditures through November 30, 2012	(237,174.18)
Plus: Earnings through November 30, 2012	151.14
Less: 2012 Encumbrances	<u>\$ (20.82)</u>
Unencumbered Balance through November 30, 2012	53,819.73
Unencumbered Fund Objective for December 31, 2012	<u>\$ 110,000.00</u>
Requested Transfer to Computer Co-Op Fund	<b><u>\$ 56,180.27</u></b>

The Deputy Fiscal Officer 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, 2012	\$6,000,000.00
Plus: Earnings through November 30, 2012	18,243.10
Plus: Estimated Earnings December 2012	1,549.83
Less: Investment fees through November 30, 2012	(3,192.93)
Less: 2012 Encumbrances	(1,600.00)
Requested Transfer to Sustainability Fund from General Fund	<u>\$ 1,750,000.00</u>
<b>Projected Sustainability Fund Balance, December 31, 2012</b>	<b><u>\$ 7,765,000.00</u></b>

The Deputy fiscal Officer 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, 2012	\$ 11,478,047.27
Less: 2012 Expenditures through November 30, 2012	(27,617.70)
Plus: Earnings through November 30, 2012	101,992.40
Plus: Estimated Earnings December 2012	7,487.23
Less: 2012 Encumbrances	(634,909.20)
<b>Projected Building and Repair Fund Balance, December 31, 2012</b>	<b><u>\$ 10,925,000.00</u></b>

On a motion by Ms. Childs, seconded by Ms. Hayde the Board approved the transfer of \$ 1,751,000.00 from the General Fund to the Sustainability Fund. It was further moved that the Board transfer \$56,180.27 to meet the objective of the Computer Co-Op Fund and \$67,206.47 to meet the objective of the Special Revenue Fund.

The General Fund unreserved cash balance is estimated to be \$ 3,988,207.00 as of December 31, 2012 after the recommended \$ 1,873,386.74 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 114 days of operating expenses.

Ayes: All  
Nays: None

TEMPORARY 2013 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2013.

<b><u>GENERAL FUND</u></b>	
1000 – Salaries & Benefits	\$ 19,000,000
2000 - Supplies	400,000

3000 - Purchased and Contracted Services	4,000,000
4000 – Library Materials & Information	3,500,000
5000 - Capital Outlay	475,000
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>\$ 27,625,000</u></b>

**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$1,250,000
5000 - Capital Outlay	7,500,000
Total Building and Repair Fund Appropriations	<b><u>8,750,000</u></b>
Total All Funds Appropriations	<b><u>\$ 36,375,000</u></b>

On a motion by Mr. Gillispie, seconded by Mr. Oehlers the Board approved the Temporary Appropriation for 2013 for the General Fund in the amount of \$27,625,000 and for the Building and Repair Fund in the amount of \$8,750,000.

Ayes: All  
Nays: None

**ADVANCE ON TAX DOLLARS COLLECTED IN 2013**

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2013, and  
WHEREAS, these funds will be used for current operating expenses throughout 2013, Now

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

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

A roll call vote was taken as follows:

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



Ayes: All  
Nays: None

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. Beginning in January 2013, the minimum wage will increase to \$7.85 per hour; representing a \$0.15 per hour increase.

The proposed schedule includes increases of \$0.10 to \$0.20 per hour increase over current rates:

Dayton Metro Library  
Library Aide Pay Schedule  
Effective January 1, 2013

Current Rate	\$7.70	\$7.80	\$8.00	\$8.35	\$8.80
New Rate	\$7.90	\$7.90	\$8.10	\$8.45	\$8.90

The proposed Substitute Pay Schedule includes increases of 1.0% for each employee over current rates:

Dayton Metro Library  
Substitute Pay Schedule  
Effective January 1, 2013

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Sub 01</b>	\$8.28	\$9.88
<b>Sub 02</b>	\$8.52	\$10.17
<b>Sub 03</b>	\$8.79	\$10.49
<b>Sub 04</b>	\$9.10	\$10.86
<b>Sub 05</b>	\$9.51	\$11.35
<b>Sub 06</b>	\$9.91	\$11.84
<b>Sub 07</b>	\$10.43	\$12.45
<b>Sub 08</b>	\$10.98	\$13.11
<b>Sub 09</b>	\$11.61	\$13.86
<b>Sub 10</b>	\$12.36	\$14.76
<b>Sub 11</b>	\$13.19	\$15.75
<b>Sub 12</b>	\$14.18	\$16.93

MLS Offset \$1.55

On a motion by Ms. Hayde, seconded by Mr. Oehlers, 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, 2013.

Ayes: All  
Nays: None

### RULES OF CONDUCT POLICY

The Executive Director explained that a slight revision to the Rules of Conduct Policy will allow staff to better control loitering inside and outside the library for the patrons who may not be there to take advantage of library resources or programs. He indicated that the policy was last revised on 4/9/2008.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the Board approved the revised Rules of Conduct Policy.

Ayes: All  
Nays: None

### FACILITIES PLANNING

Ms. Holihan shared that the Facilities Committee had met recently with Bond Counsel and the underwriter and discussed the timeline for issuing the bonds. She stated that the interest rate environment continues to improve and should be offering the bonds for about 3.5% which is below the levy promise of 4.25%. She also indicated that assessed value of properties decreasing will offset advantages that the library may have received. She discussed the regulations regarding the issuing of the bonds and the possibility of issuing taxable bonds. This would release the library from producing a scheduled drawdown. The tax rate on these types of bonds is very comparable to tax-exempt bonds that would be issued. The consultant will be conducting a sensitivity analysis to explore the option of possibly doing a portion of the Bonds in this manner. This would allow for the immediate issuance of the bonds with the proceeds to be used for land acquisition and other planning expenses. If it is determined that taxable bonds would be the desired course of action, the library would begin selling the bonds as soon as possible to take advantage of the current lower rates. The timetable for committing the funds would be three years but could be expanded to five years because of the complexity of the project.

The Executive Director reported that Susan Kent and Nate Hill and Jack Poling will be in town on January 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. He asked that Trustees forward their schedule for those days to him so they may be included in the discussions.

### NOMINATING COMMITTEE

The Board President indicated that a nominating committee consisting of Jeanne Holihan and Barbara Hayde were appointed at the December 7, 2012 special meeting in order to present a 2013 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Holihan on behalf of the committee as follows:

Margot Merz – President  
Jeanne Holihan – Vice President  
Dennis Turner – Secretary

The President asked if there were nominations from the floor and there were no nominations from the floor.

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board elected the slate of officers as presented.

Ayes: All  
Nays: None

Ms. Holihan on behalf of the committee also indicated that Mr. Turner should be recommended to the Court of Common Pleas to fill the vacancy in May 2013.

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 Ms. Hayde, seconded by Mr. Oehlers 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

#### CORRESPONDENCE

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

The Executive Director's letter of November 5, 2012, to Russell Baker, concerning his request to remove the DVD Leave Blank from the library's collection.

#### NEW BUSINESS

The President indicated the desire to delay the annual Board Retreat which is typically held in February, until March when the library consultants will have their report completed. After some discussion the Board agreed.

#### 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 23, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Executive Director explained that the January Board meeting is traditionally held on 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.

### 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss land acquisition and collective bargaining.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:07 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) and (4) of the Ohio Revised Code.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board authorized the Dayton Metro Library Negotiation Committee to make a final and best offer to the Dayton Metro Library Staff Association.

Ayes: All  
Nays: None

On a motion by Ms. Holihan, seconded by Mr. Turner the Board approved replacing the Managerial and Confidential Employees Compensation Plan and directed the Executive Director to implement as of December 21, 2012 a 1.5% base pay increase to be included with the pay period that includes July 1, 2012 and a 1.5% base pay increase to be included with the pay period that includes January 1, 2013. In addition a onetime payment of \$1,000.00 is to be paid effective with the first pay period in January 2013. The benefit structure of the Managerial and Confidential Employees Compensation Plan is to be no less than the Board's final and best offer to the Dayton Metro Library Staff Association.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 6:24.

Ayes: All  
Nays: None