

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2013, 4:00 p.m.

PRESENT: Margot Merz, William Gillispie, Barbara Hayde, Jeanne Holihan,  
Donna Childs, 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 Mr. Gillispie, seconded by Ms. Hayde, the minutes of the meeting of December 19, 2012 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Childs, 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:

Jen Kadel, Training Specialist, Training Office to participate in the webinar “Think Yes! Transforming customer Service” on January 16, 2013. It is further recommended that registration in the amount of \$150.00 be paid by the Board.

Suzanne Kirchner, Children’s Librarian, Belmont Branch Library, Elaine Fultz, Children’s Librarian, West Carrollton Branch Library, and Lisa Nabel, Children’s Librarian, Miamisburg Branch Library to participate in the webinar “Every Child Ready to Read” on January 17, 2013. It is further recommended that registration in the amount of \$55.00 each be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services to participate in the online course “Teens and Tweens Go Green” beginning January 29, 2013 and ending February 25, 2013. It is further recommended that registration in the amount of \$150.00 be paid by the Board.

Barb Kuhns, Information Technology Services Assistant Director, Main Library to attend “Compression Planning Institute” being held at Sinclair Community College beginning February 6, 2013 and ending February 8, 2013. It is further recommended that registration in the amount of \$1795.00 be paid by the Board.

John Milstead, Security Manager, Main Library to attend the “National Conference on Cultural Property Protection” being held in Washington, D.C. beginning on February 18, 2013 and ending February 20, 2013. It is further recommended that registration in the amount of \$495.00 be paid by the Board and that airfare in the amount of \$280.00, shuttle in the amount of \$50.00, lodging in the amount of \$200.00 per night for three nights and meals in the amount of \$40.00 per day for 2 days be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### CHANGE IN HOURS AND CHANGE IN LOCATION

JonVelle McCray, from Library Technical Assistant I, 3/5 time, Grade 04, Madden Hills Branch Library to Library Technical Assistant I, full time, Grade 04, Vandalia Branch Library, effective January 13, 2013 at the rate of \$12.16 per hour.

### CHANGE IN HOURS

Deanne Gibbs, from Library Technical Assistant I, 2/5 time, Grade 04, New Lebanon Branch Library to Library Technical Assistant I, full time, Grade 04, New Lebanon Branch Library, effective January 13, 2013 at the rate of \$12.16 per hour.

Michael Naylor, from Library Technical Assistant I, hourly substitute, Grade S04, Kettering Moraine Branch Library to Library Technical Assistant I, 2/5 time, Grade 04, Kettering Moraine Branch Library, effective January 13, 2013 at the rate of \$12.52 per hour.

### CHANGE IN POSITION AND CHANGE IN LOCATION

Gretchen Yonata, from Teen Specialist, full time, Grade 12, Main Library Youth Services Department to Teen Librarian, full time, Grade 11, Kettering Moraine Branch Library, effective February 10, 2013 at the rate of \$21.42 per hour.

Holly Roeder, from Library Technical Assistant III, full time, Grade 06, Kettering Moraine Branch Library to Library Technical Assistant I, 4/5 time, Grade 04, Kettering Moraine Branch Library, effective February 24, 2013 at the rate of \$13.72 per hour.

Jennifer Buckner, from Library Technical Assistant III, full time, Grade 06, Kettering Moraine Branch Library to Children's Librarian, full time, Grade 11 E.C. Doren Branch Library, effective January 13, 2013 at the rate of \$19.79 per hour.

### RETIREMENT

Pamela Julian, Children's Librarian, hourly substitute, Grade Sub11, Kettering Moraine Branch Library, effective December 31, 2012 after more than 36 years of service.

Viola Cervantes-DeBorde, Library Technical Assistant I, 3/5 time, Grade 04, Main Library Circulation Division, effective December 31, 2012 after more than 15 years of service.

### REHIRE AS SUBSTITUTE

Itricia Brawner, Library Technical Assistant I, hourly substitute, Grade Sub 04, Miamisburg Branch Library, effective April 7, 2013 at the rate of \$10.86 per hour.

Leslie Martin, Library Technical Assistant I, hourly substitute, Grade Sub 04, Kettering Moraine Branch Library, effective March 24, 2013 at the rate of \$10.86 per hour.

Patricia Clingman, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective March 24, 2013 at the rate of \$17.30 per hour.

Cynthia McNally, Reference Assistant, hourly substitute, Grade Sub 08, Miami Township Branch Library, effective March 24, 2013 at the rate of \$13.11 per hour.

Paula Poulos, Reference Assistant, hourly substitute, Grade Sub 08, Huber Heights Branch Library, effective March 24, 2013 at the rate of \$13.11 per hour.

Viola Cervantes-DeBorde, Library Technical Assistant I, hourly substitute, Grade Sub 04, Main Library Circulation Department, effective March 24, 2013 at the rate of \$10.86 per hour.

Sally Ames, Library Technical Assistant I, hourly Substitute, Grade Sub 04, Main Library Audio Visual Division, effective March 24, 2013 at the rate of \$10.86 per hour.

### LEAVE WITHOUT PAY

Lisa Nabel, Children's Librarian, full time, Grade 4, Miamisburg Branch Library, effective December 19, 2012 for 2.4 hours for illness.

Lisa Nabel, Children's Librarian, full time, Grade 4, Miamisburg Branch Library, effective January 7, 2013 for 12.3 hours for illness.

### RESIGNATION

Josh Ashworth, Integrated Systems Specialist, full time, Grade 12, Main Library Information Technology Services, effective January 10, 2013.

### TUITION REIMBURSEMENT

The Board authorized \$15,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2013 to be awarded in accordance with the Staff Development Program.

### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Isaac Fry, Library Technical Assistant III, Trotwood Branch Library, in order to attend Kent State School of Library and Information Science.

### TUITION REIMBURSEMENT

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

Helen Patzer, Children's Librarian, Northtown-Shiloh Branch Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Desiree Davey, Training Assistant, Main Library Training Office, for the course "Information Storage and Retrieval Systems", Kent State University, 3.0 credit hours at a cost of \$1434.00.

Desiree Davey, Training Assistant, Main Library Training Office, for the course "PHP and MYSQL for Web Database Creation and Implementation", Kent State University, 2.0 credit hours at a cost of \$956.00.

### ALA MIDWINTER

The 2013 ALA Midwinter Meeting will be held in Seattle, Washington from January 25 - 29, 2013. The Board authorize payment of the advance registration fee in an amount not to exceed \$170.00, airfare in an amount not to exceed \$338.00, lodging in an amount not to exceed \$186.00 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.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Bob Murray, Economic Development Director, City of Riverside, discussed with the Board the city's interest in placing a branch library within Riverside.

#### MONTHLY FINANCIAL REPORT

The Executive Director indicated that because salary increases to bargaining unit members, managers and confidential employees occurred in 2013 instead of 2012 the financial numbers look artificially high for 2012. Also the library is beginning to fill some positions that have been left vacant which will also affect that dollar amount.

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

On Friday, January 11, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$167,054.14. It was determined that the entire amount was needed for current operating expenses.

On Friday, January 11, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$148,916.83. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Tuesday, January 15, 2013 the Public Library Funds for January 2013 were received in the amount of \$1,207,143.29. It was determined that the entire amount was needed for current operations.

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

Ayes: All  
Nays: None

#### ESTABLISHMENT OF CAPITAL IMPROVEMENT ACCOUNTS

Ken Basista, Finance Office Manager and Deputy Fiscal Officer, explained the need to create two capital improvement accounts for the following purpose:

Capital Improvement Fund – Taxable Issue (403)

With the imminent issue of taxable bonds, it is recommended that the Board establish a Capital Improvement Fund – Taxable Issue (403) to account for taxable debt proceeds and other restricted receipts such as investment earnings on these proceeds. Expenditures from this fund are restricted for the renovation and/or construction of the Main Library and sixteen branches throughout Montgomery County.

#### Capital Improvement Fund – Tax Exempt Issue (404)

With the imminent issue of tax-exempt bonds, it is recommended that the Board establish a Capital Improvement Fund – Tax Exempt Issue (404) to account for tax-exempt debt proceeds and other restricted receipts such as investment earnings on these proceeds. Expenditures from this fund are restricted for the renovation and/or construction of the Main Library and sixteen branches throughout Montgomery County.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the establishment of two capital funds was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Standard Statistical Measures – The Executive Director shared year-end statistical measures with the Board members which included circulation, visitor, programming, and computer session count totals for 2012.

Mimi Morris, Executive Director for Branch and Extension Services, discussed with the Board information about Conversation Tables. She indicated that the library has been trying to encourage immigrants to come to the library to practice English skills in a way that will not conflict with standard ESL (English as a Second Language) classes. In conjunction with City of Dayton Welcome Dayton Initiative and the Refugee Assistance and Immigration Services branch of Catholic Social Services, the library has developed Conversation Tables at the Burkhardt Branch. She shared with the Board some of the stories of the participants and explained some of the things that are taught at the Conversation Tables. The library is also able to make referrals for some of the participants to various social services for assistance. Several Trustees commented on what a nice service this is and mentioned how happy they are that the Conversation Tables have been established at the library.

#### COLLECTIVE BARGAINING AGREEMENT

The Executive Director explained to the Trustees that the final and best offer presented to the Dayton Metro Library Staff Association was approved by its membership on January 7, 2012 and that details of the agreement were included in the Board packets.

On a motion by Ms. Hayde, seconded by Mr. Oehlers the Collective Bargaining Agreement was approved by the Board.

Ayes: All  
Nays: None

#### MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Executive Director explained that the updated Managerial and Confidential Employee Compensation Plan was amended to match the benefit terms of the final and best offer extended to the Dayton Metro Library Staff Association.

On a motion by Ms. Oehlers, seconded by Ms. Childs the Managerial and Confidential Employees Compensation Plan was approved by the Board.

Ayes: All  
Nays: None

#### FACILITIES PLAN

The Executive Director asked for feedback relating to the recent visit of consultants Jack Poling, Nate Hill and Susan Kent. Ms. Hayde indicated that the library seems to have similar visions to that of the consultants. The Executive Director agreed and indicated that there were ongoing discussions with consultants regarding collection size and similar details. There have also been conversations about seldom used collections and the future of those collections in order to make the best use of the funds the taxpayers have entrusted the library with for these new facilities. Mr. Gillispie indicated his pleasure in seeing younger individuals sharing in the planning process because younger people tend to see things differently. Mrs. Hayde added that with the daunting task of planning for 50 or more years in the future, it is reassuring to have experts who are also thinking along those lines. Ms. Holihan explained that she was happy to be able to share with them information about whom the citizens of Dayton are as a community and that she was pleased that they toured Dayton to see the community for themselves. Ms. Merz reflected on the importance of what Mr. Hill said about letting the patrons teach the library what the community space is for and what should be in the space. The Executive Director indicated that there has been a great deal of input from staff on not only the facilities plan, but also on the presentation made by Mr. Hill.

The Executive Director also indicated that there will be a conference call on February 6<sup>th</sup>. Details will be forwarded to the Building Committee for those members that will be able to participate.

The Executive Director also mentioned that Susan Kent is currently consulting with the Washington DC public library and that she recommended some Trustees meet her in Washington DC to visit several of branches. He mentioned that the Dayton Design Collaborative has also expressed interest in accompanying the group as well. Tentative dates that Ms. Kent would be in DC are March 25 & March 28. The Trustees expressed interest in participating in the tour and shared dates they would be available.

Bear Monita of the Dayton Design Collaborative addressed the Trustees indicating they are working hard to keep within the established timeline and thanked the Trustees for their commitment to keeping to the timeline as well.

RESOLUTION TO REQUEST COUNTY COMMISSION AUTHORIZATION TO ISSUE  
BONDS

Lead Underwriter Alan Bauccho, Stifel Nicolaus Company, outlined the recommended strategy and timetable for the sale of bonds as approved by voters on November 6, 2012. Co-lead Underwriter Mark Miller, PNC Bank, was also in attendance.

Bond Counsel Mike Sharb, Squire Sanders LLP, has prepared necessary resolutions for consideration by both the Dayton Metro Library Board of Trustees and the Montgomery County Board of Commissioners. Catie Romanchek, also from Squire Sanders LLP was also available to discuss the resolution.

The President advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

The Executive Director recommended the Board approve the following resolution as prepared by bond counsel:

**A RESOLUTION REQUESTING THE BOARD OF COUNTY  
COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE  
TAXING AND BOND-ISSUING AUTHORITY OF THE LIBRARY, TO  
AUTHORIZE THE ISSUANCE AND SALE OF LIBRARY IMPROVEMENT  
BONDS OF THE LIBRARY, IN THE MAXIMUM 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.**

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

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the 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 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: Beaver Creek 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 is the taxing authority of the Library and is also authorized by law to issue notes and bonds of the Library under Chapter 133 of the Revised Code and in accordance with the vote of the electors residing within the boundaries of the Library; and

WHEREAS, at the election held on November 6, 2012, on the question of issuing bonds of the Library 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 of levying property taxes outside the ten-mill limitation to pay the debt charges on those bonds and any anticipatory securities, the requisite majority of those voting on the question voted in favor of it; and

WHEREAS, the Fiscal Officer, as fiscal officer of the Library (the Fiscal Officer), has certified that the estimated life or period of usefulness of the improvement described in Section 1 is at least five years and the estimated maximum maturity of the Bonds described in Section 1 is 26 years;

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

Section 1. Authorized Principal Amount and Purpose; Application of Proceeds. It is hereby determined and recited that the 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 known as the "Dayton Metro Library". This Board determines that it is necessary and in the best interest of the Library to issue bonds of the Library in the maximum principal amount of \$187,000,000 (the Bonds) 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.

Accordingly, this Board hereby requests the Board of County Commissioners of the County of Montgomery, as the taxing and bond-issuing authority for the Library, to authorize the issuance of the Bonds as described herein and on the terms described herein. The aggregate principal amount of Bonds to be issued shall be in the amount determined by the Fiscal Officer in a Final Terms Certificate (the Final Terms Certificate) to be signed pursuant to authority granted in a resolution to be adopted by the Board of County Commissioners of the County of Montgomery (the County Bond Resolution), consistent with this Resolution and the Fiscal Officer's determination of the best interest of and financial advantages to the Library. The proceeds from the sale of the Bonds, except any premium and accrued interest, shall be paid into the proper fund or funds of the Library, and those proceeds are appropriated and shall be used for the purpose for which the Bonds are being issued. Any portion of those proceeds representing premium and accrued interest shall be paid into the Library's Bond Retirement Fund.

Section 2. Sale of the Bonds.

(a) To the Original Purchaser. This Board further requests that the Bonds be sold at private sale to, unless otherwise determined by the Fiscal Officer in the Final Terms

Certificate, Stifel, Nicolaus & Company, Incorporated, PNC Capital Markets LLC, Fifth Third Securities, Inc., and The Huntington Investment Company (collectively, the Original Purchaser), at a purchase price, not less than 97% of the aggregate principal amount thereof, as shall be determined by the Fiscal Officer in the Final Terms Certificate, plus accrued interest on the Bonds from their date to the closing date, and shall be sold by the Fiscal Officer with and upon such other terms as are required or authorized by the County Bond Resolution to be specified in the Final Terms Certificate, all in accordance with law, the provisions of the County Bond Resolution and a Bond Purchase Agreement between the Library and the Original Purchaser (the Bond Purchase Agreement) as described and defined in the County Bond Resolution. The President, Vice President and Secretary of this Board, the Executive Director, the Fiscal Officer, the Deputy Fiscal Officer and other Library officials, as appropriate, each are authorized and directed to sign any agreements (including, but not limited to, the Bond Purchase Agreement, Bond Registrar Agreement and Continuing Disclosure Agreement, each as described and defined in the County Bond Resolution), transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by the County Bond Resolution and this Resolution.

(b) Primary Offering Disclosure – Official Statement. The President or Vice President of this Board, the Executive Director and the Fiscal Officer, on behalf of the Library and in their official capacities, are authorized to (i) prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, an official statement in connection with the original issuance of the Bonds, (ii) determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the Library or is a final official statement for purposes of SEC Rule 15c2-12(b)(1), (3) and (4), (iii) use and distribute, or authorize the use and distribution of, that official statement and any supplements thereto in connection with the original issuance of the Bonds and (iv) complete and sign that official statement as so approved together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of that official statement as they deem necessary or appropriate.

(c) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Bonds, the Library agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The President or Vice President of this Board, the Executive Director and the Fiscal Officer are authorized and directed to complete, sign and deliver the Continuing Disclosure Agreement, in the name and on behalf of the Library, in substantially the form as is now on file with the Fiscal Officer. The Continuing Disclosure Agreement is approved, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the Library and that are approved by the Fiscal Officer on behalf of the Library, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement. The Fiscal Officer is further authorized and directed to establish procedures in order to ensure compliance by the Library with its Continuing Disclosure Agreement, including timely provision of information and notices as described above. Prior to making any filing required under the Rule, the Fiscal Officer shall consult with and obtain legal advice from, as appropriate, the bond or other qualified independent special counsel selected by the Library. The Fiscal Officer, acting in the name and on behalf of the Library, shall be entitled to rely upon any such legal advice in determining whether a filing should be made. The performance by the

Library of its Continuing Disclosure Agreement shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(d) Application for Rating or Bond Insurance; Financing Costs. If, in the judgment of the Fiscal Officer, the filing of an application for (i) a rating on the Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance from a company or companies to better assure the payment of principal of and interest on the Bonds, is in the best interest of and financially advantageous to the Library, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency or company such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating or policy, except to the extent paid by the Original Purchaser in accordance with the Bond Purchase Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose. The Fiscal Officer is hereby authorized, to the extent necessary or required, to enter into any agreements, in the name of and on behalf of the Library, that the Fiscal Officer determines to be necessary in connection with the obtaining of that bond insurance.

The expenditure of the amounts necessary to secure those ratings and to pay the other financing costs (as defined in Section 133.01 of the Revised Code) in connection with the Bonds, to the extent not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, is authorized and approved, and the Fiscal Officer is authorized to provide for the payment of any such amounts and costs from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 3. Provisions for Tax Levy. Pursuant to the authority granted by the electors of the Library on November 6, 2012, this Board requests the Board of County Commissioners of the County of Montgomery, as taxing and bond-issuing authority of the Library, to levy on all the taxable property in the Library, in addition to all other taxes, during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be unlimited as to amount or rate, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Library's Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.

Section 4. Federal Tax Considerations. *The representations and covenants in this Section apply only to Bonds determined by the Fiscal Officer in the Final terms Certificate to be issued as Bonds that are obligations to which Section 103 of the Code (as defined in the County Bond Resolution) applies, the interest on which is excluded from gross income for federal income tax purposes.*

The Library covenants that it will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Section 141, 148 or 149 of the Code, or (ii) be treated other than as bonds to

which Section 103 of the Code applies, and (b) the interest thereon will not be an item of tax preference under Section 57 of the Code.

The Library further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and to remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purposes of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Fiscal Officer, as fiscal officer of the Library, or any other officer of the Library having responsibility for the issuance of the Bonds, is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval or waiver on behalf of the Library with respect to the Bonds as the Library is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting the favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the Library, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the Library, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the Library regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds.

Section 5. Retention of Bond Counsel. The legal services of Squire Sanders (US) LLP, as bond counsel, be and are hereby retained. The legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the issuance and sale of the Bonds and the rendering of the necessary legal opinion upon the delivery of the Bonds. In rendering those legal services, as an independent contractor and in an attorney client relationship, that firm shall not exercise any administrative discretion on behalf of the Library in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the Library or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those legal services and shall be reimbursed for the actual out-of-pocket expenses it incurs in rendering those legal services, whether or not the Bonds are ever issued. The Fiscal Officer is authorized and directed, to the extent they are not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 6. Certification and Delivery of Resolution. The Secretary of this Board is directed to deliver or cause to be delivered a certified copy of this Resolution to the Clerk of the Board of County Commissioners of the County of Montgomery.

Section 7. 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 8. 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 9. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

On a motion by Ms. Oehlers, seconded by Ms. Holihan the resolution was adopted by the Board.

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

There was no new business 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, February 20, 2013 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) of the Ohio Revised Code to discuss the purchase and/or sale of land.

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 5:12 p.m. and returned to open session at 6:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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 Mr. Oehlers, the Board adjourned at 6:37.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2013, 4:00 p.m.

PRESENT: Margot Merz, Jeanne Holihan, Dennis Turner, Joseph Oehlers,  
William Gillispie, Barbara Hayde, 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 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. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of March 20, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Lisa Nabel, Children's Librarian, Miamisburg Branch Library, to attend an Ohio Library Council Membership Committee Meeting in Columbus, Ohio on March 14, 2013. It is further recommended that mileage be reimbursed in an amount not to exceed \$90.97.

Kim Bautz, Children's Librarian, Outreach Services, to participate in the online course "Bilingual Storytime at your Biblioteca" from April 1-28, 2013. It is further recommended that registration be reimbursed in the amount of \$175.00 by the Board.

Samantha Lumetta, Children's Librarian, East Branch Library, Melissa Groveman, Main Library Adult Services Assistant Division Manager, Cindy Simerlink, Teen Librarian, Huber Heights Branch Library, Kim Bautz, Children's Librarian, Outreach Services, Ben Murphy, Adult Material Selection Specialist, Collection Development Division, and Brielle Maynor, Miamisburg Branch Library Manager, to attend the "Ohio Library Council Southwest Chapter Conference" being held in Wilmington, Ohio on April 3, 2013. It is further recommended that mileage in the amount of \$32.77 each be reimbursed by the Board.

Samantha Lumetta, Children's Librarian, East Branch Library, Lisa Nabel, Children's Librarian, Miamisburg Branch Library, Nicole Eby, Reference Librarian, Main Library Magazine and Special Collections Division, Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, Nancy Horlacher, Local History Specialist, Main Library Magazine and Special Collections Division, Elaine Lindstrom, Brookville Branch Library Manager and Michael Nelson, Reference Librarian Main Library Adult Services Division, to attend the "Ohio Library Council Southwest Chapter Conference" being held in Wilmington, Ohio on April 3, 2013. It is further recommended that one half of the registration fee in the amount of \$42.50 each be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Main Library Catalog Division, to attend "Getting Practical with RDA Authorities and Implementation" being held in Cleveland, Ohio on April 5, 2013. It is further recommended that registration in the amount of \$60.00 be paid by the Board and Mileage in an amount not to exceed \$239.00 be reimbursed by the Board.

Genevieve Richardson, Grants Specialist, Main Library Adult Services Division, to participate in the webinar "Underdeveloped – First Do No Harm" being held on April 11, 2013. It is further recommended that registration be reimbursed in the amount of \$45.00 by the Board.

David Slivken, Assistant Director for Main Library Services, to attend "CityLink's 28<sup>th</sup> Annual Neighborhood Conference" being held in Dayton, Ohio on April 12, 2013. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

John Milstead, Security Manager, Main Library Security Division, to attend "Crime Prevention Through Environmental Design" being held at Sinclair Community college in Dayton, Ohio on April 16-18, 2013. It is further recommended that registration in the amount of \$199.00 and parking in the amount of \$20.00 be paid by the Board.

Carlette Jewell, Display Artist, Main Library Community Relations Division, to attend "Sustainability in Art and Design" in Columbus, Ohio on April 18, 2013. It is further



recommended that registration in the amount of \$45.00 and mileage in the amount of \$79.67 be reimbursed by the Board.

Jennifer Buckner, Children's Librarian, Kettering Moraine Branch Library, Kim Bautz, Children's Librarian, Outreach Services, and Elaine Fultz, Teen Specialist, Main Library Youth Services Division, to attend the "Take Five" event being held in Columbus, Ohio on April 24, 2013. It is further recommended that meals be reimbursed in the amount of \$10.00 each by the Board.

Kim Bishop, Huber Heights Branch Library Manager, to attend the "Ohio Library Council Central/Southeast Chapter Conference" being held in Columbus, Ohio on May 2, 2013. It is further recommended that mileage in an amount not to exceed \$81.31 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Main Library Youth Services Division and Kathleen Moore, Early Literacy Specialist, Main Library Youth Services Division, to attend "Librarians as Literacy Lifesavers" being held in Columbus, Ohio on May 6, 2013. It is further recommended that registration in the amount of \$166.00 each be paid by the Board and mileage in an amount not to exceed \$87.01 be reimbursed by the Board to Kathleen Moore.

Desiree Davey, Integrated Systems Specialist, Main Library Information Technologies Services, to attend "Polaris Advanced Reporting" being held in Syracuse, New York on May 7-9, 2013. It is further recommended that registration in the amount of \$1,650.00 be paid by the Board and that hotel stay in the amount of \$115.35 per night for three nights, airfare in the amount of \$354.60, rental car fee in the amount of \$250.00 and meals in an amount not to exceed \$140.00 be reimbursed by the Board.

Kristen Allen-Vogel, Reference Librarian, Main Library Adult Services Division, to attend the Public Library Association's Preconference "Digital Media Labs 101" being held in Chicago, Illinois on June 28, 2013. It is further recommended that registration in the amount of \$165.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Judith Gracen, Library Technical Assistant I, hourly substitute, Grade Sub 04, Vandalia Branch Library, effective March 24, 2013 at the rate of \$9.10 per hour.

Camee Decknadel, Library Technical Assistant III, full time, Grade 06, Trotwood Branch Library, effective April 7, 2013 at the rate of \$13.56 per hour.

Melinda Pigg, Library Technical Assistant I, 2/5-time, Grade 04, New Lebanon Branch Library, effective April 7, 2013 at the rate of \$12.52 per hour.

William Colston, Library Technical Assistant I, 3/5-time, Grade 04, Main Library Circulation Division, effective March 24, 2013 at the rate of \$12.52 per hour.

Steven Grove, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division, effective April 21, 2013 at the rate of \$14.74 per hour.

Barbara Borchers, Library Technical Assistant I, hourly substitute, Grade Sub 04, Huber Heights Branch Library, effective March 24, 2013 at the rate of \$9.10 per hour.

N. Nanette Wingrove, Library Technical Assistant I, hourly substitute, Grade Sub 04, Outreach Services, effective April 7, 2013 at the rate of \$9.10 per hour.

#### CHANGE IN LOCATION AND CHANGE IN HOURS

Lisa Ward, from Library Technical Assistant I, ½-time, Grade 04, Burkhardt Branch Library to Library Technical Assistant I, full time, Grade 04, Kettering Moraine Branch Library, effective April 21, 2013 at the rate of \$14.12 per hour.

#### RECLASSIFICATION

Nathan Burger, from Community Relations Clerk/Switchboard Operator, full time, Grade 04, Community Relations Department to Community Relations Clerk/Switchboard Operator, full time, Grade 05, Community Relations Department, effective March 10, 2013 at the rate of \$13.45 per hour.

Gwen Owen, from Community Relations Assistant, full time, Grade 07, Community Relations Department to Community Relations Assistant, full time, Grade 08, Community Relations Department, effective March 10, 2013 at the rate of \$20.92 per hour.

#### REHIRE AS SUBSTITUTE

Robert Michael Gear, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division, effective June 30, 2013 at the rate of \$14.74 per hour.

Susan Steinke, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective June 30, 2013 at the rate of \$17.30 per hour.

#### RESIGNATION

Anne Rebecca Moore, Library Technical Assistant I, 4/5-time, Grade 04, Trotwood Branch Library, effective March 18, 2013 as the rate of \$14.56 per hour.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Paul Noah, Publisher, Dayton City Paper, spoke to the Board about the possibility of moving the main library to the Dayton Arcade.

Sandy Mendelson, Mendelson's Liquidation Outlet, questioned the criteria used for deciding the location of the main library.

Leo DeLuca, Writer, Dayton City Paper, spoke in support of moving the main library to the Arcade.

A.J. Wagner spoke in support of moving the main library to the Arcade.

Aaron Glett, Walnut Hills Resident, spoke on his concern about closing locations.

Ruby Harris Fairbanks, asked that the Board retain the Westwood Branch Library or use the Westwood name for the new facility.

Dan Barton, Preservation Dayton, discussed Historic Tax Credits.

Ernest Johnson, Dayton Civic Patriot Press, asked that the library remain in Cooper Park.

Shelly Holz, Dayton resident, spoke in support of moving the main library to the Arcade.

John Fabelo, Architect, LWC Incorporated, discussed difficulties with renovating and restoring historic structures and the advantages of remaining at the current main library location.

### MONTHLY FINANCIAL REPORT

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, updated the Board on March 2013 Financial Report which was included in the Board folder. He indicated that this will be the last year the library will be receiving reimbursement from the state for the Tangible Personal Property Tax that was eliminated. This income had been reduced by approximately \$250,000 per year for the last several years, and will be visible in Intergovernmental Receipts portion of the report.

Mr. Basista indicated that representatives from Fifth Third Bank will address the Board at the May Board Meeting to discuss the status of the library's accounts which contain \$187,000,000 from the sale of the bonds.

The Executive Director approved the following investments:

On Wednesday, April 3, 2013, Tax Exempt Bond Sale proceeds in the amount of \$135,000,000.00 were received. The entire amount was invested in a separate trust account at Fifth Third Bank.

On Wednesday, April 3, 2013, Taxable Bond Sale proceeds in the amount of \$52,000,000.00 were received. The entire amount was invested in a separate trust account at Fifth Third Bank.

On Wednesday, April 3, 2013, a Bond Retirement Fund payment representing the proceeds of excess premium less discounts and bond issuance costs was received in the amount of \$9,864,401.60. The entire amount was invested in a separate trust account at Huntington National Bank.

On Monday, April 15, 2013, the Public Library Funds for April 2013 were received in the amount of \$1,078,249.20. It was determined that the \$478,249.20 would be needed for current operating expenses. The remaining amount of \$600,000.00 was invested in the Fifth Third Max Savers account yielding .15%.

On Tuesday, April 16, 2013, a Property Tax settlement for the first half of 2012 was received in the amount of \$229,820.60. It was determined that the entire amount was needed for current operations.

On Tuesday, April 16, 2013, a Bond Retirement Fund settlement for the first half of 2012 was received in the amount of \$226,005.03. The entire amount was invested in a separate investment management account at Huntington National Bank.

On a motion by Ms. Holihan, seconded by Ms. Childs, the March 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

AMENDED FINAL APPROPRIATIONS RESOLUTION

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, recommended approval of the Final Appropriation Resolution for the *Debt Service Fund (301), the Tax Exempt Construction Fund (404), and the Taxable Construction Fund (403)* 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 Mr. Oehlers, seconded by Ms. Hayde, 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, 2013, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	<b>Final Appropriation for 2013</b>
<b><u>DEBT SERVICE FUND (301)</u></b>	
3000 – Professional Fees (fund maintenance and collections)	\$170,000
6000 - Debt Service (Cost of issuance)	1,184,582
6000 - Debt Service (Principal and Interest payments)	<u>11,627,283</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$12,981,865</b>
<b><u>TAX EXEMPT CONSTRUCTION FUND (404)</u></b>	
3000 - Purchased and Contracted Services	\$9,765,939
3000 - Professional Fees (investment management fees)	120,000
5000 - Capital Outlay	<u>6,650,348</u>
<b>Total Tax Exempt Construction Fund Appropriations</b>	<b>\$16,536,287</b>
<b><u>TAXABLE CONSTRUCTION FUND (403)</u></b>	
3000 - Professional Fees (investment management fees)	40,000
<b>Total Taxable Fund Appropriations</b>	<b>\$40,000</b>

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

## EXTERNAL FINANCIAL REPORTING PER GASB 54 - APPROVAL

The Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, introduces five fund balance classifications and clarifies the existing governmental fund type definitions. The fund balance classifications relate to constraints placed upon the use of resources reported in governmental funds. The five classifications are nonspendable, restricted, committed, assigned and unassigned.

### **Fund Balance Classifications**

Following are the definitions of the five fund balance classifications (these definitions are taken directly from GASB 54):

*Nonspendable Fund Balance* - The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts.

*Restricted Fund Balance* - The restricted classification is used when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments (i.e., State Statutes); or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* - The committed fund balance classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

*Assigned Fund Balance* - Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

*Unassigned Fund Balance* - Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

### **Governmental Fund Type Definitions**

The definitions of the general, special revenue, capital projects, debt service, and permanent fund types are clarified in GASB 54. The new governmental fund type definitions are (these definitions are taken directly from GASB 54):

General Fund -The general fund should be used to account for and report all financial resources not accounted for and reported in another fund. The General Fund also incorporates the Sustainability Fund and Long Term Benefits Accrual Fund.

Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term proceeds of *specific revenue sources* **establish** that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

Capital Projects Funds - Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service funds – Debt Service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated (i.e. debt payable from property taxes). Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in debt service funds.

Permanent Funds - Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs – that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the adoption of GASB 54 standards to externally prepared financial statements.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on the 2013 State of Ohio Budget. He indicated that the while there are significant changes in the budget as compared to the budget proposed by Governor Kasich, these changes would not have an impact on library funding.

The Executive Director also discussed access to ebooks in libraries. He mentioned that several of the big six publishers will not sell their most popular titles to libraries in the ebook format and shared a flier discussing the costs for the print edition of a book, the cost of the same book in eBook format to consumers on Amazon and the cost to the library for the same eBook. He noted several nation-wide efforts to ensure fair and equitable access to electronic content by public library patrons. He also mentioned that he will be joining the Ohio Delegation to attend the ALA Legislative Day in Washington, D.C. May 7-9, 2013 to petition legislators.

## FACILITIES PLAN

The Executive Director indicated that the library has sent out notice to about 110 firms announcing its Request for Qualifications (RFQ) seeking design services for Segment One library projects, which includes the main library, the operations center, the new northwest branch, the Miami Township Branch expansion and the renovation of the EC Doren Branch Library. He also indicated that the full RFQ is available on the library's website and that a legal notice was published in the Dayton Daily News directing interested firms to the website.

The Executive Director informed the Board that Tom Marchesano has been chosen to fill the position of Director of Construction for the library. He mentioned that Mr. Marchesano has been serving as an Owner's Representative to libraries and other entities in the Detroit, Michigan area. He has library experience and a thorough understanding of project delivery processes. This experience coupled with his great ability to communicate effectively and his stellar references made him the logical choice. The Executive Director shared a reprint of a magazine article about one of the projects Mr. Marchesano was involved in.

## PURCHASE AGREEMENT

The Executive Director discussed entering into an options agreement with CityWide Development Corporation to purchase property at the former Fairview High School site at the corner of Hillcrest Avenue and Philadelphia Drive. He indicated that the library would be partnering with the Phoenix Project and CityWide Development Corporation to ensure full community engagement on matters such as the appearance of the building and how it will be situated on the property. The library will retain the right to make final design decisions.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved signing an "Options Agreement" with CityWide Development Corporation with the intent to purchase property from them for construction of a new northwest branch at the corner of Hillcrest Avenue and Philadelphia Drive.

Ayes: All  
Nays: None

## NEW BUSINESS

The Executive Director thanked Mr. Gillispie for his many years of service. He indicated that Mr. Gillispie's experience in public service has shown a great deal in the deliberations that the Board has had. His commitment to this community and willingness to serve are evident.

Ms. Merz thanked Mr. Gillispie for his service and said that he has been an invaluable asset in always asking the right questions and making the right comment at the right time.

Mr. Gillispie said it had been an honor to serve on the Board of Trustees and he was very happy to see the library moving forward with the facilities plan and many other things the Board has worked on. He also said he was honored and privileged to have served with his fellow Trustees.

## 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, May 15, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. She reminded those in attendance that the public is always welcome to attend Board meetings and that all information relating to the facilities plan can be found on the website.

## ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 5:47 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 20, 2013, 4:00 p.m.

PRESENT: Margot Merz, William Gillispie, Barbara Hayde, Jeanne Holihan,  
Donna Childs, 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 Ms. Holihan the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the minutes of the meeting of January 23, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Barb Kuhns, Assistant Director for Information Technology Services, Main Library to attend "E-Rate Form 470 Workshop" being held in Columbus, Ohio on November 15, 2012. It is further recommended that mileage in the amount of \$64.38 be reimbursed by the Board.

Jennifer Spillman, Manager, Adult Services Division, Main Library to attend "SWON Meeting" being held in Cincinnati, Ohio on January 9, 2013. It is further recommended that mileage in the amount of \$25.43 be reimbursed by the Board.

Deborah Hathaway, Manager, Cataloging Division, Main Library to participate in the webinar "Translating the Library Catalog from MARC into Linked Data" being held on January 23, 2013. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Carol Macmann, Manager, New Lebanon Branch Library to attend "Readers' Advisory Interest Group Meeting" being held in Milford, Ohio on January 29, 2013. It is further recommended that mileage in the amount of \$63.85 be reimbursed by the Board.

Beth Storie, Library Technical Assistant I/Driver, Outreach Services, Deanna Gibbs, Library Technical Assistant I, New Lebanon Branch Library, Debra Leib, Library Technical Assistant III, New Lebanon Branch Library, Dave Hicks, Reference Assistant, West Carrollton Branch Library, Holly Roeder, Library Technical Assistant III, Kettering Moraine Branch Library, Carla Sullenberger, Library Technical Assistant I, Belmont Branch Library, Michael Reisz, Library Technical Assistant I, West Carrollton Branch Library, Teresa Adkins, Library Technical Assistant I, Vandalia Branch Library, Michael Naylor, Library Technical Assistant I, Kettering Moraine Branch Library, Robin Edmondson, Library Technical Assistant I, Wilmington Stroop Branch Library and Jenelle Allen, Library Technical Assistant I, Wilmington Stroop Branch Library to participate in the webinar "Reference Tips for Support Staff" being held on January 30, 2013. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Beth Storie, Library Technical Assistant I/Driver, Outreach Services, Deanna Gibbs, Library Technical Assistant I, New Lebanon Branch Library, Debra Leib, Library Technical Assistant III, New Lebanon Branch Library, Dave Hicks, Reference Assistant, West Carrollton Branch Library, Holly Roeder, Library Technical Assistant III, Kettering Moraine Branch Library, Carla Sullenberger, Library Technical Assistant I, Belmont Branch Library, Michael Reisz, Library Technical Assistant I, West Carrollton Branch Library, Teresa Adkins, Library Technical Assistant I, Vandalia Branch Library, Michael Naylor, Library Technical Assistant I, Kettering Moraine Branch Library, Janelle Wood, Library Technical Assistant I, Burkhardt Branch Library and Allison Mikesell, Children's Librarian, Trotwood Branch Library to participate in the webinar "Readers' Advisory for Support Staff" being held on February 7, 2013. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Jennifer Spillman, Manager, Adult Services Division, Main Library to attend "SWON Meeting" being held in Cincinnati, Ohio on February 8, 2013. It is further recommended that mileage in the amount of \$25.43 be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Division, Main Library to participate in the webinar “CONSER RDA Core Elements for Serials” being held on February 13, 2013. It is further recommended that registration in the amount of \$99.00 be paid by the Board.

Beth Storie, Library Technical Assistant I/Driver, Outreach Services, Deanna Gibbs, Library Technical Assistant I, New Lebanon Branch Library, Debra Leib, Library Technical Assistant III, New Lebanon Branch Library, Jennifer Hicks, Reference Assistant, Wilmington Stroop Branch Library, Holly Roeder, Library Technical Assistant III, Kettering Moraine Branch Library, Michael Naylor, Library Technical Assistant I, Kettering Moraine Branch Library, Tricia Bingham, Library Technical Assistant I, Wilmington Stroop Branch Library, Robin Edmondson, Library Technical Assistant I, Wilmington Stroop Branch Library, Jenelle Allen, Library Technical Assistant I, Wilmington Stroop Branch Library and Janelle Wood, Library Technical Assistant I, Burkhardt Branch Library to participate in the webinar “Technology Tips for Support Staff” being held on February 14, 2013. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Suzanne Kirchner, Children’s Librarian, Belmont Branch Library, Karri Marshall, Manager, West Carrollton Branch Library and Elaine Fultz, Children’s Librarian, West Carrollton Branch Library to participate in the webinar “The Second Generation Readers’ Advisory for Youth” being held on February 21, 2013. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Division, Main Library to participate in the webinar “Transitioning from Cataloging to Creating Metadata” being held on February 27, 2013. It is further recommended that registration in the amount of \$99.00 be paid by the Board.

Kim Bautz, Children’s Librarian, Outreach Services to attend “Summer Reading Workshop” being held in Centerville, Ohio on March 11, 2013. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Cynthia Chibis, Manager, Human Resources Office, Main Library to attend “Safety Training” being held in Franklin, Ohio on April 16, 2013. It is further recommended that registration in the amount of \$40.00 be paid by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Amy Hustad, Library Technical Assistant I, 2/5-time, Grade 04, Northmont Branch Library effective January 27, 2013 at the rate of \$12.52 per hour.

Candice Jeske, Library Technical Assistant I, hourly substitute, Grade Sub 04, East Branch Library effective February 10, 2013 at the rate of \$9.10 per hour.

William McIntire, Reference Librarian, full time, Grade 11, Magazines and Special Collections Division, Main Library effective January 27, 2013 at the rate of \$18.17 per hour.

Cindy Wright, Library Technical Assistant I, hourly substitute, Grade 04, Madden Hills Branch Library effective February 10, 2013 at the rate of \$9.10 per hour.

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

Allison Mikesell, from Library Technical Assistant I, 2/5-time, Grade 04, New Lebanon Branch Library to Children's Librarian, full time, Trotwood Branch Library effective January 27, 2013 at the rate of \$20.38 per hour.

#### CHANGE IN POSITION AND CHANGE IN LOCATION

Gretchen Yonata, from Teen Librarian, full time, Grade 12, Teen Services, Main Library to Teen Librarian, full time, Grade 11, Kettering Moraine Branch Library effective February 24, 2013 at a rate of \$21.42 per hour.

#### CHANGE IN LOCATION

Cynthia Dueer, from Library Technical Assistant III, full time, Grade 06, Huber Heights Branch Library to Library Technical Assistant III, full time, Grade 06, Miamisburg Branch Library effective February 10, 2013 at a rate of \$15.37 per hour.

#### PROMOTION AND CHANGE IN LOCATION

Benjamin Murphy, from Teen Librarian, full time, Grade 11, Vandalia Branch Library to Adult Material Selection Specialist, full time, Grade 12, Office of Collection Development, Main Library effective February 10, 2013 at a rate of \$22.32 per hour.

Jeanette Dohner, from Library Technical Assistant I, full time, Grade 04, E.C. Doren Branch Library to Library Technical Assistant III, full time, Grade 06, Kettering Moraine Branch Library effective February 24, 2013 at a rate of \$13.65 per hour.

#### REHIRE AS SUBSTITUTE

Itricia Brawner, Library Technical Assistant I, hourly substitute, Grade Sub 04, Miamisburg Branch Library, effective April 7, 2013 at the rate of \$10.86 per hour.

Leslie Martin, Library Technical Assistant I, hourly substitute, Grade Sub 04, Kettering Moraine Branch Library, effective March 24, 2013 at the rate of \$10.86 per hour.

Patricia Clingman, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective March 24, 2013 at the rate of \$17.30 per hour.

Cynthia McNally, Reference Assistant, hourly substitute, Grade Sub 08, Miami Township Branch Library, effective March 24, 2013 at the rate of \$13.11 per hour.

Paula Poulos, Reference Assistant, hourly substitute, Grade Sub 08, Huber Heights Branch Library, effective March 24, 2013 at the rate of \$13.11 per hour.

Viola Cervantes-DeBorde, Library Technical Assistant I, hourly substitute, Grade Sub 04, Main Library Circulation Department, effective March 24, 2013 at the rate of \$10.86 per hour.

Sally Ames, Library Technical Assistant I, hourly Substitute, Grade Sub 04, Main Library Audio Visual Division, effective March 24, 2013 at the rate of \$10.86 per hour.

Amanda Black, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective February 10, 2013 at the rate of \$15.96 per hour.

La'Keisha Merritt, Library Technical Assistant I, hourly Substitute, Grade Sub 04, Main Library Audio Visual Division, effective February 10, 2013 at the rate of \$9.37 per hour.

Anthony Stewart, Library Technical Assistant I, hourly Substitute, Grade Sub 04, Main Library Children's Room, effective February 24, 2013 at the rate of \$9.10 per hour.

Jonathan Knight, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective February 24, 2013 at the rate of \$16.84 per hour.

#### RESIGNATION

Donald Foster, Facilities Maintenance Assistant, hourly substitute, Grade Sub 05, Facilities Office, Main Library at the rate of \$13.05 per hour.

La'Keisha Merritt, Library Technical Assistant I, 2/5-time, Grade 04, Main Children's Room, Main Library at the rate of \$12.91 per hour.

Jonathan Knight, Reference Assistant, full time, Grade 08, Burkhardt Branch Library at the rate of \$17.51 per hour.

#### 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, President of Dayton Metro Library Staff Association addressed the Trustees concerning negotiations.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2013 was included in the Board folder. Ken Basista, Deputy Fiscal Officer/Finance Manager, mentioned that the salary portion of the report for January showed 1.8 million in disbursements which was considerably higher than last year. He explained that this was due to having 3 pay periods in January; salary disbursements amount to about \$500,000 per pay period, retroactive salary increases back to July which amounted to approximately \$66,000, bonuses paid to staff members which amounted to about \$215,000 and separation payments for the large number of retirees as of December 31<sup>st</sup> which amounted to about \$85,000. Mr. Basista also mentioned that the annual audit is scheduled for April 29<sup>th</sup> and should be completed in about 1 week.

The Executive Director approved the following investments:

On Thursday, January 31, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$77,270.79. It was determined that the entire amount was needed for current operating expenses.

On Thursday, January 31, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$68,881.39. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, February 8, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$894,497.10. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 8, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$797,380.27. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Thursday, February 14, 2013 the Public Library Funds for February 2013 were received in the amount of \$1,411,707.95. It was determined that the \$411,707.95 was needed for current operating expenses. The remaining amount was invested in the Star Ohio Plus account yielding 0.22%.

On Friday, February 15, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$528,610.36. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, February 15, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$592,992.38. The entire amount was invested in the Star Ohio Plus account yielding 0.22%.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the January 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed with Trustees the proposed 2014 – 2015 State of Ohio Budget and how this may impact the Public Library Fund. He indicated that the tax base would be broadened by the taxing of services such as legal and architectural fees. If the proposed budget passes the PLF may see an increase of about 4% in 2014 and about 3% in 2015. Changes may be made to the library's projections if the budget passes.

### FACILITIES PLAN

Several representatives from the City of Riverside addressed the Board including Mayor Bill Flaute, Bob Murray, Economic Development Director, Necia Nicholas, Superintendent, Mad River Schools, Jerry Ellender, Treasurer, Mad River Schools, Marilyn Steiner, School Board President, Ken Curp, City Councilman, and Shirley Reynolds, Community Activist and past City Councilwoman. The group made a presentation recommending the property at the intersection of Burkhardt and Spinning Roads for the location of the replaced Burkhardt Library. The group shared with the Trustees information pertaining to the site, including the following:

- A. There are 12 schools within 1½ miles of the proposed location where 3,000 students are educated; there are 4 preschools within 1½ miles of this location. A senior facility is in very close proximity and a large apartment complex, 163 units, is located next door.
- B. Two RTA bus routes are in close proximity to the proposed location. The number 2 bus runs next to the current Burkhardt Branch Library, about 1½ miles away, and the proposed location.
- C. Close proximity to military families that live in 1,187 housing units at Wright Patterson Air force Base.
- D. 37,000 residents live within 1½ miles of this location.
- E. The city of riverside is very anxious to partner with the library to assist in the repurposing of this property.
- F. This section of Burkhardt Road has been approved for a \$3,000,000 repaving project to be completed this year.
- G. Many grants are available to enhance the area around the proposed site.

Kayla Muncie, Burkhardt Branch Library patron and Student Body President, Stebbins High School, shared with the Trustees some of her childhood memories from the Burkhardt Branch Library and expressed her excitement about the possibility of locating the replacement branch at the proposed location. Board President Merz thanked everyone for their efforts in preparing and presenting their support for a library in Riverside

The Executive Director explained that he had recently attended the ALA Midwinter Conference in Seattle, Washington. While at the conference he had the opportunity to tour many of the libraries in the area with Mimi Morris, Assistant Director for Branch and Extension Services. The Executive Director shared a slideshow with the Board from this recent trip.

The Executive Director reminded the Trustees of the upcoming trip to Washington DC to meet with consultant Susan Kent on March 25<sup>th</sup>. He indicated that he would coordinate with their director and

Ms. Kent to maximize the time spent in D.C. The Executive Director also mentioned taking a drive to the Columbus area to tour several libraries. He indicated that he would send out an email to determine the best time to go.

The Executive Director told Trustees that he would be traveling to Chicago with Ken Basista, Finance Manager/Deputy Fiscal Officer, to meet with the rating agencies on March 5<sup>th</sup>. Details are still being finalized with Lead Underwriter Alan Bauccho, Stifel Nicolaus. It is very likely the library will issue taxable bonds and tax exempt bonds in order to meet the spend-down requirements.

Planning with the Dayton Design Collaborative is ongoing. Square footage requirements for each of the 17 locations and similar details are due to the architects by Friday, February 22<sup>nd</sup>. This information should be available to be presented to the Board by the March meeting. That presentation may include a recommendation to relocate some administrative and technical offices and other back-office operations currently housed at the main library. Relocating these services from the main library will not affect the patron's experience, and would greatly reduce the amount of space needed for the new main library. Also the square footage cost in the downtown area is among the most expensive in the library's plan. Many logistical details would need to be determined before making this decision.

#### NEW BUSINESS

The Executive Director shared with the Trustees an invitation to attend an awards luncheon sponsored by the YWCA honoring, among other influential women, Barbara Hayde. The luncheon will take place at the Dayton Convention Center on Thursday, March 14<sup>th</sup>. He mentioned that his assistant would coordinate with those Trustees wishing to participate to complete the registration process.

The President informed the Board that Mr. William Gillispie notified her of his intent to resign from the Board of Trustees after the April meeting for health reasons. Mr. Gillispie indicated that it was with a great deal of sadness that he tendered his resignation. He said he would always be an advocate and supporter of the Dayton Metro Library. Ms. Merz thanked Mr. Gillispie for all he has done for the Trustees and the library, and asked the recently appointed Nominating Committee to solicit candidates to be forwarded to the County Commission.

#### 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, March 20, 2013 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 Section 121.22(G)(2) of the Ohio Revised Code, to discuss the evaluation of the Executive Director and the purchase and/or sale of land.



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 5:31 p.m. and returned to open session at 6:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) and (4) of the Ohio Revised Code.

Ms. Holihan made the following statement on behalf of the Board: The Executive Director has managed to operate a library system that performs competitively with peer libraries while balancing significant budgetary constraints. Recognizing that DML facilities presented a barrier to achieving strategic goals, Tim spearheaded a facilities plan and under his leadership ran a successful November 2012 levy campaign that saw significant community support. Project management will be of critical importance in the years to come as the DML facilities plan is implemented. The Board remains highly supportive of the Executive Director and is pleased with the overall progress in operating, financial and strategic areas of the library.

On a motion by Ms. Holihan, seconded by Mr. Oehlers the Board approved a 3% base pay increase for the Executive Director effective July 1, 2012. She further moved that with the achievement of three stars in the Library Journal annual ranking of top performing libraries, a 1½% Base Salary lump sum incentive payment be paid effective the next payroll cycle. In recognition of the Executive Director's leadership in both completing the Facilities for Results Plan and a successful levy campaign in November 2012, the Board authorizes a one-time cash bonus of \$2,000.00 to be paid effective with the next payroll cycle.

Ayes: All  
Nays: None

#### 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 MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 20, 2013, 4:00 p.m.

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

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

The President appointed Ms. Hayde 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 Ms. Holihan, seconded by Ms. Hayde, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of February 20, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Melissa Groveman, Main Library Adult Services Assistant Division Manager, to participate in the online course "Success in First Library Supervisor Position" beginning March 1, 2013. It is further recommended that registration in the amount of \$175 be paid by the Board.

Nancy Horlacher, Local History Specialist, Main Library Magazine and Special Collections Division, to participate in the webinar "What's So Special About Special Collections?" on March 8, 2013. It is further recommended that registration be paid by the Board in the amount of \$15.00.

Kathleen Moore, Early Literacy Specialist, Main Library Children's Services, to attend the "Outreach and Special Services Division March Meeting" being held in Columbus, Ohio on March 15, 2013. It is further recommended that mileage in an amount not to exceed \$90.97 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

LaToya Priest, Library Technical Assistant I, 3/5-time, Grade 04, Madden Hills Branch Library effective February 24, 2013 at the rate of \$12.52 per hour.

Stephany Araujo, Library Technical Assistant I, 3/5-time, Grade 04, Main Library Audio Visual Division, effective February 24, 2013 at the rate of \$12.52 per hour.

David Ramsey, Web Specialist, full time, Grade 12, Main Library Information Technology Services, effective March 10, 2013 at the rate of \$20.11 per hour.

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

Desiree Davey, from Training Assistant, 3/5-time, Grade 08, Main Library Training Office to Integrated Systems Specialist, full time, Grade 12, Main Library Information Technology Services effective March 24, 2013 at the rate of \$21.33 per hour.

### PROMOTION AND CHANGE IN LOCATION

Isaac Fry, from Library Technical Assistant III, full time, Grade 6, Trotwood Branch Library to Reference Assistant, full time, Grade 8, Miami Township Branch Library effective March 10, 2013 at the rate of \$18.05 per hour.

Beth Storie, from Library Technical Assistant I/Driver, full-time, Grade 6, Outreach Services to Library Technical Assistant III, full-time, Grade 6, Kettering Moraine Branch Library effective March 10, 2013 at the rate of \$15.37 per hour.

Elaine Fultz, from Children's Librarian, full time, Grade 11, West Carrollton Branch Library to Teen Specialist, full time, Grade 12, Main Library Teen Services effective April 7, 2013 at the rate of \$21.74 per hour.

#### CHANGE IN LOCATION

Christian Brewington, from Children's Librarian, full time, Grade 11, Ft. McKinley Branch Library to Children's Librarian, full time, Grade 11, Huber Heights Branch Library effective April 7, 2013 at the rate of \$20.39 per hour.

Thomas Underwood, from Reference Assistant, full time, Grade 8, Dayton View Branch Library to Reference Assistant, full time, Grade 8, Main Library Adult Services Department effective April 7, 2013 at the rate of \$16.53 per hour.

#### CHANGE IN HOURS AND CHANGE IN LOCATION

Christine Gaffney, from library Technical Assistant I, hourly substitute, Grade 4, Outreach Services to Library Technical Assistant I, 2/5 time, Grade 4, New Lebanon Branch Library effective February 24, 2013 at the rate of \$12.52 per hour.

#### CHANGE IN HOURS AND CHANGE IN POSITION

Holly Roeder, from Library Technical Assistant III, full time, Grade 6, Kettering Moraine Branch Library to Library Technical Assistant I, 4/5-time, Grade 4, Kettering Moraine Branch Library effective March 10, 2013 at the rate of \$13.72 per hour.

#### RETIREMENT

Barbara Moore, Youth Services Material Selection Specialist, full time, Grade 12, Main Library Office of Collection Development effective April 30, 2013 after more than 21 years of service.

#### RESIGNATION

Jennifer Ventling, Children's Librarian, full time, Grade 11, Burkhardt Branch Library effective March 22, 2013 at the rate of \$20.39 per hour.

Collette McDonough, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Magazines and Special Collections effective March 11, 2013 at the rate of \$13.19 per hour.

#### DISABILITY RETIREMENT

Andrea Lewis, Library Technical Assistant I, full time, Grade 4, Dayton View Branch Library effective February 20, 2013.

## AMERICAN LIBRARY ASSOCIATION

The 2013 ALA Annual Conference will be held in Chicago, Illinois, from June 27 until July 2, 2013. The Board authorized payment of the advance registration fee of \$230.00, \$660.00 reimbursement for lodging, \$360.00 reimbursement for travel and \$120.00 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, \$4,110 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 \$4,110 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

There were no comments from the general public.

## MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2013 was included in the Board folder. The Executive Director approved the following investments:

On Friday, March 1, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$1,118,016.97. It was determined that \$618,016.97 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested with Star Plus yielding .22%.

On Friday, March 1, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$996,632.26. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Wednesday, March 13, 2013 the Public Library Funds for March 2013 were received in the amount of \$816,836.53. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 22, 2013 a Property Tax advance for the first half of 2012 was received in the amount of \$2,352,994.53. It was determined that \$352,994.53 was needed for current operating expenses. The remaining amount of \$2,000,000.00 was invested with Star Plus yielding .22%.

On Friday, February 22, 2013 a Bond Retirement Fund advance for the first half of 2012 was received in the amount of \$2,097,526.55. The entire amount was invested in a separate investment management account at Huntington National Bank.

On a motion by Ms. Hayde, seconded by Ms. Holihan, the February 2013 Financial Report was approved by the Board.

Ayes: All  
 Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2013 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. The Executive Director indicated that he anticipates presenting a revised Final Appropriation Resolution in July.

On a motion by Mr. Gillispie, seconded by Ms. Holihan 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, 2013, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	<b>Final Appropriation for 2013</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and 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	300,000
9000 - Transfers to other funds	<u>117,824</u>
<b>Total General Fund Appropriations</b>	<b>\$27,892,824</b>
<b><u>SPECIAL REVENUE FUND</u></b>	
1000 - Salaries and Benefits	<u>\$0</u>
<b>Total Special Revenue Fund Appropriations</b>	<b>\$0</b>
<b><u>BUILDING &amp; REPAIR FUND</u></b>	
3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	<u>7,500,000</u>

<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$7,850,000</b>
<b><u>COMPUTER CO-OP FUND</u></b>	
3000 - Contracted Services	\$0
5000 - Capital Outlay	<u>55,000</u>
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$55,000</b>
<b><u>TRUST FUND</u></b>	
3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	120,000
5000 - Capital Outlay	<u>40,000</u>
<b>Total Trust Fund</b>	<b>\$160,000</b>
<b><u>ENDOWMENT FUND</u></b>	
4000 - Library Materials & Information	\$6,000
5000 - Capital Outlay	<u>1,500</u>
<b>Total Endowment Fund</b>	<b>\$7,500</b>
<b>Total All Funds Appropriations</b>	<b>\$35,965,324</b>

A roll call vote was taken as follows:

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

Ayes: All  
 Nays: None

**LIBRARY IMPROVEMENT BONDS**

Alan Bauccho, Stefel Nicholaus and Company, updated the Trustees on the status of the bond sale. He indicated that the library sold \$187 million in bonds in two days. The overall average rate of interest was fixed at 3.55% for 26 years. Mr. Bauccho reminded the Trustees that when the library placed the issue on the ballot in November, the interest rate was estimated at 4.25%. By his calculations the difference between the estimated interest rate of 4.25% and the rate that the library actually acquired, 3.55%, saved taxpayers approximately \$14,000,000 over the life of the bonds.

Mr. Bauccho also reported on the presentation to Standard and Poor's and Moody's which took place in Chicago, Illinois. The Dayton Metro Library was able to obtain the highest credit rating of any library in Ohio, which greatly helped in the sale of the bonds. He commended the Executive Director and the Deputy Fiscal Officer for their exemplary performance.

Mr. Bauccho also indicated that the library sold a combination of taxable and tax-exempt bonds because of spend down requirements. 85% of the tax-exempt bond revenue must be spent or allocated within the next three years. Because it would be difficult to spend the entire amount in that amount of time, a portion of the bonds were sold as taxable which do not have the spend down requirement. Also, because of the state of the economy, the difference in the interest rates for the

two different types of bonds was only .3%, and by spending that additional percentage the library was able to lock in the historically low interest rate that was acquired.

Ms. Hayde asked how the recent developments affect the taxpayers. Mr. Bauccho indicated that since the interest rates have been locked in, the taxpayers will not have to pay additional amounts over the life of the bond. He also indicated that as the tax base grows over time the millage will decrease. Roughly estimated savings between the library's locked in interest rate of 3.55% and the 10 year average interest rates of about 4.9% will save the taxpayers approximately \$36,000,000 over the life of the bond. The Executive Directed clarified that the \$36,000,000 will not be additional money the library will be able to spend on the facilities, but money the tax payers will not have to pay over the life of the Bond.

Mr. Bauccho thanked the Board and congratulated everyone on a job well done. He indicated that things do not always go as well as the library's bond sale went.

The Executive Director thanked Mr. Bauccho for all of his work over the years in educating himself and the Trustees in the intricacies of this process.

Ms. Merz and Mr. Gillispie also extended their thanks to Mr. Bauccho and everyone who helped in this process, including Dayton Metro Library staff. This was a difficult process and the job the staff do everyday greatly helped the library save the citizens of Montgomery County additional tax burdens.

## FACILITIES PLANNING

John Fabelo from the Dayton Design Collaborative discussed with the Trustees the continuing evolution of the facilities plan. He indicated that as the three teams of architects and engineers worked their way through the branch buildings they discovered many things, but two things in particular. The exterior envelopes of some buildings do not meet code, and branches that have had multiple additions over the years are greatly limited in the structural changes that can be made to them. He mentioned that in addition many of the branches would have to close or be relocated while major construction was performed on the existing structures. When the cost of locating a temporary branch, moving collections, staff and furniture to the temporary location and then moving everything back into the renovated structure were analyzed, it was discovered that the cost of building a new building was not much more expensive.

Jack Poling from the Dayton Design Collaborative continued by indicating that trends in libraries reinforce the recommendations of Susan Kent that libraries of the future will be less about housing collections and more about helping the public connect with information. With that in mind much of the expanded library space will be devoted to meeting rooms and other gathering areas rather than shelving for collections.

Mr. Poling mentioned that almost every branch is increased in physical size and that the total square footage has been increased by about 20,000 square feet total. He also shared sample diagrams of what the floor plan of the branches could look like.

Mr. Poling also discussed the main library. He indicated that the recommendation of the Dayton Design Collaborative is to procure another location to house services not directly related to patron services. Departments housed in the operations center could include IT Services, Catalog, Collection Development, Processing, Acquisitions and Training. Outreach Services would also be housed at this location. By moving these departments to an off-site location, and by increasing the



new portion of the building to three floors, the footprint of the new main library would be considerably smaller requiring only 14% more space from the park.

Mr. Poling indicated that the main library would include 258,000 square feet of space including 105,000 square feet of parking space which would accommodate 150 cars and could be located in the existing lower levels.

The Executive Director discussed the sequencing of the projects indicating that the library would be very careful so any disruptions in service would be minimized by not have multiple renovations occurring in the same area at the same time. Replacing branches in the worst condition is scheduled to start in the first segment of the plan and properties which are already owned by the Board received a higher priority because of the logistics involved in acquiring new properties. The main library expansion will start in the first segment because of the complexity and scope of the project. Because of cost saving initiatives, like creating the operations center, it was determined that the program budget could replace several branches for about the same cost of renovating.

John Fabelo discussed the program budget which was distributed to the Trustees. He indicated that all costs associated with each particular project were included in the analysis except site acquisition costs, which are unknown at this time. He discussed the original plan as option one that included the expansion or renovation of ten branches and construction of 6 branches. The revised second option included expansion or renovation of four branches and construction of 12 branches. When the cost analysis of both options were compared, both options were close in price and both were within budget. Mr. Fabelo indicated that this information coupled with the flexibility of building new and the ability to make new buildings more energy efficient, thereby maximizing the tax dollars to the community, made the option to build rather than renovate many of the branches rather easy.

Mr. Fabelo thanked the Executive Director and all the staff involved in this process for their help over the last three months.

The Executive Director summarized the discussion and recommended next steps for pursuing the revised facilities plan. Those next steps include community input and hiring firms to design the new buildings. He indicated the plan will continue to evolve and change as we receive additional input from the community.

Mrs. Merz, on behalf of the Board, thanked Mr. Fabelo and everyone who helped bring this portion of the facilities plan to completion. She acknowledged the creative thinking that allowed the Board to view other options and the attention throughout the process to use the taxpayer's dollar to the maximum extent possible.

## NEW BUSINESS

The Executive Director indicated that he has included in the Board folders a schedule for the Trustee tour of Washington DC libraries on March 25, 2013.

## CORRESPONDENCE

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

- a. The letter from the Executive Director dated February 22, 2013 to the Honorable Michael L. Tucker, Administrative Judge, Montgomery County Common Pleas Court regarding the reappointment of Dennis Turner.

## 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 17, 2013 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 5:21.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2013, 4:00 p.m.

PRESENT: Margot Merz, Jeanne Holihan, Dennis Turner, Joseph Oehlers,  
William Gillispie, Barbara Hayde, 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 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. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of March 20, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Lisa Nabel, Children's Librarian, Miamisburg Branch Library, to attend an Ohio Library Council Membership Committee Meeting in Columbus, Ohio on March 14, 2013. It is further recommended that mileage be reimbursed in an amount not to exceed \$90.97.

Kim Bautz, Children's Librarian, Outreach Services, to participate in the online course "Bilingual Storytime at your Biblioteca" from April 1-28, 2013. It is further recommended that registration be reimbursed in the amount of \$175.00 by the Board.

Samantha Lumetta, Children's Librarian, East Branch Library, Melissa Groveman, Main Library Adult Services Assistant Division Manager, Cindy Simerlink, Teen Librarian, Huber Heights Branch Library, Kim Bautz, Children's Librarian, Outreach Services, Ben Murphy, Adult Material Selection Specialist, Collection Development Division, and Brielle Maynor, Miamisburg Branch Library Manager, to attend the "Ohio Library Council Southwest Chapter Conference" being held in Wilmington, Ohio on April 3, 2013. It is further recommended that mileage in the amount of \$32.77 each be reimbursed by the Board.

Samantha Lumetta, Children's Librarian, East Branch Library, Lisa Nabel, Children's Librarian, Miamisburg Branch Library, Nicole Eby, Reference Librarian, Main Library Magazine and Special Collections Division, Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, Nancy Horlacher, Local History Specialist, Main Library Magazine and Special Collections Division, Elaine Lindstrom, Brookville Branch Library Manager and Michael Nelson, Reference Librarian Main Library Adult Services Division, to attend the "Ohio Library Council Southwest Chapter Conference" being held in Wilmington, Ohio on April 3, 2013. It is further recommended that one half of the registration fee in the amount of \$42.50 each be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Main Library Catalog Division, to attend "Getting Practical with RDA Authorities and Implementation" being held in Cleveland, Ohio on April 5, 2013. It is further recommended that registration in the amount of \$60.00 be paid by the Board and Mileage in an amount not to exceed \$239.00 be reimbursed by the Board.

Genevieve Richardson, Grants Specialist, Main Library Adult Services Division, to participate in the webinar "Underdeveloped – First Do No Harm" being held on April 11, 2013. It is further recommended that registration be reimbursed in the amount of \$45.00 by the Board.

David Slivken, Assistant Director for Main Library Services, to attend "CityLink's 28<sup>th</sup> Annual Neighborhood Conference" being held in Dayton, Ohio on April 12, 2013. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

John Milstead, Security Manager, Main Library Security Division, to attend "Crime Prevention Through Environmental Design" being held at Sinclair Community college in Dayton, Ohio on April 16-18, 2013. It is further recommended that registration in the amount of \$199.00 and parking in the amount of \$20.00 be paid by the Board.

Carlette Jewell, Display Artist, Main Library Community Relations Division, to attend "Sustainability in Art and Design" in Columbus, Ohio on April 18, 2013. It is further

recommended that registration in the amount of \$45.00 and mileage in the amount of \$79.67 be reimbursed by the Board.

Jennifer Buckner, Children's Librarian, Kettering Moraine Branch Library, Kim Bautz, Children's Librarian, Outreach Services, and Elaine Fultz, Teen Specialist, Main Library Youth Services Division, to attend the "Take Five" event being held in Columbus, Ohio on April 24, 2013. It is further recommended that meals be reimbursed in the amount of \$10.00 each by the Board.

Kim Bishop, Huber Heights Branch Library Manager, to attend the "Ohio Library Council Central/Southeast Chapter Conference" being held in Columbus, Ohio on May 2, 2013. It is further recommended that mileage in an amount not to exceed \$81.31 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Main Library Youth Services Division and Kathleen Moore, Early Literacy Specialist, Main Library Youth Services Division, to attend "Librarians as Literacy Lifesavers" being held in Columbus, Ohio on May 6, 2013. It is further recommended that registration in the amount of \$166.00 each be paid by the Board and mileage in an amount not to exceed \$87.01 be reimbursed by the Board to Kathleen Moore.

Desiree Davey, Integrated Systems Specialist, Main Library Information Technologies Services, to attend "Polaris Advanced Reporting" being held in Syracuse, New York on May 7-9, 2013. It is further recommended that registration in the amount of \$1,650.00 be paid by the Board and that hotel stay in the amount of \$115.35 per night for three nights, airfare in the amount of \$354.60, rental car fee in the amount of \$250.00 and meals in an amount not to exceed \$140.00 be reimbursed by the Board.

Kristen Allen-Vogel, Reference Librarian, Main Library Adult Services Division, to attend the Public Library Association's Preconference "Digital Media Labs 101" being held in Chicago, Illinois on June 28, 2013. It is further recommended that registration in the amount of \$165.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Judith Gracen, Library Technical Assistant I, hourly substitute, Grade Sub 04, Vandalia Branch Library, effective March 24, 2013 at the rate of \$9.10 per hour.

Camee Decknadel, Library Technical Assistant III, full time, Grade 06, Trotwood Branch Library, effective April 7, 2013 at the rate of \$13.56 per hour.

Melinda Pigg, Library Technical Assistant I, 2/5-time, Grade 04, New Lebanon Branch Library, effective April 7, 2013 at the rate of \$12.52 per hour.

William Colston, Library Technical Assistant I, 3/5-time, Grade 04, Main Library Circulation Division, effective March 24, 2013 at the rate of \$12.52 per hour.

Steven Grove, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division, effective April 21, 2013 at the rate of \$14.74 per hour.

Barbara Borchers, Library Technical Assistant I, hourly substitute, Grade Sub 04, Huber Heights Branch Library, effective March 24, 2013 at the rate of \$9.10 per hour.

N. Nanette Wingrove, Library Technical Assistant I, hourly substitute, Grade Sub 04, Outreach Services, effective April 7, 2013 at the rate of \$9.10 per hour.

#### CHANGE IN LOCATION AND CHANGE IN HOURS

Lisa Ward, from Library Technical Assistant I, ½-time, Grade 04, Burkhardt Branch Library to Library Technical Assistant I, full time, Grade 04, Kettering Moraine Branch Library, effective April 21, 2013 at the rate of \$14.12 per hour.

#### RECLASSIFICATION

Nathan Burger, from Community Relations Clerk/Switchboard Operator, full time, Grade 04, Community Relations Department to Community Relations Clerk/Switchboard Operator, full time, Grade 05, Community Relations Department, effective March 10, 2013 at the rate of \$13.45 per hour.

Gwen Owen, from Community Relations Assistant, full time, Grade 07, Community Relations Department to Community Relations Assistant, full time, Grade 08, Community Relations Department, effective March 10, 2013 at the rate of \$20.92 per hour.

#### REHIRE AS SUBSTITUTE

Robert Michael Gear, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division, effective June 30, 2013 at the rate of \$14.74 per hour.

Susan Steinke, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library, effective June 30, 2013 at the rate of \$17.30 per hour.

#### RESIGNATION

Anne Rebecca Moore, Library Technical Assistant I, 4/5-time, Grade 04, Trotwood Branch Library, effective March 18, 2013 as the rate of \$14.56 per hour.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Paul Noah, Publisher, Dayton City Paper, spoke to the Board about the possibility of moving the main library to the Dayton Arcade.

Sandy Mendelson, Mendelson's Liquidation Outlet, questioned the criteria used for deciding the location of the main library.

Leo DeLuca, Writer, Dayton City Paper, spoke in support of moving the main library to the Arcade.

A.J. Wagner spoke in support of moving the main library to the Arcade.

Aaron Glett, Walnut Hills Resident, spoke on his concern about closing locations.

Ruby Harris Fairbanks, asked that the Board retain the Westwood Branch Library or use the Westwood name for the new facility.

Dan Barton, Preservation Dayton, discussed Historic Tax Credits.

Ernest Johnson, Dayton Civic Patriot Press, asked that the library remain in Cooper Park.

Shelly Holz, Dayton resident, spoke in support of moving the main library to the Arcade.

John Fabelo, Architect, LWC Incorporated, discussed difficulties with renovating and restoring historic structures and the advantages of remaining at the current main library location.

### MONTHLY FINANCIAL REPORT

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, updated the Board on March 2013 Financial Report which was included in the Board folder. He indicated that this will be the last year the library will be receiving reimbursement from the state for the Tangible Personal Property Tax that was eliminated. This income had been reduced by approximately \$250,000 per year for the last several years, and will be visible in Intergovernmental Receipts portion of the report.

Mr. Basista indicated that representatives from Fifth Third Bank will address the Board at the May Board Meeting to discuss the status of the library's accounts which contain \$187,000,000 from the sale of the bonds.

The Executive Director approved the following investments:

On Wednesday, April 3, 2013, Tax Exempt Bond Sale proceeds in the amount of \$135,000,000.00 were received. The entire amount was invested in a separate trust account at Fifth Third Bank.

On Wednesday, April 3, 2013, Taxable Bond Sale proceeds in the amount of \$52,000,000.00 were received. The entire amount was invested in a separate trust account at Fifth Third Bank.

On Wednesday, April 3, 2013, a Bond Retirement Fund payment representing the proceeds of excess premium less discounts and bond issuance costs was received in the amount of \$9,864,401.60. The entire amount was invested in a separate trust account at Huntington National Bank.

On Monday, April 15, 2013, the Public Library Funds for April 2013 were received in the amount of \$1,078,249.20. It was determined that the \$478,249.20 would be needed for current operating expenses. The remaining amount of \$600,000.00 was invested in the Fifth Third Max Savers account yielding .15%.

On Tuesday, April 16, 2013, a Property Tax settlement for the first half of 2012 was received in the amount of \$229,820.60. It was determined that the entire amount was needed for current operations.

On Tuesday, April 16, 2013, a Bond Retirement Fund settlement for the first half of 2012 was received in the amount of \$226,005.03. The entire amount was invested in a separate investment management account at Huntington National Bank.

On a motion by Ms. Holihan, seconded by Ms. Childs, the March 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

AMENDED FINAL APPROPRIATIONS RESOLUTION

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, recommended approval of the Final Appropriation Resolution for the *Debt Service Fund (301), the Tax Exempt Construction Fund (404), and the Taxable Construction Fund (403)* 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 Mr. Oehlers, seconded by Ms. Hayde, 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, 2013, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	<b>Final Appropriation for 2013</b>
<b><u>DEBT SERVICE FUND (301)</u></b>	
3000 – Professional Fees (fund maintenance and collections)	\$170,000
6000 - Debt Service (Cost of issuance)	1,184,582
6000 - Debt Service (Principal and Interest payments)	<u>11,627,283</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$12,981,865</b>
<b><u>TAX EXEMPT CONSTRUCTION FUND (404)</u></b>	
3000 - Purchased and Contracted Services	\$9,765,939
3000 - Professional Fees (investment management fees)	120,000
5000 - Capital Outlay	<u>6,650,348</u>
<b>Total Tax Exempt Construction Fund Appropriations</b>	<b>\$16,536,287</b>
<b><u>TAXABLE CONSTRUCTION FUND (403)</u></b>	
3000 - Professional Fees (investment management fees)	40,000
<b>Total Taxable Fund Appropriations</b>	<b>\$40,000</b>

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

## EXTERNAL FINANCIAL REPORTING PER GASB 54 - APPROVAL

The Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, introduces five fund balance classifications and clarifies the existing governmental fund type definitions. The fund balance classifications relate to constraints placed upon the use of resources reported in governmental funds. The five classifications are nonspendable, restricted, committed, assigned and unassigned.

### **Fund Balance Classifications**

Following are the definitions of the five fund balance classifications (these definitions are taken directly from GASB 54):

*Nonspendable Fund Balance* - The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts.

*Restricted Fund Balance* - The restricted classification is used when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments (i.e., State Statutes); or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* - The committed fund balance classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

*Assigned Fund Balance* - Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

*Unassigned Fund Balance* - Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

### **Governmental Fund Type Definitions**

The definitions of the general, special revenue, capital projects, debt service, and permanent fund types are clarified in GASB 54. The new governmental fund type definitions are (these definitions are taken directly from GASB 54):

General Fund -The general fund should be used to account for and report all financial resources not accounted for and reported in another fund. The General Fund also incorporates the Sustainability Fund and Long Term Benefits Accrual Fund.

Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term proceeds of *specific revenue sources* **establish** that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

Capital Projects Funds - Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service funds – Debt Service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated (i.e. debt payable from property taxes). Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in debt service funds.

Permanent Funds - Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs – that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the adoption of GASB 54 standards to externally prepared financial statements.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on the 2013 State of Ohio Budget. He indicated that the while there are significant changes in the budget as compared to the budget proposed by Governor Kasich, these changes would not have an impact on library funding.

The Executive Director also discussed access to ebooks in libraries. He mentioned that several of the big six publishers will not sell their most popular titles to libraries in the ebook format and shared a flier discussing the costs for the print edition of a book, the cost of the same book in eBook format to consumers on Amazon and the cost to the library for the same eBook. He noted several nation-wide efforts to ensure fair and equitable access to electronic content by public library patrons. He also mentioned that he will be joining the Ohio Delegation to attend the ALA Legislative Day in Washington, D.C. May 7-9, 2013 to petition legislators.

## FACILITIES PLAN

The Executive Director indicated that the library has sent out notice to about 110 firms announcing its Request for Qualifications (RFQ) seeking design services for Segment One library projects, which includes the main library, the operations center, the new northwest branch, the Miami Township Branch expansion and the renovation of the EC Doren Branch Library. He also indicated that the full RFQ is available on the library's website and that a legal notice was published in the Dayton Daily News directing interested firms to the website.

The Executive Director informed the Board that Tom Marchesano has been chosen to fill the position of Director of Construction for the library. He mentioned that Mr. Marchesano has been serving as an Owner's Representative to libraries and other entities in the Detroit, Michigan area. He has library experience and a thorough understanding of project delivery processes. This experience coupled with his great ability to communicate effectively and his stellar references made him the logical choice. The Executive Director shared a reprint of a magazine article about one of the projects Mr. Marchesano was involved in.

## PURCHASE AGREEMENT

The Executive Director discussed entering into an options agreement with CityWide Development Corporation to purchase property at the former Fairview High School site at the corner of Hillcrest Avenue and Philadelphia Drive. He indicated that the library would be partnering with the Phoenix Project and CityWide Development Corporation to ensure full community engagement on matters such as the appearance of the building and how it will be situated on the property. The library will retain the right to make final design decisions.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved signing an "Options Agreement" with CityWide Development Corporation with the intent to purchase property from them for construction of a new northwest branch at the corner of Hillcrest Avenue and Philadelphia Drive.

Ayes: All  
Nays: None

## NEW BUSINESS

The Executive Director thanked Mr. Gillispie for his many years of service. He indicated that Mr. Gillispie's experience in public service has shown a great deal in the deliberations that the Board has had. His commitment to this community and willingness to serve are evident.

Ms. Merz thanked Mr. Gillispie for his service and said that he has been an invaluable asset in always asking the right questions and making the right comment at the right time.

Mr. Gillispie said it had been an honor to serve on the Board of Trustees and he was very happy to see the library moving forward with the facilities plan and many other things the Board has worked on. He also said he was honored and privileged to have served with his fellow Trustees.

## 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, May 15, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. She reminded those in attendance that the public is always welcome to attend Board meetings and that all information relating to the facilities plan can be found on the website.

## ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board adjourned at 5:47 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 2013, 4:00 p.m.

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

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. 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 Ms. Hayde, seconded by Ms. Holihan, the minutes of the meeting of April 17, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, 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:

Elaine Fultz, Teen Specialist, Main Library Youth Services Division, to participate in the webinar “Detained and Forgotten” on April 17, 2013. It is further recommended that registration in the amount of \$50.00 be paid by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, to attend “Take 5: an Ohio Youth Services Day” being held in Lima, Ohio on April 24, 2013. It is further recommended that mileage in an amount not to exceed \$81.36 be reimbursed by the Board.

Jennifer Spillman, Manager, Main Library Adult Services Division, to attend “Regional Spring Luncheon” being held in West Chester, Ohio on May 2, 2013. It is further recommended that registration in the amount of \$25.00 be paid by the Board and that mileage in an amount not to exceed \$24.30 be reimbursed by the Board.

Several unspecified staff members to participate in the ALA webinar “Serving the DIY Patron” on May 16, 2013. It is further recommended that the group rate registration in the amount of \$120.00 be paid by the Board.

Elaine Fultz, Teen Specialist, Main Library Youth Services Division, to attend “Common Core Unraveled” in Cincinnati, Ohio on May 17, 2013. It is further recommended that registration in the amount of \$30.00 and mileage in an amount not to exceed \$58.76 be reimbursed by the Board.

Linda Boddie, Library Technical Assistant I, Madden Hills Branch Library, Cindy Duer, Library Technical Assistant III, Miamisburg Branch Library, Christine Estes, Library Technical Assistant III, East Branch Library, Janet Grant, Library Technical Assistant III, Wilmington Stroop Branch Library, Raymond Lee, Reference Assistant, Brookville Branch Library, Debbie Leib, Library Technical Assistant III, New Lebanon Branch Library, Linda Lewis, Children’s Librarian, New Lebanon Branch Library, Melissa Place, Library Technical Assistant III, Dayton View Branch Library, Christina Sanders, Library Technical Assistant III, Madden Hills Branch Library, Beth Storie, Library Technical Assistant III, Kettering Moraine Branch Library, Genevieve Richardson, Grants Specialist, Main Library Adult Services Division and the following Reference Librarians from the Main Library Adult Services Division: Jared Baldwin, Kathy Bolmida, Beverly Barns and Michael Nelson to attend the “Spring Staff Symposium” being held in Dayton, Ohio on May 21, 2013. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services and Mimi Morris, Assistant Director for Branch and Extension Services, to attend the “80 is the new 30” ALA preconference being held in Chicago, Illinois on June 28, 2013. It is further recommended that registration in the amount of \$175.00, lodging in the amount of \$221.16, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library Youth Services Division, to attend “CLASS Observation Training” being held in Charlottesville, Virginia July 8-11, 2013. It is further recommended that registration in the amount of \$850.00, airfare in the amount of \$459.60, lodging in the amount of \$148.74, shuttle fee in the amount of \$20.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension Services and Noelle Landis, Reference Assistant, Belmont Branch Library, to participate in the webinar “Serving Refugee Population in the Library” being held April 19, 2013. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Ken Basista, Main Library Finance Office Manager, to attend “Public Library Fiscal Officer Conference” being held in Columbus, Ohio April 4-5, 2013. It is further recommended that registration in the amount of \$110.00 be paid by the Board and mileage in an amount not to exceed \$97.75, meals in an amount not to exceed \$80.00 and lodging in the amount of \$100.35 be reimbursed by the Board.

Brielle Maynor, Manager, Miamisburg Branch Library, to participate in the webinar “Hiring, Training and Supervising Shelves” on May 8, 15, 22, 2013. It is further recommended that registration in the amount of \$81.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Carolyn Roberts, Reference Librarian, hourly substitute, Grade Sub 11, Belmont Branch Library effective May 5, 2013 at the rate of \$13.19 per hour.

Thomas Marchesano, Director for Library Construction, full-time, Grade S12, Project Management Division effective April 21, 2013 at the rate of \$46.15 per hour.

Shane Plassenthal, Library Technical Assistant I, 4/5-time, Grade 04, Trotwood Branch Library effective May 5, 2013 at the rate of \$12.52 per hour.

Lisa Harmon, Teen Librarian, full-time, Grade 11, Vandalia Branch Library effective April 21, 2013 at the rate of \$20.39 per hour.

#### PROMOTION

Daniel Knight from Systems Operator, full-time, Grade 08, Information Technology Services to Infrastructure Specialist, full-time, Grade 12, Information Technology Services effective May 5, 2013 at the rate of \$19.52 per hour.

Melissa Place, from Library Technical Assistant III, full-time, Grade 06, Dayton View Branch Library to Reference Assistant, full-time, Grade 08, Dayton View Branch Library effective May 5, 2013 at the rate of \$15.57 per hour.

#### CHANGE IN HOURS

Rose Anne Wisemandle, from Library Technical Assistant I, hourly substitute, Grade 04, Burkhardt Branch Library to Library Technical Assistant I, ½-time, Grade 04, Burkhardt Branch Library effective May 5, 2013 at the rate of \$12.52 per hour.

### REHIRE AS SUBSTITUTE

Jennifer Ventling, Reference Librarian, hourly substitute, Grade Sub 11, Burkhardt Branch Library effective May 5, 2013 at the rate of \$14.74 per hour.

Robert Michael Gear, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division effective June 30, 2013 at the rate of \$14.74 per hour.

Susan Steinke, Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division effective June 30, 2013 at the rate of \$17.30 per hour.

Pearlena Sanders, Processor, hourly substitute, Grade Sub 02, Main Library Processing Division effective May 5, 2013 at the rate of \$8.52 per hour.

### LEAVE WITHOUT PAY

Carol Miller, Children's Librarian, full time, Grade 4, EC Doren Branch Library, effective May 11, 2013 for 16 hours vacation.

Kathleen Collin, Processor, full time, Grade 2, Main Library Processing Division, effective June 19, 2013 for 24 hours for vacation.

Christine Gaffney, Library Technical Assistant I, 2/5-time, Grade 4, New Lebanon Branch Library, effective May 4, 2013 for .6 hours for a medical condition.

### 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:

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course "Foundations of Library and Information Sciences", Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course "Information Technology for Library and Information Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Helen Patzer, Children's Librarian, Northtown Shiloh Branch Library, for the course "Library materials and Services for School Age Children", Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Ayes: All  
Nays: None



## COMMENTS FROM THE GENERAL PUBLIC

Dan Barton, Communications Secretary, Preservation Dayton, addressed the Board to discuss historic tax credits. He indicated that three buildings slated for renovations qualify for the tax credits and submitted a contract with an estimate for the Board to consider.

Dr. Thomas Ruddick, Walnut Hills resident, indicated to the Board his desire for the main library to stay in its current location.

Thomas Gibbons spoke in favor of conducting a feasibility study to explore moving the main library to the Dayton Arcade.

## MONTHLY FINANCIAL REPORT

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, read a statement assuring the Board that the \$187,000,000 bond proceeds are all accounted for and under the Board's complete control. Mr. Basista stated that he is proud of the longstanding fiscal stewardship by this Board, prior Boards and the library administration. He stated this is not only his opinion, but the opinion of the Auditor of the State of Ohio, our independent accounting firm, Moody's and Standard and Poor's. The library's strong financial management was critical in securing a high bond rating which saved the tax payers millions of dollars. He also indicated that on March 12, 2013 the Dayton Metro Library received the highest rating of any library in Ohio.

The Monthly Financial Report for April 2013 was included in the Board folder.

Mr. Basista indicated that he has changed the format of the monthly report for clarity and ease of understanding. Property tax revenues were down this year as compared to last year because several commercial industrial tax payers applied for and were granted reevaluations amounting to over \$3,000,000. He indicated that because of this reduction and others, the library's revenue will be reduced by approximately \$565,000 this year.

Ms. Holihan asked that the report have a subtotal and then show the tax exempt fund and the taxable fund totals including the debt service funds. Mr. Basista indicated that could be done.

Mr. Basista also informed the Board that the field audit has been completed and the independent auditor would make a report at the June meeting.

On a motion by Ms. Holihan, seconded by Mr. Oehlers the April 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## FIFTH THIRD ASSET MANAGEMENT

Keith McFarland, Vice President, Portfolio Manager and Richard Floyd, Jr., CPA Managing Director Fifth Third Asset Management, made a presentation to the Board recapping library investment holdings, investment strategy, and asset management performance.

AMENDED FINAL APPROPRIATIONS RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for the Debt Service Fund (301), 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 Mr. Oehlers, seconded by Ms. Hayde the following resolution was adopted by the Board:

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, 2013, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

	<b>Amended Final Appropriation for 2013</b>
<b><u>DEBT SERVICE FUND (301)</u></b>	
3000 – Professional Fees (fund maintenance and tax collection fees)	\$170,000
<b>6000 - Debt Service (Discount on Bonds sold)</b>	<b>641,848</b>
6000 - Debt Service (Cost of issuance)	1,184,582
6000 - Debt Service (Principal and Interest payments)	<u>11,627,283</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$13,623,713</b>

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director updated the Trustees on the Libraries for a Smarter Future Initiative. He indicated that the library received 14 proposals from interested design firms and that several firms would be selected to give presentations to the Building Committee and library personnel. Firms will be selected to design the segment one libraries and would be placed on a list with other qualified firms that the library could choose from for future segments. The Executive Director introduced Tom Marchesano who is the library’s new Director of Construction and will help take the library through the building process. The Executive Director also mentioned that there may be a need to schedule a special Board meeting for approval of contracts.

The Executive Director discussed the most recent community update with the Board. He indicated the update discussed the concept budget which was placed before the voters in November and how

that differed with the program budget which was developed with the help of the Dayton Design Collaborative. He indicated that the concept budget was developed with the help of experts to assure as accurate a cost as possible, but funds were not specifically allocated to a particular project. Ms. Merz added that the program budget would continue to be refined as the projects progressed and Ms. Holihan stressed that the project goals will remain unchanged.

## NEW BUSINESS

## CORRESPONDENCE

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

- a. Letter dated May, 5, 2013 from the Honorable Michael L. Tucker, Administrative Judge, Montgomery County Common Pleas Court regarding the reappointment of Dennis Turner.
- b. Letter dated April 30, 2013 from Candice Hunter, My Media Hunter, agency of record for the Dayton Arcade Development Group regarding the Dayton Arcade.

## 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 19, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

## ADDITIONAL COMMENTS FROM THE GENERAL PUBLIC

Upon request from an individual in attendance, Ms. Merz allowed additional time to hear comments from the general public.

Colleen Gibbons-Powell expressed her interest in preserving the Dayton Arcade and asked the Board to consider moving there.

## ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board adjourned at 4:58 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 17, 2013, 4:00 p.m.

PRESENT: Margot Merz, 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 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. Childs, the minutes of the meeting of May 15, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, 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:

Lisa Nabel, Youth Materials Selection Specialist, Main Library to attend the “OLC Southwest Chapter Conference” being held in Wilmington, Ohio on April 3, 2013. It is further recommended that mileage in an amount not to exceed \$32.21 be reimbursed by the Board.

Doris Pettit, Vandalia Branch Manager, to participate in the webinar “Hiring, Training and Supervising Shelves” being held May 8, 15 & 22, 2013. It is further recommended that registration in the amount of \$81.00 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, to attend the “OLC Chapter Conference Wrap-Up Meeting” being held in Columbus, Ohio on May 25, 2013. It is further recommended that mileage in an amount not to exceed \$90.40 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Main Library Youth Services, to visit the Main Library and Karl Road Branch of the Columbus Metro Library on June 10, 2013. It is further recommended that mileage in an amount not to exceed \$90.40 be reimbursed by the Board.

Jean Gaffney, Manager, Main Library Office of Collection Development and Acquisitions Division, to attend the “Technical Services Managers Meeting” being held in Toledo, Ohio on July 19, 2013. It is further recommended that mileage in an amount not to exceed \$169.50 be reimbursed by the Board.

Jennifer Hicks, Reference Assistant, Outreach Services, to attend “Overdrive Digipalooza” being held in Cleveland, Ohio on August 1 – 4, 2013. It is further recommended that registration in the amount of \$199.00, lodging in the amount of \$897.00, parking in the amount of \$36.00, mileage in an amount not to exceed \$239.56 and meals not to exceed \$120.00 be reimbursed by the Board.

Joan Gagan, Children’s Librarian, Northmont Branch Library, to participate in the webinar “Power of Play” on August 15, 2013. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Jennifer Hicks, Reference Assistant, Outreach Services, to attend “Truck Driver Training” being held in Springfield, Ohio on August 21 – 22, 2013. It is further recommended that registration in the amount of \$450.00 be paid by the Board and mileage in an amount not to exceed 29.38 be reimbursed by the Board.

Rachel Gut, Manager, Outreach Services, to attend the “Association of Bookmobile and Outreach Services Annual Conference” being held in Baton Rouge, Louisiana October 9 – 11, 2013. It is further recommended that registration in the amount of \$125.00, lodging in the amount of \$423.00, airfare in the amount of \$400.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, to attend “Outcomes + Outreach” being held in Chicago, Illinois on June 28, 2013. It is further recommended that registration in the amount of \$125.00, lodging in the amount of \$220.00 and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jen Kadel, Training Specialist, Main Library Training Office, Tom Underwood, Reference Assistant, Main Library Adult Services Division, Amanda Kerstiens, Children's Librarian, Brookville Branch Library, Lisa Harmon, Teen Librarian, Vandalia Branch Library, Suzanne Schiml, Reference Assistant, Burkhardt Branch Library, Jason Long, Reference Assistant, Miami Township Branch Library, Melissa Place, Library Technical Assistant III, Dayton View Branch Library, Carol Macmann, Branch Manager, New Lebanon Branch Library, Karen Findlay, Assistant Manager, Huber Heights Branch Library, Lisa Lee, Library Technical Assistant I, Huber Heights Branch Library, Genevieve Richardson, Non-Profit Resource Specialist, Main Library Adult Services Division, Michael Nelson, Reference Librarian, Main Library Adult Services Division and Jared Baldwin, Reference Librarian, Main Library Adult Services Division to attend "Embracing Ebooks" being held in Worthington, Ohio on July 17, 2013. It is further recommended that registration in the amount of \$50.00 each be paid by the Board and mileage in an amount not to exceed 88.80 be reimbursed by the Board to Amanda Kerstiens and Michael Nelson.

Samantha Lumetta, Children's Librarian, East Branch Library to attend "Mazza Museum Summer Conference" being held in Findlay, Ohio from July 15 until July 19, 2013. It is further recommended that lodging in the amount of \$105.00 be reimbursed by the Board and that mileage in an amount not to exceed \$120.91 and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Genevieve Richardson, Non-Profit Resource Specialist, Main Library Adult Services Division to attend "Grant Professional Associations Annual Conference" being held in Baltimore, Maryland November 13 – 16, 2013. It is further recommended that registration in the amount of \$499.00 be paid by the Board and that airfare in the amount of \$211.80, Shuttle in the amount of \$32.00, lodging in the amount of \$657.00 and meals not to exceed the amount of \$160.00 be reimbursed by the Board.

Kristen Allen-Vogel, Reference Librarian, Main Library Adult Services Division to participate in the webinar "Rethinking Readers' Advisory" August 7, 2013. It is further recommended that registration in the amount of \$49.50 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Gina Detate, Children's Librarian, full time, Grade 11, West Carrollton Branch Library, effective June 30, 2013 at the rate of \$20.39 per hour.

Sherry Parsons, Children's Librarian, hourly substitute, Grade Sub11, Main Library Children's Room, effective May 19, 2013 at the rate of \$14.74 per hour.

Ann Riegle, Training Assistant, 4/5 time, Grade 8, Main Library Training Office, effective June 23, 2013 at the rate of \$16.04 per hour.

Rachael Clukey, Children's Librarian, full time, Grade 11, Ft. McKinley Branch Library, effective June 30, 2013 at the rate of \$20.39 per hour.

Shana Novak, Catalog Librarian, full time, Grade 11, Main Library Catalog Division, effective July 14, 2013 at the rate of \$20.39 per hour.

Caitlin Wichterman, Teen Librarian, full time, Grade 11, Burkhardt Branch Library, effective August 25, 2013 at the rate of \$20.39 per hour.  
Douglas Burns, Library Technical Assistant I, 4/5 time, Grade 4, E.C. Doren Branch Library, effective June 30, 2013 at the rate of \$12.71 per hour.

Jane Wetzel, Library Technical Assistant I, hourly substitute, Grade Sub04, Outreach Services, effective July 14, 2013 at the rate of \$9.10 per hour.

Mary Fenner, Library Technical Assistant I, full time, Grade 4, Dayton View Branch Library, effective July 14, 2013 at the rate of \$12.71 per hour.

#### CHANGE IN LOCATION

Jennifer Hicks, from Reference Assistant, full time, Grade 8, Wilmington Stroop Branch Library to Reference Assistant, full time, Grade 8, Outreach Services effective June 2, 2013 at the rate of \$16.53 per hour.

Lori Titus, from Reference Librarian, hourly substitute, Grade Sub11, Wilmington Stroop Branch Library to Reference Librarian, hourly substitute, Grade Sub 11, Main Library Adult Services Division effective July 14, 2013 at the rate of \$16.39 per hour.

#### CHANGE IN POSITION AND CHANGE IN LOCATION

Tim Osterday from Administrative Assistant, full time, Grade CS3, Main Library Administration to Systems Operator, full time, Grade 08, Main Library Information Technology Services effective September 22, 2013 at the rate of \$20.02 per hour.

N. Nanette Wingrove, from Library Technical Assistant I, hourly substitute, Grade Sub11, Outreach Services to Reference Librarian, hourly substitute, Grade Sub11, Outreach Services effective June 2, 2013 at the rate of \$14.74 per hour.

#### PROMOTION AND CHANGE IN LOCATION

Lisa Nabel, from Children's Librarian, full time, Grade 11, Miamisburg Branch Library to Youth Materials Selection Specialist, full time, Grade 12, Main Library Office of Collection Development effective June 16, 2013 at the rate of \$21.74 per hour.

#### CHANGE IN TITLE

Genevieve Richardson from Grants Specialist, full time, Grade 12, Main Library Adult Services Division to Non-Profit Specialist, full time, Grade 12, Main Library Adult Services Division effective July 14, 2013 at the rate of \$22.33 per hour.

Karen Foster from Systems Operator, full time, Grade 8, Main Library Information Technology Services to Systems Technician, full time, Grade

8, Main Library Information Technology Services effective July 14, 2013 at the rate of \$20.92 per hour.

Rhonda Harvey from Senior Systems Operator, full time, Grade 9, Main Library Information Technology Services to Senior Systems Technician, full time, Grade 9, Main Library Information Technology Services effective July 14, 2013 at the rate of \$22.16 per hour.

#### RETIREMENT

Jean Lee, Library Technical Assistant I, full time, Grade 04, Huber Heights Branch Library after more than 13 years of service.

Vera Moore, Library Technical Assistant I, 4/5 time, Grade 04, Main Library Circulation Division, effective June 28, 2013 after more than 23 years of Service.

Mary Martin, Processor, full time, Grade 2, Main Library Processing Division, effective June 30, 2013 after more than 45 years of service.

Paula Holbrook, Accounting Clerk I, full time, Grade 5, Finance Office, effective August 31, 2013 after more than 18 years of service.

#### REHIRE AS SUBSTITUTE

Jean Lee, Library Technical Assistant I, hourly substitute, Grade Sub04, Huber Heights Branch Library effective November 17, 2013 at the rate of \$10.86 per hour.

Barbara Moore, Children's Librarian, hourly substitute, Grade Sub11, Main Library Children's Room effective September 22, 2013 at the rate of \$17.30 per hour.

#### RESIGNATION

Tim Capehart, Reference Librarian, full time, Grade 11, Main Library Adult Services Division, effective July 13, 2013 at the rate of \$25.23 per hour.

Harriet Chambers, Library Technical Assistant I, hourly substitute, Grade Sub04, Outreach Services, effective April 3, 2013 at the rate of \$10.86 per hour.

Emily Bresson, Library Technical Assistant I, ½ time, Grade 4, Belmont Branch Library, effective June 17, 2013 at the rate of \$17.37 per hour.

Leslie Thomas, Library Technical Assistant I, 4/5 time, Grade 4, E.C. Doren Branch Library, effective May 21, 2013 at the rate of \$13.30 per hour.

Leslie Martin, Library Technical Assistant I, hourly substitute, Grade Sub04, Kettering Moraine Branch Library, effective March 25, 2013 at the rate of \$10.86 per hour.



Charles Shields, Library Technical Assistant I, hourly substitute, Grade Sub04, Main Library Circulation Division, effective February 9, 2013 at the rate of \$10.86 per hour.

John Wiley, Library Technical Assistant I/Driver, hourly substitute, Grade Sub04, Outreach Services, effective July 14, 2013 at the rate of \$9.37 per hour.

Dana Stone, Library Technical Assistant I, hourly substitute, Grade Sub04, Dayton View Branch Library, effective May 31, 2013 at the rate of \$9.37 per hour.

Shawanda Smith, Library Technical Assistant I, hourly substitute, Grade Sub04, Madden Hills Branch Library, effective July 28, 2012 at the rate of \$9.10 per hour.

Sheila Vore, Library Technical Assistant I, ½ time, Grade 4, Miami Township Branch Library, effective June 29, 2013 at the rate of \$12.52 per hour.

#### LEAVE WITHOUT PAY

Elaine Lindstrom, Branch Manager, full time, Grade S08, Brookville Branch Library, effective June 12, 2013 for 14 hours for vacation.

Paula Holbrook, Accounting Clerk I, full time, Grade 5, Main Library Finance Office, effective June 15, 2013 for 11 weeks for surgery.

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Christina Sanders, Library Technical Assistant III, Madden Hills Branch Library, in order to attend Kent State School of Library and Information Science.

#### TUITION REIMBURSEMENT

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

Desiree Davey, Integrated Library System Specialist, Information Technology Services, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Jennifer Hicks, Reference Assistant, Wilmington Stroop Branch Library, for the course “Tips and Tricks for Searching Online Databases”, Kent State University, 1.0 credit hours, at a cost of \$468.00.

Jennifer Hicks, Reference Assistant, Wilmington Stroop Branch Library, for the course “Youth Literature in the Digital Realm ”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course “Library Services to Young Adults”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Carla Sullenberger, Library Technical Assistant I, Belmont Branch Library, for the course “Library Services to Young Adults”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Carla Sullenberger, Library Technical Assistant I, Belmont Branch Library, for the course “Library Material and Services For School-age Children”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Christina Sanders, Library Technical Assistant III, Madden Hills Branch Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Christina Sanders, Library Technical Assistant III, Madden Hills Branch Library, for the course “Information Technology for Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Christina Sanders, Library Technical Assistant III, Madden Hills Branch Library, for the course “Foundations of Library and Information Sciences”, Kent State University, 3.0 credit hours, at a cost of \$1,434.00.

Ayes: All  
Nays: None

#### 2012 AUDIT

Shanna Baxter, Senior Manager for the accounting firm Clark, Schaefer, Hackett & Company, Certified Public Accountants, reviewed the results of the 2012 audited financial statements. Mr. Oehlers asked how Dayton Metro Library compared to other Libraries. Ms. Baxter indicated that in the last couple of years Dayton Metro Library was one of the only libraries to have no adverse comments and no management letter. The Executive Director complimented Ken Basista, Deputy Fiscal Officer/Finance Office Manager, and his staff for their exemplary work.

#### HUNTINGTON NATIONAL BANK

Suzanne McQuillan, Vice President, Senior Trust Officer and William G. Doughty, Senior Vice President & Senior Portfolio Manager made a presentation to the Board recapping library investment holdings, investment strategy, and asset management performance.

#### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association addressed the Trustees concerning the current weeding project and the library’s current and future technology.

David Vitale requested information about the extent that local small minority female businesses would have in the construction process. The Executive Director indicated that the library does plan

to have that type of participation. Mr. Vitale indicated his willingness to share with the library a list of businesses that fit this description.

Gerald Reidman, Partner, Brame-Rieman Property Investment, indicated that he was following up on a letter sent to the Executive Director and the Board President in June which indicated that he and his partner intended to donate land on Philadelphia Drive to the library for construction of the Northwest branch.

### MONTHLY FINANCIAL REPORT

Ken Basista, Deputy Fiscal Officer/Finance Office Manager, summarized Financial Reports for the months of May and June. He indicated there would be changes to the Public Library Fund because of the implementation of the governor's state budget, but the extent of the impact is not known at this time. He also informed Trustees that the timing of the bond sale could not have been better. Shortly after the library sold the bonds the interest rates increased significantly. Had the library waited, the cost to the tax payers could have been as high as 20 to 25 million additional dollars for debt service.

The Monthly Financial Report for May and June 2013 were included in the Board folder. The Executive Director approved the following investments:

On Thursday, May 16, 2013, the Public Library Funds for May 2013 were received in the amount of \$1,765,252.63. It was determined that the \$765,252.63 would be needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the STAR PLUS account yielding .21%.

On Friday, June 7, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$218,112.44. It was determined that the entire amount was needed for current operations.

On Friday, June 7, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$194,431.66. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, June 14, 2013, the Public Library Funds for June 2013 were received in the amount of \$1,234,450.82. It was determined that the \$234,450.82 would be needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the STAR PLUS account yielding .21%.

On Friday, June 14, the Homestead and Rollback payment for the first half of 2012 was received in the amount of \$803,272.42. It was determined that the \$403,272.42 was needed for current operations. The remaining amount of \$400,000.00 was invested in the Fifth Third Max Savers account yielding .15%.

On Friday, June 14, the Homestead and Rollback payment for the first half of 2012 for Debt Service was received in the amount of \$716,662.33. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, June 21, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$53,487.49. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, June 21, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$60,001.99. It was determined that the entire amount was needed for current operations.

On Friday, June 21, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$53,487.49. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Thursday, June 27, 2013 a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$1,377.87 was received. It was determined that the entire amount was needed for current operations.

On Monday, July 8, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$214,874.70. It was determined that the entire amount was needed for current operations.

On Monday, July 8, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$191,545.44. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, July 12, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$644,788.65. It was determined that the entire amount was needed for current operations.

On Friday, July 12, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$574,783.03. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, July 15, 2013, the Public Library Funds for July 2013 were received in the amount of \$1,182,852.27. It was determined that the entire amount could be invested in the STAR PLUS account yielding .21%.

On Monday, July 15, 2013, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$33,841.06 was received. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Oehlers, seconded by Ms. Childs the May 2013 Financial Reports were approved by the Board.

Ayes: All  
Nays: None

On a motion by Mr. Oehlers, seconded by Ms. Hayde the June 2013 Financial Reports were approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared information with the Board members related to the Affordable Care Act. He explained that library staff would be assisting patrons with various tasks which would be similar to the way in which staff assists patrons with taxes each year. He mentioned that the Institute for Museum and Library Services has taken the lead in helping conduct information sessions for libraries. Trustees can expect to see more about this as the October timeframe approaches.

The Executive Director also mentioned that the library had a group of international visitors come in conjunction with the State Department Bureau of Education & Cultural Affairs. He mentioned that the group had representatives from all over the world that came to the United States and that 7 librarians from that group spent one day here at the Dayton Metro Library. Library representatives shared with them information about programs available to children and teens, information about the Libraries for a Smarter Future project as well as many other pieces of information.

## MANAGER AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

The Executive director gave a brief synopsis of the revised Managerial and Confidential Employees Compensation Plan, and then gave his recommendation to accept the plan.

On a motion by Ms. Hayde, seconded by Mr. Oehlers the Managerial and Confidential Employees Compensation Plan was approved by the Board as presented.

Ayes: All  
Nays: None

## FACILITIES PLAN

The Executive Director indicated that by the end of the month the library would be sending out a Request for Qualifications for construction management services. Among other things, the Construction Manager will work with the architects and the contractors to keep the projects on schedule and on budget. He indicated that he intended to bring a recommendation to the Board at the next meeting.

The Executive Director shared a construction schedule for first segment libraries. Although the schedule is continuously changing, the segment one projects are still scheduled to be completed by the end of 2015 with the exception of the main library, which would be completed in 2016.

The Executive Director also discussed the Scope of Work Summary included in the binders. He indicated that this document gives more detail about supplementary services the library will ask of the Dayton Design Collaborative and Group 4 Architects. Some of the services include branding services, operations planning, technology assessment and planning, signage standards, auditorium programming and building standards. He also mentioned that the first building charette will take place next Thursday, July 25, 2013 and Friday, July 26, 2013 in the auditorium.

ARCHITECTURAL AGREEMENT – MAIN LIBRARY PROJECT

The President indicated that one set of architectural agreements was sent to the Trustees previously for review. The additional agreements are the same with the exception of the architectural firm, manner, and dollar amounts. Mr. Oehlers requested clarification on the amounts, and what was included with that price. The Executive Director indicated that very complex spreadsheets were used to formulate the amounts, and that those spreadsheets could be made available to Trustees who would like to stop by his office. Mr. Oehlers requested further clarification on the confidence that the library has that the amounts are reasonable and the reason for that confidence. The Executive Director indicated that one of the library’s most valuable assets when it comes to these questions is Tom Marchesano. Tom’s expertise along with consultations with Larry Anderson and others has left little room for doubt that the numbers are reasonable. The Executive Director stressed that the library did thorough research in determining fair and equitable pricing in the contracts. Mr. Oehlers agreed that Tom was a valuable asset and worthy of making such determinations.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the Board approved architectural, design and related services agreement with LWC, Inc. for the renovation and expansion of the Main Library with fees not to exceed \$5,517,804 as follows:

Architect's Basic Service Fee	\$5,291,216
System-wide Supplemental Services Fee	\$118,188
<u>Reimbursable Expenses</u>	<u>\$108,400</u>
Total Fees	\$5,517,804

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – NORTHWEST BRANCH PROJECT

On a motion by Mr. Oehlers, seconded by Ms. Childs the Board approved architectural, design and related services agreement with Ruetschle Architects, Inc. for architectural design and related services for the construction of a new branch, tentatively named as the Northwest Branch with fees not to exceed \$1,087,914 as follows:

Architect's Basic Service Fee	\$941,140
System-wide Supplemental Services Fee	\$76,574
<u>Reimbursable Expenses</u>	<u>\$70,200</u>
Total Fees	\$1,087,914

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – E.C. DOREN BRANCH PROJECT

On a motion by Mr. Oehlers, seconded by Ms. Hayde the Board approved architectural, design and related services agreement with Levin-Porter Associates, Inc. for architectural design and related services for the renovation of the E. C. Doren Branch with fees not to exceed \$240,157 as follows:

Architect's Basic Service Fee	\$163,361
System-wide Supplemental Services Fee	\$57,421
<u>Reimbursable Expenses</u>	<u>\$19,375</u>
Total Fees	\$240,157

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – MIAMI TOWNSHIP BRANCH PROJECT

On a motion by Mr. Oehlers, seconded by Ms. Childs the Board approved architectural, design and related services agreement with Levin-Porter Associates, Inc. for the renovation and expansion of the Miami Township Branch with fees not to exceed \$430,590 as follows:

Architect's Basic Service Fee	\$412,967
<u>Reimbursable Expenses</u>	<u>\$17,623</u>
Total Fees	\$430,590

Ayes: All  
Nays: None

ARCHITECTURAL AGREEMENT – OPERATIONS CENTER PROJECT

On a motion by Mr. Oehlers, seconded by Ms. Hayde the Board approved architectural, design and related services agreement with Levin-Porter Associates, Inc. for the renovation and expansion of the library operations center with fees not to exceed \$613,273 as follows:

Architect's Basic Service Fee	\$594,523
<u>Reimbursable Expenses</u>	<u>\$18,750</u>
Total Fees	\$613,273

Ayes: All  
Nays: None

ADMINISTRATIVE SERVICES AGREEMENT

The Executive Director indicated that the library's bond counsel recommended that the library sign contracts with the individual firms that constitute the Dayton Design Collaborative, but many of the administrative services would be handled collectively. For this reason each project was singled out for individual action by the Board. The following administrative services agreement will cover those services that will be handled collectively.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the Board approved an administrative services agreement with the Dayton Design Collaborative for the coordination of fee payment related to projects under contract with LWC, Inc., Ruetschle Architects, Inc. and Levin-Porter Associates, Inc., including services of G4 Architects and other consultants for Segment 1 construction projects.

Ayes: All  
Nays: None

## FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2013

The Montgomery County Budget Commission has scheduled the 2014 Tax Budget Allocation Meeting for Monday, August 26, 2013 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Childs, 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 2014 Public Library Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

## NEW BUSINESS

The Executive Director indicated that a resignation letter has been received from Board Member, Dennis Turner. In the letter Mr. Turner indicated that his school schedule along with other conflicts would make it difficult to continue serving on the Board. The Court of Common Pleas will be seeking replacements but would likely accept recommendations from the Board.

Ms. Merz indicated that the loss of Mr. Turner will leave the position of Secretary open and asked Ms. Hayde and Ms. Childs to serve as a Nominating Committee to present a candidate at the next meeting.

Ms. Merz also indicated that it has been some time since the Board has reviewed and updated the bylaws of the Dayton Metro Library Board of Trustees and asked for volunteers to serve on a committee to do such. Mr. Oehlers and Ms. Childs indicated that they would be willing to serve in that capacity.

## 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 18, 2013 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) of the Ohio Revised Code to discuss land acquisition.

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:13 p.m. and returned to open session at 6:02 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. Childs, seconded by Ms. Hayde, the Board adjourned at 6:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 18, 2013, 4:00 p.m.

PRESENT: Margot Merz, Joseph Oehlers, 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.

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. 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 Ms. Childs, seconded by Ms. Hayde, the minutes of the meeting of July 17, 2013 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:

### A. WORKSHOP HOURS

Thomas Underwood, Reference Assistant, Adult Services Division, Main Library, to attend “Embracing Ebooks” being held in Worthington, OH on July 17, 2013. It is further recommended that mileage in an amount not to exceed \$88.80 be reimbursed by the Board

William McIntire, Reference Librarian, Magazine & Special Collections, Main Library to attend “Preservation Bootcamp” being held in Worthington, OH on July 31 to August 1, 2013. It is further recommended that mileage in an amount not to exceed \$88.71 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend the “SEEK Conference” on August 7, 2013 being held at Sinclair Community College. It is further recommended that registration in the amount of \$5.00 be paid by the Board.

Cheryl Wirtley, Branch Manager, Miami Township Branch Library to participate in the webinar “Rethinking Readers Advisory: an Interactive Approach” being held on August 7, 2013. It is further recommended that registration in the amount of \$55.00 be paid by the Board.

Brielle Maynor, Branch Manager, Miamisburg Branch Library to attend “Library Leadership Advisory Team” meeting being held on August 14, 2013 in Columbus, OH. It is further recommended that mileage in an amount not to exceed \$81.36 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend an “OLC Outreach Division” meeting on August 16, 2013, in Columbus, OH. It is further recommended that mileage in an amount not to exceed \$91.53 be reimbursed by the Board.

Barry Fought, Accountant, Finance Office, Main Library, to attend the “CPIM Conference” on August 28, 2013 being held at Sinclair Community College. It is further recommended that registration in the amount of \$100.00 be paid by the Board.

Desiree Davey, Integrated System Specialist, IT Services, Main Library, to attend an “Ohio Polaris Users Group” meeting on August 23, 2013, in Columbus, OH. It is further recommended that mileage in an amount not to exceed \$79.10 be reimbursed by the Board.

Barb Kuhns, Assistant Director for Information Technology and Desiree Davey, Integrated System Specialist, It Services, Main Library to attend an “Ohio Polaris Users Group” meeting on August 23, 2013, in Columbus, OH. It is further recommended that registration in the amount of \$40.00 be paid by the Board.

Jean Gaffney, Collection Development & Acquisitions Manager, Collections Development, Main Library, to attend an “OLC Tech Services Division” meeting on August 28, 2013, in Columbus, OH. It is further recommended that mileage in an amount not to exceed \$90.97 be reimbursed by the Board.

Steve Watts, Custodian, Facilities, Main Library to attend “Building Operator Certification” a series of classes being held from September 19, 2013 to March 6, 2014 being held in Dayton, OH. It is further recommended that registration in the amount of \$1,245.00 and the membership fee of \$45.00 be paid by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in the webinar “Face to Face presentation skills” being held on September 18, 2013. It is further recommended that registration in the amount of \$31.50 be paid by the Board.

Kelley Fullan, Children’s Librarian, Huber Heights Branch Library and Allison Knight, Children’s Librarian, Trotwood Branch Library to attend a “Libraries Turn Outward” meeting on September 24, 2013 being held in Worthington, OH. It is further recommended that mileage in an amount not to exceed \$178.54 total be reimbursed by the Board.

Lisa Nabel, Youth Services Materials Selection Specialist, Collections Development, Main Library, to attend an “OLC Membership Committee” meeting on September 26, 2013 being held in Columbus OH. It is further recommended that mileage in an amount not to exceed \$90.97 be reimbursed by the Board.

Fred Kirchner, Teen Librarian, Wilmington Stroop Branch Library, to attend a “Summer Reading Workshop for 2014 on STEM programs in libraries” meeting on October 7, 2013 being held in Hamilton, OH. It is further recommended that mileage in an amount not to exceed \$47.46 be reimbursed by the Board.

Raymond Lee, Reference Assistant, Brookville Branch Library, to take an ALA E-course “Engaging Teens with Digital Media” on October 7, 2013 though November 11, 2013. It is further recommended that registration in the amount of \$175.00 be paid by the Board.

Desiree Davey, Integrated System Specialist, IT Services, Main Library to attend “Polaris User Group Conference” being held in Portland, Oregon from October 9, 2013 until October 11, 2013. It is further recommended that registration in the amount of \$555.60, mileage in an amount not to exceed \$70.00, lodging in the amount of \$656.84 and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Jennifer Spillman, Adult Services Division Manager, Adult Services, Main Library, to attend the “E-Books Mini-Conference” on November 13, 2013 being held in West Chester, OH. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Diane Farrell, Director of Development and External Relations, full time, Grade S11, Community Relations, Main Library, effective September 30, 2013 at the rate of \$46.88 per hour.

Ashley Orr, Administrative Assistant, full time, Grade CS3, Administration, Main Library, effective September 8, 2013 at the rate of \$19.27 per hour.

Daniel Reke, Fiscal Officer/Finance Office Manager, Finance Office, Main Library, full time, Grade S12, effective September 8, 2013 at the rate of \$44.47 per hour.

Venita Ruffin, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective August 25, 2013 at the rate of \$9.10 per hour.

Wesley Saylor, Library Technical Assistant I, substitute, Grade Sub04, Outreach Services, effective August 11, 2013 at the rate of \$9.10 per hour.

Deborah Sevitts, Library Technical Assistant I, substitute, Grade Sub04, Kettering-Moraine Branch Library, effective August 25, 2013 at the rate of \$9.10 per hour.

#### REHIRE AS SUBSTITUTE

Jill Clark, Promotions Assistant, substitute, Grade Sub09, Community Relations, Main Library, effective September 8, 2013 at the rate of \$12.32 per hour.

Barbara Moore, Children's Librarian, hourly substitute, Grade Sub11, Main Library Children's Room effective September 22, 2013 at the rate of \$17.30 per hour.

#### PROMOTION AND CHANGE IN LOCATION

JonVelle McCray, Library Technical Assistant III, full time, Grade 06, Madden Hills Branch Library, from Library Technical Assistant I, full time, Vandalia Branch Library, effective August 25, 2013 at the rate of \$13.86 per hour.

#### CHANGE IN TITLE

Timothy Osterday, Systems Technician, full time, Grade 08, Information Technology Services, Main Library, from Administrative Assistant, full time, Administration, Main Library, effective September 22, 2013 at the rate of \$20.02 per hour.

#### CHANGE IN POSITION AND CHANGE IN LOCATION

Christina Sanders, Accounting Clerk I, full time, Grade 05, Finance Office, Main Library, from Library Technical Assistant III, full time, Madden Hills Branch Library, effective July 28, 2013 at the rate of \$14.71 per hour.

Sharon Vaughan, Processor, full time, Grade 02, Processing Division, Main Library, from Shipping & Receiving Clerk, full time, Acquisition Division, Main Library, effective July 28, 2013 at the rate of \$12.27 per hour.

#### CHANGE IN HOURS

William Colston, Library Technical Assistant I, 4/5-time, Grade 04, Circulation Division, Main Library, from Library Technical Assistant I, 3/5-time, Circulation Division, Main Library, effective July 28, 2013 at the rate of \$12.71 per hour.

Linda Lanning, Library Technical Assistant I, 1/2-time, Grade 04, Miami Township Branch Library, from Library Technical Assistant I, 4/5-time, Miami Township Branch Library, effective August 11, 2013 at the rate of \$13.50 per hour.

#### CHANGE IN LOCATION

Patrician Clingman, Reference Librarian, substitute, Sub11, Children's Room, Main Library, from Reference Librarian, substitute, Burkhardt Branch Library, effective July 14, 2013 at the rate of \$17.30 per hour.

#### CHANGE IN HOURS AND CHANGE IN LOCATION

Jenelle Allen, Library Technical Assistant I, 1/2-time, Grade 04, Belmont Branch Library, from Library Technical Assistant I, substitute, Wilmington-Stroop Branch Library, effective July 14, 2013 at the rate of \$12.71 per hour.

Christine Gaffney, Library Technical Assistant I, 3/5-time, Grade 04, Circulation Division, Main Library, from Library Technical Assistant I, 2/5-time, New Lebanon Branch Library, effective September 8, 2013 at the rate of \$12.71 per hour.

Amy Hare, Library Technical Assistant I, 4/5-time, Grade 04, Miami Township Branch Library, from Library Technical Assistant I, substitute, West Carrollton Branch Library, effective September 8, 2013 at the rate of \$12.71 per hour.

Anthony Stewart, Shipping and Receiving Clerk, 4/5-time, Grade 03, Acquisition Division, Main Library, from Library Technical Assistant I, substitute, Children's Room, Main Library, effective September 22, 2013 at the rate of \$12.27 per hour.

Carla Sullenberger, Library Technical Assistant I, full-time, Grade 04, Huber Heights Branch Library, from Library Technical Assistant I, 1/2-time, Belmont Branch Library, effective August 11, 2013 at the rate of \$12.71 per hour.

## LEAVE WITHOUT PAY

Lisa Harmon, Teen Librarian, full time, Grade 11, Vandalia Branch Library, effective July 13, 2013 for 41.6 hours for personal reasons.

Jenelle Allen, Library Technical Assistant I, 1/2-time, Grade 04, Belmont Branch Library, effective September 2, 2013 for 4 hours for vacation.

Michael Naylor, Library Technical Assistant I, 2/5-time, Grade 04, Kettering Moraine Branch Library, effective September 10, 2013 for 52 hours for vacation.

Ann Riegle, Training Assistant, 4/5-time, Grade 08, Human Resources, Main Library, effective October 17, 2013 for 8 hours for vacation.

## RETIREMENT

Kenneth Basista, Finance Manger, full time, Grade S09, Finance Office, Main Library, effective September 6, 2013 after more than 11 years of service.

Noel Lemons, Facilities Maintenance Assistant, full time, Grade 05, Facilities, Main Library, effective August 16, 2013 after more than 8 years of service.

Doris Pettit, Branch Library Manager, full time, Grade S08, Vandalia Branch Library, effective September 30, 2013 after more than 20 years of service.

## RESIGNATION

Melissa Alexander, Library Technical Assistant I, 3/5-time, Grade 04, Miami Township Branch Library, effective July 8, 2013 at the rate of \$16.62 per hour.

Jill Clark, Promotions Assistant , full time, Grade 09, Community Relations, Main Library, effective September 6, 2013 at the rate of \$17.24 per hour.

Earl House, Reference Librarian, substitute, Sub11, Miami Township Branch Library, effective March 9, 2013 at the rate of \$15.75 per hour.

Amy Hustad, Library Technical Assistant I, 2/5-time, Grade 04, Northmont Branch Library, effective August 26, 2013 at the rate of \$12.71 per hour.

Barbara Van Doren, Library Technical Assistant I, substitute, Sub04, Miami Township Branch Library, effective September 22, 2013 at the rate of \$9.55 per hour.

Jennifer Ventling, Reference Librarian, substitute, Sub11, Burkhardt Branch Library, effective March 22, 2013 at the rate of \$14.74 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:

Desiree Davey, ILS Specialist, IT Services, Main Library, for the course “Website Development, Design and Management”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00 and the course “Digital Libraries” Kent State University, 3.0 credit hours, at a cost of \$1,455.00 for a total of \$2,910.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course “Library Materials and Services for School Age Children”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00 and the course “Organization of Information” Kent State University, 3.0 credit hours, at a cost of \$1,455.00 for a total of \$2,910.00.

Jennifer Hicks, Reference Technician, Outreach Services, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

Carla Sullenberger, Library Technician I, Huber Heights Branch Library, for the course “Public Library”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

### D. 2013 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Sandusky, OH from October 9-11, 2013. The Board authorized payment of the advance registration fee in an amount not to exceed \$145.00, lodging in an amount not to exceed \$450.00 total, \$206.79 for transportation, meals in an amount not to exceed \$120.00 total 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.

It was further approved that \$2,765.37 be divided amongst those managers attending the conference that do not have appointed, elected and/or program responsibilities and that \$2,765.37 be divided amongst those bargaining unit members attending the conference that do not have appointed, elected and/or program responsibilities.

Ayes: All

Nays: None

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.



## MONTHLY FINANCIAL REPORT

The Executive Director gave an overview of the August 2013 financial statements noting that revenues from property taxes, compared to last year, are considerably less than what was anticipated due to the reevaluation of properties within Montgomery County. The forecast to the end of the year has been slightly adjusted for a slight increase in Public Library Fund (PLF) revenues.

The Monthly Financial Reports for July and August 2013 was included in the Board folder. The Executive Director approved the following investments:

On Friday, August 14, 2013 the Public Library Funds for August 2013 were received in the amount of \$1,022,777.43. It was determined that the entire amount was needed for current operations.

On Friday, July 19, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$1,585,873.35. It was determined that the \$385,873.30 would be needed for current operating expenses. The remaining amount of \$1,200,000 was invested in the Fifth Third Max Savers account yielding .15%.

On Friday, July 26, 2013 a Property Tax advance for the second half of 2012 was received in the amount of \$1,511,845.73. It was determined that the \$1,011,845.73 would be needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the STAR PLUS account yielding .20%.

On Friday, July 19, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$1,413,692.81. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Friday, July 26, 2013, a Bond Retirement Fund advance for the second half of 2012 was received in the amount of \$1,347,702.48. The entire amount was invested in a separate investment management account at Huntington National Bank.

On a motion by Mr. Oehlers, seconded by Ms. Holihan the July and August 2013 Financial Reports was approved by the Board.

Ayes: All  
Nays: None

## APPOINTMENT OF FISCAL OFFICER

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board appointed Dan Reke, Finance Office Manager, as Fiscal Officer.

Ayes: All  
Nays: None

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board appointed Timothy G. Kambitsch as Deputy Fiscal Officer of the Board.

Ayes: All  
Nays: None

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 Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014; and

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

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

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

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,923,920*	1.75
Bond Fund	\$10,629,323*	1.56

\*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. Holihan, the Board adopted the resolution.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

Mimi Morris, Assistant Director Branch & Extension, briefed the Board regarding the Affordable Care Act. Libraries have been named as key partners as resources regarding this program. The Dayton Metro Library has applied to become certified application counselors, so that trained staff can help people to walk through the website, but not give advice on which program people should choose.

### FACILITIES PLAN

The Executive Director talked to the Board about the Steering Committee's customer focus while developing plans for the new buildings; he also discussed the community forums, which have already started, in order to engage the community in the building plans.

Tom Marchesano, Director for Library Construction, briefed the Board on the current building schedule by explaining the different phases in construction projects. Once the Construction Management firm is hired, a more detailed schedule including budgets will be able to be created.

The Executive Director shared results of a survey that was given in the service area of the Kettering branches. One of the questions dealt with the satisfaction of the library. An overwhelming, 91% of the people surveyed, were either satisfied or very satisfied with the library. Of the remaining 9%, half did not use the Dayton Metro Library as their preferred branch.

### ARCHITECTICUAL CONTRACTS

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the following corrections to the architectural agreements, Schedule "G" listed below:

MAIN - The systemwide services fee decreased by \$2,200 - from \$118,188 to \$115,988; and the reimbursable expenses limit increased by \$2,200 from \$108,400 to \$110,600 - resulting in no change to the total contract amount.

E.C. DOREN - The basic services fee increased by \$270 - from \$163,361 to \$163,631 due to a typographical error; and the systemwide services fee increased by \$12,000 from \$57,421 to \$69,421 due to the accidental omission of the fee for procurement/management of testing/surveying consultants for Segment 1 projects - resulting in a total increase of \$12,270 to the contract for E.C. Doren.

Ayes: All  
Nays: None

## PERMANENT EASEMENT TO VANDALIA

The City of Vandalia requested a permanent easement for the widening of South Dixie Drive affecting 0.0003 acres. The proposed easement would not impact the library's use of the property and the Board would be compensated in the amount \$300.00.

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

Ayes: All  
Nays: None

## PURCHASE OF PROPERTY

The Executive Director had negotiated a contract to purchase Parcel #R72 00607 0001, including land and building known as the Hauer Music Building located at 120 South Patterson Blvd. from Gerald M. Hauer, Trustee for the amount of \$820,000.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board approved to proceed with the purchase contingent upon appropriate due diligence investigations of the property and building, and legal review of the title by legal counsel.

Ayes: All  
Nays: None

The Executive Director had negotiated a contract to purchase Parcel #R72 00602 0054, a 0.991 acre lot, located at the corner of East 4<sup>th</sup> Street and Patterson Blvd. from Gerald M. Hauer for the amount of \$85,000.

On a motion by Ms. Childs, seconded by Ms. Holihan, the Board approved to proceed with the purchase contingent upon appropriate due diligence investigations of the property and legal review of the title by legal counsel.

Ayes: All  
Nays: None

The Executive Director had negotiated a contract to purchase Parcel #R72 00601 0015, including land and buildings located at 25 South Patterson Blvd. from Patterson Properties, LLC for the amount of \$285,000.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved to proceed with the purchase contingent upon appropriate due diligence investigations of the property and building, and legal review of the title by legal counsel.

Ayes: All  
Nays: None

## NEW BUSINESS

The President introduced the following resolution as drafted in the agenda,

**WHEREAS**, Ken Basista has served as the Finance Manager of the Dayton Metro Library from October 29, 2001 through September 6, 2013; and

**WHEREAS**, during his term of service he improved the security of library funds through the establishment of positive pay restrictions; secured a corporate credit card to earn rebate rewards on purchases made by the library; and refined cash management procedures; and

**WHEREAS**, he enhanced library financial statements to be more user friendly; and

**WHEREAS**, he effectively deployed new technology as evidenced by multiple upgrades to the CMI fiscal management software, conversion to electronic pay stubs, implementation of capital assets record keeping, and initiation of online ordering for supplies; and

**WHEREAS**, and he demonstrated his ability to collaborate through his work with Information Technology Services to enable credit card payment of fines by patrons and the integrated of a custom acquisitions interface, and by his work with the Human Resources Manager and other managers to select and deploy an online time and attendance system; and

**WHEREAS**, he demonstrated his skills as a steward of the public funds, by securing unqualified audits reports every year during his tenure; and

**WHEREAS**, he was critical in the Library successfully securing the highest bond rating of any library in the state of Ohio, and that a timely 2013 bond sale saved tax payers millions of dollars in finance charges; NOW

**THEREFORE BE IT RESOLVED**, that on this 18<sup>th</sup> day of SEPTEMBER, TWO THOUSAND THIRTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **KEN BASISTA** made to the Library, its staff, and to the residents of Montgomery County during his distinguished service as Finance Office Manager.

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

Ayes: All  
Nays: None

## NOMINATING COMMITTEE

At the July regular Board meeting, the President appointed Ms. Hayde and Ms. Childs as the Nominating Committee. The Committee recommended the following slate of candidates for new officers: Mr. Oehlers as Secretary of the Board filling the vacancy created by the resignation of Mr. Dennis Turner. The Committee further nominated Fiscal Officer, Daniel Reke, as Treasurer of the Board and Executive Director, Timothy Kambitsch, as Deputy Treasurer.

On a motion by Ms. Childs, seconded by Ms. Holihan, the Board elected the slate of candidates presented by the Nominating Committee.

Ayes: All  
Nays: None

#### BYLAWS COMMITTEE

At the July regular Board meeting, the President appointed Mr. Oehlers and Ms. Childs as the Bylaws Committee. The Board's bylaws were last revised in 2008 and the Committee has identified several sections that should be considered for revision, which they will present in further detail at the October Board meeting.

#### CORRESPONDENCE

Ms. Merz acknowledged a letter received from Ken Basista thanking the Board for their support of him and his work at the Dayton Metro Library.

#### 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 16, 2013 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 16, 2013 at 4:15 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) of the Ohio Revised Code to discuss the purchase or sale of property

A roll call vote was taken as follows:

Ms. Childs, Aye  
Ms. Holihan, Aye

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:01 p.m. and returned to open session at 5:45 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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. Oehlers, seconded by Ms. Holihan, the Board adjourned at 5:46 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 16, 2013, 4:15 p.m.

PRESENT: Margot Merz, Donna Childs, Barbara Hayde, Jeanne Holihan,  
Joe Oehlers, Annesa Cheek, Bert Cream

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 4:15 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.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Childs, the minutes of the meeting of September 18, 2013 were approved by the Board.

Ayes: All  
Nays: None



## CONSENT AGENDA

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

### WORKSHOP HOURS

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

Rachel Gut, Manager, Outreach Services, to participate in the webinar “Libraries and the Path to Citizenship” sponsored by Urban Libraries Council on September 19, 2013. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Dan Reke, Fiscal Officer/Finance Office Manager, Finance Department, Main Library, to attend “Certified Public Investment Manager Academy” being held at Columbus State Community College on October 3, 2013. It is further recommended that mileage in the amount not to exceed \$80.23 be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering-Moraine Branch Library, to attend “Summer Reading Workshop for 2014 on STEM programs in libraries” being held in Hamilton, Ohio on October 7, 2013. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

Barb Kuhns, Assistant Director, IT Services, Main Library, to attend “Polaris User Group Conference” being held in Portland, Oregon and visit Multnomah Library from October 7, 2013 until October 11, 2013. It is further recommended that registration in the amount of \$275.00, airfare in the amount not to exceed \$545.60, mileage in an amount not to exceed \$35.00, lodging in the amount of \$216.41 and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Desiree Davey, Integrated Systems Specialist, IT Services, Main Library, to attend “Polaris User Group Conference” being held in Portland, Oregon from October 7, 2013 until October 11, 2013. It is further recommended that registration in the amount of \$275.00 be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Catalog department, Main Library, to attend “Music in Libraries: Just the Basics” being held in Nashville, Tennessee on October 10, 2013. It is further recommended that registration in the amount of \$85.00, mileage in an amount not to exceed \$368.95.00, lodging in the amount of \$120.26 and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Dan Reke, Finance Office Manager/Fiscal Officer, Finance Department, Main Library, to attend “OLFOA Fall 2013” meeting being held in Massillon, Ohio on October 11, 2013. It is further recommended that registration in the amount of \$15.00, mileage in an amount not to exceed \$215.83, lodging in the amount of \$113.00 and meals in an amount not to exceed \$30.00 be reimbursed by the Board.

Jean Gaffney, Collection Development & Acquisition Manager, Collection Development, Main Library, and Sharon Taste, Branch Manager, Dayton View Branch Library, to visit

and observe the collection moving and merging of two library branches in Cuyahoga County, Ohio on October 14 and 15, 2013. It is further recommended that mileage in an amount not to exceed \$282.50, lodging in the amount of \$185.24 and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Jennifer Buckner, Children's Librarian, Kettering-Moraine Branch Library, to attend "OKI Children's Literature Conference" hosted by Thomas More College being held in Crestview Hill, Kentucky on November 2, 2013. It is further recommended that registration in the amount of \$75.00 and mileage in an amount not to exceed \$71.76 be paid by the Board.

Lisa Nabel, Youth Services Materials Selection Specialist, Collections Development, Main Library, to attend "OKI Children's Literature Conference" hosted by Thomas More College being held in Crestview Hill, Kentucky on November 2, 2013. It is further recommended that registration in the amount of \$75.00 be paid by the Board.

Tom Underwood, Reference Assistant, Adult Services, Main Library, to attend "E-Books Mini-Conference" hosted by SWON being held in West Chester, Ohio on November 13, 2013. It is further recommended that registration in the amount of \$25.00 be paid by the Board.

#### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

##### APPOINTMENT

Amber Hadley, Reference Librarian, substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective October 6, 2013 at the rate of \$13.19 per hour.

Raida Ishtewi, Library Technical Assistant I, 1/2-time, Grade 04, Belmont Branch Library, effective September 22, 2013 at the rate of \$12.71 per hour.

Jennifer Reis, Children's Librarian, full-time, Grade 11, Miamisburg Branch Library, effective October 20, 2013 at the rate of \$20.69 per hour.

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

Wesley Saylor, Library Technical Assistant I, 3/5-time, Grade 04, Vandalia Branch Library, from Library Technical Assistant I, Substitute, Outreach Services, effective October 20, 2013 at the rate of \$12.71 per hour.

##### PROMOTION AND CHANGE IN LOCATION

Jennifer Kadel, Branch Library Manager, full time, Grade S08, Vandalia Branch Library, from Training Specialist, full time, Grade 12, Human Resources, Main Library, effective November 3, 2013 at the rate of \$31.15 per hour.

#### REHIRE AS SUBSTITUTE

Rachael Clukey, Children's Librarian, substitute, Grade Sub11, Children's Room, Main Library, effective September 22, 2013 at the rate of \$14.74 per hour.

Doris Pettit, Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective December 15, 2013 at the rate of \$17.30 per hour.

#### RESIGNATION

Rachael Clukey, Children's Librarian, full-time, Grade 11, Ft. McKinley Branch Library, effective September 20, 2013 at the rate of \$20.69 per hour.

Zachary Hill, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective May 4, 2013 at the rate of \$14.41 per hour.

La'Keisha Merritt, Library Technical Assistant I, substitute, Grade Sub04, Audio-Visual Division, Main Library, effective July 5, 2013 at the rate of \$9.37 per hour.

#### RETIREMENT

Janice Hamilton, Library Technical Assistant III, full-time, Grade 06, Westwood Branch Library, effective December 31, 2013 after more than 19 years of service.

#### LEAVE WITHOUT PAY

Dan Reke, Fiscal Officer/Finance Office Manager, full time, Grade S12, Finance Department, Main Library, effective October 5, 2013 for 11.5 hours for vacation.

#### 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, 2013 through October 13, 2014.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Mark Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2013 -2014 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2012/2013</u>	<u>2013/2014</u>
Property - Westfield	\$68,339	\$70,659
Boiler - Cincinnati	\$3,000	\$3,000
Directors & Officers/Employment Practices Liability - Cincinnati	\$9,516	\$9,516
Total Premium:	<b>\$80,855</b>	<b>\$83,175</b>

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

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2013 was included in the Board folder. The Executive Director approved the following investments:

On Friday, September 13, 2013 the Public Library Funds for September 2013 were received in the amount of \$1,170,575. It was determined that \$570,575 was needed for current operations. The remaining amount of \$600,000 was deposited in the Fifth Third Max Savers account yielding .15%.

On Friday, September 13, 2013 a Property Tax settlement for the second half of 2012 was received in the amount of \$799,624. It was determined that the entire amount was needed for current operating expenses.

On Friday, September 13, 2013, a Bond Retirement Fund settlement for the second half of 2012 was received in the amount of \$712,808. The entire amount was invested in a separate investment management account at Huntington National Bank.

On Tuesday, October 15, 2013 the Public Library Funds for October 2013 were received in the amount of \$1,195,841. It was determined that \$745,841 was needed for current operations. The remaining amount of \$450,000 was deposited in the Fifth Third Max Savers account yielding .15%.

On a motion by Ms. Hayde, seconded by Mr. Cream the September 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director mentioned to the Board that the Dayton Metro Library's annual Staff Day will be occurring on October 25<sup>th</sup> this year and that all Board members are welcome to attend.

Cindi Chibis, Human Resources Manager, updated the Board on the Hay Position Evaluation Project. This process is a way to evaluate all the positions in the Dayton Metro Library system to ensure that employees are getting paid the market value for the job functions they are performing. At this point in time, all position's job descriptions have been evaluated for accuracy and market comparisons are currently being preformed.

Jean Gaffney, Collections Development & Acquisitions Manager, briefed the Board on the Big Read.

#### RESOLUTION TO SUPPORT CALL FOR EBOOK LEGISLATION

The following resolution was introduced as drafted in the agenda,

WHEREAS, Public libraries in Ohio are open 1.8 million hours a year to all Ohioans; and

WHEREAS, 2.1 million children and 6.7 million adults are cardholders at public libraries in Ohio; and

WHEREAS, Technology has enabled public libraries to provide e-books, which are rapidly growing in popularity with public library customers; and

WHEREAS, The increasing demand for public libraries to offer e-books is difficult to meet because some major publishers refuse to sell or license e-books to public libraries; and

WHEREAS, Public library customers are increasingly requesting e-books only to be informed that major publishers will not sell or lease requested titles to public libraries; and

WHEREAS, By denying public libraries access to e-books, and by making e-books cost prohibitive, publishers have limited access to information to only those who can afford to purchase it; and

WHEREAS, This issue should be fully examined and considered so that all children and adults have access to informational materials to enable all citizens to compete in the digitalized global economy; and

WHEREAS, Ohio State Senator Bill Beagle has introduced Senate Resolution 22 in support of access to e-books by Ohio public libraries; now therefore be it

RESOLVED, That we, the members of the Dayton Metro Library Board of Trustees, respectfully request that Ohio members of the Congress of the United States seek a legislative solution to ensure public access to e-book materials through public libraries.

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

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director discussed two proposals for diversity resolution that the Dayton Metro Library has received regarding the building projects. He also walked the Board through a high level overview of the planning process for the Segment 1 projects.

Ms. Holihan addressed the Board regarding subcommittees of the Facilities Steering Committee, asking Board member to volunteer for such subcommittees as Public Art, Finance, and Public Relations.

LIBRARIES FOR A SMARTER FUTURE SEGMENT 1 BUDGET

Tom Marchesano, Director for Library Construction presented a proposed budget for Segment 1 building projects. The proposed budget is as follows:

<b>CURRENT BUDGET SUMMARY -SEGMENT 1 ONLY</b>	<b>Budget for Program Adopted by the Board on 10/16/13</b>
Construction (including technology, security, site development)	61,548,248
Architects & Engineers	7,902,008
Furniture, Fixtures & Equipment (including signage)	6,606,211
Owner Costs	14,943,533
<b>Total – without property acquisition</b>	<b>91,000,000</b>
Property Acquisition	2,040,000
<b>Total – with Property acquisition</b>	<b>93,040,000</b>

BYLAWS COMMITTEE

At the July regular Board meeting, the President appointed Mr. Oehlers and Ms. Childs as the Bylaws Committee. The Board's bylaws were last revised in 2008 and the Committee has identified several sections that should be considered for revision, which they will present in further detail at the November Board meeting.

NEW BUSINESS

Ms. Merz reminded the Board that new officers for the Board of Trustees will need to be elected in January. A nominating committee will be selected at the November Board meeting.

CORRESPONDENCE

Ms. Merz acknowledged a letter sent from the Executive Director of the Dayton Metro Library to Senator Eric Kearney, Ohio Senate, regarding support for Senate Bill 84, creating an Ohio Poet Laureate.

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, November 20, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2014 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2014. The proposed meeting dates for 2014 are as follows:

January 22, 2014	July 16, 2014
February 19, 2014	August – no meeting
March 19, 2014	September 17, 2014
April 16, 2014	October 15, 2014
May 21, 2014	November 19, 2014
June 18, 2014	December 17, 2014

On a motion by Mr. Oehlers, seconded by Ms. Childs, the Board approved the proposed meeting dates for 2014.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 6:00 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2013, 4:00 p.m.

PRESENT: Margot Merz, Donna Childs, Barbara Hayde, Jeanne Holihan,  
Joe Oehlers, Annesa Cheek, Bert Cream

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Childs, the minutes of the meeting of October 16, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Cream, 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:

Samantha Lumetta, Children's Librarian, East Branch Library, Melissa Groveman, Adult Services Assistant Division Manager, Adult Services, Main Library, Kim Bautz, Children's Librarian, Outreach Services, Kim Bishop, Branch Manager, Huber Heights Branch Library, Jean Gaffney, Collection Development & Acquisition Manager, Collection Development, Main Library, Cindy Simerlink, Teen Librarian, Huber Heights Branch Library, and Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend an "OLC Leadership" meeting being held in Worthington, Ohio on November 1, 2013. It is further recommended that registration in the amount of \$75.00 each be paid by the Board and mileage in an amount not to exceed \$88.71 be reimbursed by the Board to Jean Gaffney, Cindy Simerlink, and Kathleen Moore.

Kim Bautz, Children's Librarian, Outreach Services, to attend the "National Conference on Summer Learning" being held in Orlando, Florida on November 11-13, 2013. It is further recommended that registration in the amount of \$575.00, airfare in the amount not to exceed \$506.70, parking in an amount not to exceed \$39.00, lodging in the amount of \$537.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Caitlin Campbell, Children's Librarian, full-time, Grade 11, Burkhardt Branch Library, effective October 20, 2013 at the rate of \$20.69 per hour.

Melissa Luthman, Library Technical Assistant III, full-time, Grade 06, Huber Heights Branch Library, effective November 17, 2013 at the rate of \$14.27 per hour.

Robyn Williamson, Library Technical Assistant I, 2/5-time, Grade 04, New Lebanon Branch Library, effective October 20, 2013 at the rate of \$12.71 per hour.

Donielle Woods, Library Technical Assistant I, substitute, Grade Sub04, Ft. McKinley Branch Library, effective November 3, 2013 at the rate of \$9.10 per hour.

### PROMOTION

Steve Watts, Facilities Maintenance Assistant, full time, Grade 05, Facilities, Main Library, from Custodian, full time, Facilities, Main Library, effective October 20, 2013 at the rate of \$13.28 per hour.

### RESIGNATION

Mary Cochran, Reference Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective September 21, 2012 at the rate of \$10.87 per hour.

Samantha Lumetta, Children's Librarian, full-time, Grade 11, East Branch Library, effective November 15, 2013 at the rate of \$20.69 per hour.

#### RETIREMENT

Yvette Donahue-Duffy, Processing Division Manager, full-time, Grade S01, Processing Division, Main Library, effective January 31, 2014 after more than 36 years of service.

Constance Grant, Invoice Clerk, full-time, Grade 04, Acquisition Division, Main Library, effective January 31, 2014 after more than 21 years of service.

Blaire Helldoerfer, Library Technical Assistant I, 3/5-time, Grade 04, Trotwood Branch Library, effective December 31, 2013 after more than 30 years of service.

#### ALA MIDWINTER

The ALA Midwinter Meeting will be held in Philadelphia, PA from January 24-27, 2014. The Board authorized reimbursement in an amount not to exceed \$175.00 for registration, \$630.00 for lodging, \$250.00 for airfare, and \$120.00 for meals for the following individuals:

It is further approved that \$3525.00 will be divided amongst those bargaining unit members attending the conference that do not have appointed, elected and/or program responsibilities. It is further recommended that \$3525.00 be divided in the same manner amongst those managerial and confidential staff members attending the conference that do not have appointed, elected and/or program responsibilities.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Dale Hurtzog, Executive Director of Dayton Building Trade, expressed his concern about the choice of Contract Management firm and to convey his support that the construction jobs go to local companies.

#### MONTHLY FINANCIAL REPORT

Dan Reke, Fiscal Officer/Finance Office Manager, updated the Board on October 2013 Financial Report which was included in the Board folder. He indicated a variance in the intergovernmental

receipts reflecting the Homestead and Rollback payments that the Library has not received yet from the State of Ohio. It has been confirmed with the County Auditor's Office that the Library will still be receiving these payment this year. He also pointed out that the final payment for an estate gift was received last week that was larger than expected and the forecast does not reflect that increase.

The Monthly Financial Report for October 2013 was included in the Board folder. The Executive Director approved the following investments:

On Thursday, November 14, 2013 the Library received a gift of \$311,471. That will be deposited in the Fifth Third Managed Account currently earning approximately 0.31%.

On Wednesday, November 13, 2013 the Public Library Funds for November 2013 were received in the amount of \$1,214,503. It was determined that \$514,503 was needed for current operations. The remaining amount of \$700,000 was deposited in the Fifth Third Max Savers account yielding 0.15%.

On a motion by Ms. Holihan, seconded by Ms. Childs the October 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing to report in order to allow more time to discuss the Libraries for a Smarter Future plan.

#### 2014 HEALTH INSURANCE

The Executive Director presented renewal rates for the Library's major medical high deductible insurance plans through United HealthCare (UHC). Eligible employees have the option of selecting an insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$500 for a single plan and \$1,000 contribution for a family plan. The Library will pay 80% of premium costs for the HRA plan with the Library paying 85% of premiums for the HSA plan. The Library may also offer a second lower premium HSA plan.

<b>Plan</b>	<b>HSA rate</b>	<b>HSA % change</b>	<b>HRA rate</b>	<b>HRA % change</b>
Single	\$658.05	16.0%	\$705.16	9.3%
Family	\$1454.29	16.0%	\$1558.40	9.3%

The Executive Director also recommend the renewal of dental coverage currently provided by MetLife and vision coverage currently provided by Humana without change to the plan designs or premiums.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the 2014 Health Insurance rates were approved by the Board.

Ayes: All  
Nays: None

CONSTRUCTION MANAGEMENT SERVICES - ACTION

On a motion by Mr. Oehlers, seconded by Mr. Cream the Board approved the construction management (adviser) services agreement with Skanska ATCS Joint Venture, for construction projects budgeted in Segment 1 of the Library Facilities Plan, with total compensation not to exceed \$3,469,576 as follows pending legal review:

Basic Services	\$3,281,119
<u>Reimbursable Expenses</u>	<u>\$188,457</u>
Total Fees	\$3,469,576

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction updated the Board on the budget to date. The Executive Director then gave an update on the status of property acquisition. All of the due diligence has been completed for the Hauer and the Gentile Buildings and closing on the sale should be complete before the December meeting.

The Board discussed subcommittees regarding the facilities plan at the last Board meeting. The Art Committee met and discussed ideas for ways to incorporate local art, in all forms, into the new buildings. More information will be brought to the Board in the December meeting.

David Schnee from Group 4 Architecture updated the Board on the progress of the design planning phase of Segment 1.

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Annesa Cheek and Margot Merz in order to present a 2014 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2013. The slate will be presented at the December 2013 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Board of County Commissioners concerning the upcoming Board of Trustees vacancy in May 2013. Ms. Barbara Hayde has served on the Board for seven years and is eligible for reappointment.

### BYLAWS COMMITTEE

The Bylaws committee updated the Board on the progress of revising the Board of Trustee bylaws. Progress has been made but not in time to distribute to the Board seven days before the meeting as required by the bylaws. There had also been discussion about a Board orientation for new members.

### NEW BUSINESS

There was no new business brought before the Board.

### CORRESPONDENCE

No correspondences were discussed at the meeting.

### 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, December 18, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 5:20 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 18, 2013, 4:00 p.m.

PRESENT: Margot Merz, Donna Childs, Barbara Hayde, Jeanne Holihan,  
Joe Oehlers, Bert Cream

PRESIDING: Margot Merz, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

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. Childs, seconded by Mr. Oehlers, 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 November 20, 2013 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

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

Suzanne Kirchner, Children's Librarian, Belmont Branch Library, to attend the "Mazza Museum Weekend Conference" being held in Findlay, Ohio on November 8-9, 2013. It is further recommended that registration in the amount of \$95.00, mileage in an amount not to exceed \$120.91, lodging in the amount of \$67.49 and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jean Gaffney, Collection Development & Acquisitions Manager, Office of Collection Development, Main Library, and Deborah Hathaway, Catalog Division Manager, Catalog Division, Main Library to attend the "Metro Technical Services Directors' Meeting" being held in Cleveland, Ohio on December 12-13, 2013. It is further recommended that mileage in an amount not to exceed \$248.60, lodging in the amount of \$129.32 be reimbursed to Jean Gaffney and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Dorri Hegyi, Children's Librarian, Miamisburg Branch Library, to attend the online workshop "Go Green Babies, Toddlers and Preschoolers" sponsored by Art Teacher on the Net on December 1-31, 2013. It is further recommended that registration in the amount of \$59.00.

Daniel Knight, IT Infrastructure Specialist, IT Services, Main Library, to attend the "VMware ESXi & vCenter Server" training course being held at Sinclair Community College on January 13-17, 2014. It is further recommended that registration in the amount of \$3,445.00 be reimbursed by the Board.

Amanda Kerstiens, Children's Librarian, Brookville Branch Library, Kim Bishop, Branch Manager, Huber Heights Branch Library, and Melissa Place, Reference Assistant, Dayton View Branch Library to participate in the "Basic American Sign Language" eCourse sponsored by ALA being held January 6, 2014 through February 2, 2014. It is further recommended that registration in the amount of \$195.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Adrienne Carabell, Library Technical Assistant I, substitute, Grade Sub04, Miami Township Branch Library, effective December 1, 2013 at the rate of \$9.10 per hour.

Julie Davis, Library Technical Assistant I, substitute, Grade Sub04, West Carrollton Branch Library, effective December 1, 2013 at the rate of \$9.10 per hour.

Allison Dugan, Reference Librarian, full-time, Grade 11, Adult Services Division, Main Library, effective December 1, 2013 at the rate of \$20.69 per hour.

Susan Ellis, Custodian I, full-time, Grade 02, Facilities, Main Library, effective December 8, 2013 at the rate of \$11.91 per hour.

Donika Jewett, Library Technical Assistant I, substitute, Grade Sub04, Westwood Branch Library, effective November 17, 2013 at the rate of \$9.10 per hour.

#### INTERIM CHANGE IN POSITION

Janelle Oren, Interim Copy Cataloger II, full time, Grade 08, Cataloging Division, Main Library, from Copy Cataloger I, full time, Cataloging Division, Main Library, effective November 10, 2013 at the rate of \$21.24 per hour.

#### PROMOTION

Cynthia Simerlink, Training Specialist, full time, Grade 12, Human Resources Office, Main Library, from Teen Librarian, full time, Huber Heights Branch Library, effective December 29, 2013 at the rate of \$27.77 per hour.

Anthony Stewart, Invoice Clerk, full time, Grade 04, Acquisitions, Main Library, from Shipping & Receiving Clerk, 4/5-time, Acquisitions, Main Library, effective January 26, 2013 at the rate of \$12.90 per hour.

#### RESIGNATION

Judith Gracen, Library Technical Assistant I, substitute, Grade Sub04, Vandalia Branch Library, effective September 7, 2013 at the rate of \$9.10 per hour.

Lisa Harmon, Teen Librarian, full-time, Grade 11, Vandalia Branch Library, effective December 12, 2013 at the rate of \$20.69 per hour.

#### 2013 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Indianapolis, IN from March 12-15, 2013. The Board authorized payment of the advance registration fee in an amount not to exceed \$145.00, lodging in an amount not to exceed \$600.00 total, transportation in an amount not to exceed \$132.16, meals in an amount not to exceed \$120.00 total 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.



It was further approved that \$3246.48 be divided amongst those managers attending the conference that do not have appointed, elected and/or program responsibilities and that \$3246.48 be divided amongst those bargaining unit members attending the conference that do not have appointed, elected and/or program responsibilities.

Additionally, it was approved that the Board would reimburse in an amount up to \$195.00 for one-day registration and \$132.16 for mileage for any staff member wanting to attend the conference for one day.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

#### EXECUTIVE DIRECTOR'S REPORT

Jean Gaffney, Collections Development & Acquisitions Manager, and Diane Farrell, Director of Development & External Relations, briefed the Board on the new Hoopla product. Hoopla is an eMovies and eMusic platform for patrons. A system wide marketing programs has been developed to promote Hoopla and has helped to boost the product launch.

#### LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date. The Executive Director then gave an update about the closing on the Hauer Building and property to the north of it. He also briefed the Board on certain service initiatives that are being discussed regarding the facilities plan.

#### COMMUNITY INCLUSION POLICY AND COMMUNITY INCLUSION PLAN

The following resolution was introduced as drafted in the agenda,

WHEREAS, Dayton Metro Library, a county-wide system consisting of the Main Library in downtown Dayton with branch locations throughout Montgomery County, is one of the oldest and largest public library systems in Ohio, ranking among the best in the nation, and

WHEREAS, the Dayton Metro Library is charged with providing quality service to residents of Montgomery County, and

WHEREAS, voters of the Dayton Metro Library service district overwhelmingly approved passage of the \$187 million "Libraries for a Smarter Future" bond issue to construct, renovate and otherwise improve library facilities, and

WHEREAS, voters and residents have high expectations as to the quality of the library facilities to be constructed and the prudent investment of public funds in our community, and

WHEREAS, it is recognized by the Dayton Metro Library that the construction projects identified will have a significant social and economic impact on the community and its residents, and

WHEREAS, Dayton Metro Library desires to provide leadership in the reinvestment of its locally generated tax funds, and

WHEREAS, Dayton Metro Library is committed to the creation of quality jobs that support a living wage for its residents, and

WHEREAS, it is in the long term interest of the Dayton Metro Library and the community to actively develop and engage in management practices that will produce economic benefits for all of the community's citizens and business entities, and

WHEREAS, this building program intends to foster internships, apprenticeships and other job training opportunities for youth and young adults, and

WHEREAS, the Dayton Metro Library wishes to state its commitment to equal opportunity and non-discrimination in all aspects of employment and contracting, for both existing programs and future plans, and

WHEREAS, the Dayton Metro Library, through the use of socially conscious and responsible management practices, intends to provide opportunities to actively promote the participation of community members and businesses who have not been given the opportunity to participate in major economic endeavors thereby contributing to the economic growth of our entire community;

THEREFORE, be it resolved that the Dayton Metro Library hereby establishes a community inclusion plan that places priority on participation by locally owned and Montgomery County owned businesses in the projects funded by the "Libraries for a Smarter Future" program. It is also a priority of the Dayton Metro Library to ensure equal opportunity and participation by minority and women owned businesses. Workforce participation in these projects that represents and reflects the population of the library service district is an additional priority. Every effort will be made to achieve each of the above priority outcomes through its comprehensive community inclusion plan.

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

Ayes: All  
Nays: None

A draft of the Community Inclusion Plan was distributed to the Board for review, but at this time was not ready to be voted on.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for November 2013 was included in the Board folder. The Executive Director approved the following investments:

On Friday, December 13, 2013 the Public Library Funds for December 2013 were received in the amount of \$1,097,220. It was determined that the total amount will be needed for current operations.

Dan Reke, Fiscal Officer/Finance Office Manager, updated the Board on November 2013 Financial Report which was included in the Board folder. The forecast as of December 31, 2013 is based more on actual results of the past 11 months rather than estimated. The total General Fund Revenue is forecasted to be \$150.8K higher primarily due to and increase in the Public Library Fund as well as and increase in Contributions and Gifts. The forecasted bottom line is still very healthy even before transferring monies to other funds.

On a motion by Mr. Cream, seconded by Ms. Holihan the November 2013 Financial Report was approved by the Board.

Ayes: All  
Nays: None

AMENDED 2013 APPROPRIATION RESOLUTION

Dan Reke, Finance Office Manager and Fiscal Officer told Trustees that it would be necessary to amend the 2013 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Childs, seconded by Ms. Hayde the following amended appropriation allocations for fiscal year ending December 31, 2013:

<u>General Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$ 19,057,316	\$ 18,400,000	(857,316)
2000 – Supplies	401,057	401,057	0
3000 - Purchased and Contracted Services	4,257,912	4,100,000	(157,912)
4000 - Library Materials & Information	4,033,790	3,700,000	(333,790)
5000 - Capital Outlay	476,510	476,510	0
6000 - Debt Service	0	0	0
7000 - Other Objects	110,500	110,500	0
8000 - Contingency	300,000	0	(300,000)
9000 - Transfer to other funds	<u>117,824</u>	<u>2,765,056</u>	<u>2,647,232</u>
<b>Total</b>	<b><u>\$ 28,754,909</u></b>	<b><u>\$29,953,123</u></b>	<b><u>\$998,214</u></b>
<u>Future Employee Compensation Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>

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	Amended	Amount
<b><u>Building and Repair Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Appropriation</u></b>	<b><u>Changed</u></b>
3000 - Purchased and Contracted Services	\$ 731,079	\$ 400,000	\$ (331,079)
5000 - Capital Outlay	<u>7,686,091</u>	<u>2,000,000</u>	<u>(5,686,091)</u>
9000 - Transfers to Other Funds	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$ 8,417,170</u></b>	<b><u>\$ 2,400,000</u></b>	<b><u>\$(6,017,170)</u></b>
	Current	Amended	Amount
<b><u>Computer Co-Op Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Appropriation</u></b>	<b><u>Changed</u></b>
3000 - Purchased and Contracted Services	\$ 21	\$ 1,000	\$ 979
5000 - Capital Outlay	<u>55,000</u>	<u>1,000</u>	<u>(54,000)</u>
<b>Total</b>	<b><u>\$ 55,021</u></b>	<b><u>\$ 2,000</u></b>	<b><u>\$( 53,021)</u></b>
	Current	Amended	Amount
<b><u>Trust Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Appropriation</u></b>	<b><u>Changed</u></b>
3000 - Purchased and Contracted Services	0	200	200
4000 - Library Materials & Information	0	0	0
5000 - Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 200</u></b>	<b><u>\$ 200</u></b>
	Current	Amended	Amount
<b><u>Endowment Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Appropriation</u></b>	<b><u>Changed</u></b>
3000 - Purchased and Contracted Services	0	400	400
4000 - Library Materials & Information	0	0	0
5000 - Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 400</u></b>	<b><u>\$ 400</u></b>
	Current	Amended	Amount
<b><u>Sustainability Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Appropriation</u></b>	<b><u>Changed</u></b>
3700 - Professional Fees	1,600	11,000	9,400
<b>Total</b>	<b><u>\$ 1,600</u></b>	<b><u>\$ 11,000</u></b>	<b><u>\$ 9,400</u></b>

Ayes: All  
Nays: None

**AMENDED UNRESERVED FUND BALANCE POLICY**

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

The Executive Director recommended modification of the Revised Unreserved Fund Balance Policy to establish a Facilities Enhancement Fund. The new fund will be used to set aside donations to the library that may be used to enhance the appearance and functionality of the library through the acquisition of artwork, thematic displays, and other permanent and semi-permanent objects to be affixed to the Main or branch libraries.

On a motion by Ms. Holihan, seconded by Ms. Hayde the Amended Unreserved Fund Balance Policy was approved by the Board.

Ayes: All  
 Nays: None

TRANSFERS OF FUNDS

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

The Future Employee Compensation was originally designated the Special Revenue Fund (201) as established in December 2003, but the name was changed in 2013. The purpose of the fund is to accumulate cash to pay 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, 2013	\$1,740,154.55
<i>Plus:</i> Earnings through November 30, 2013	7,951.50
<i>Less:</i> Investment fees through November 30, 2013	(1,576.60)
<i>Less:</i> Encumbrances	<u>(856.28)</u>
Balance through November 30, 2013	<b>\$ 1,745,673.17</b>
<b><u>Current Obligation</u></b>	
Vacation Accrual	\$ 753,621.94
Compensatory Time Accrual	96,522.78
25% of Sick Leave (Eligible Retirees)	402,281.73
10/11 of Current Payroll	<u>452,516.17</u>
Current Payroll expenditure obligation	\$ 1,704,942.62
Additional 2% funding for Medicare and Worker's Compensation tax liability	<u>34,098.85</u>
Total current obligation	<b><u>\$ 1,739,041.47</u></b>
Requested Transfer to Future Employee Compensation Fund	<b><u>\$ 0</u></b>

The 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 42.86% or \$110,000.

Beginning Balance January 1, 2013	\$ 111,108.26
<i>Less:</i> 2012 Expenditures through November 30, 2013	(100.67)
<i>Plus:</i> Earnings through November 30, 2013	507.71
<i>Less:</i> 2013 Encumbrances	<u>\$(126.97)</u>
Unencumbered Balance through November 30, 2013	111,388.33
Unencumbered Fund Objective for December 31, 2013	<u>\$ 165,000.00</u>
Requested Transfer to Computer Co-Op Fund	<b><u>\$ 53,611.67</u></b>

The 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 124 days of regular operating expenditures in the Sustainability Fund at December 31, 2013.

Beginning Balance January 1, 2013	\$7,764,117.60
Plus: Earnings through November 30, 2013	35,477.56
Plus: <i>Estimated Earnings December 2013</i>	1,617.52
Less: Investment fees through November 30, 2013	(7,034.39)
Less: 2013 Encumbrances	(2,897.00)
Requested Transfer to Sustainability Fund from General Fund	<u>\$1,400,000</u>
<b><i>Projected Sustainability Fund Balance, December 31, 2013</i></b>	<b><u>\$ 9,191,281.29</u></b>

The Fiscal Officer recommended the creation of a Facilities Enhancement Fund (103) to be initially funded by an anonymous donation received in 2013.

Beginning Balance January 1, 2013	\$0
Requested Transfer to Facilities Enhancement Fund from General Fund	<u>\$1,311,444.32</u>
<b><i>Projected Facilities Enhancement Fund Balance, December 31, 2013</i></b>	<b><u>\$ 1,311,444.32</u></b>

The 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, 2013	\$ 11,484,735.33
Less: 2013 Expenditures through November 30, 2013	(506,946.34)
Plus: Earnings through November 30, 2013	29,235.38
Plus: <i>Estimated Earnings December 2013</i>	4,800.00
Less: 2013 Encumbrances	(89,286.13)
<b><i>Projected Building and Repair Fund Balance, December 31, 2013</i></b>	<b><u>\$ 10,922,538.24</u></b>

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved the transfer of \$1,400,000.00 from the General Fund to the Sustainability Fund, and \$1,311,444.32 from General Fund to the Facilities Enhancement Fund. It was further moved that the Board transfer \$53,611.67 to meet the objective of the Computer Co-Op Fund.

The General Fund unreserved cash balance is estimated to be \$10,386,877 as of December 31, 2013 based on anticipated December 2013 revenues and expenditures and after the recommended \$ 2,765,056 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 140 days of operating expenses.

A roll call vote was taken as follows:

- Mr. Cream, Aye
- Ms. Childs, Aye
- Ms. Holihan, Aye

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

Ayes: All  
Nays: None

TEMPORARY 2014 APPROPRIATION RESOLUTION

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 2014.

**GENERAL FUND**

1000 – Salaries & Benefits	\$ 18,986,764
2000 - Supplies	429,974
3000 - Purchased and Contracted Services	4,044,402
4000 – Library Materials & Information	3,515,870
5000 - Capital Outlay	538,890
6000 - Debt Service	0
7000 - Other Objects	94,800
8000 - Contingency	200,000
9000 - Transfers to other funds	100,000
Total General Fund Appropriations	<u>\$ 27,910,700</u>

**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$1,000,000
5000 - Capital Outlay	1,000,000
Total Building and Repair Fund Appropriations	<u>2,000,000</u>
Total All Funds Appropriations	<u>\$ 29,910,700</u>

On a motion by Mr. Oehlers, seconded by Ms. Childs, the Board approved the Temporary Appropriation for 2014 for the General Fund in the amount of \$27,910,700 and for the Building and Repair Fund in the amount of \$2,000,000.

Ayes: All  
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2014

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2014,  
and

WHEREAS, these funds will be used for current operating expenses throughout  
2014, 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. Cream, Aye  
Ms. Childs, Aye  
Ms. Holihan, Aye  
Ms. Hayde, Aye  
Ms. Merz, Aye  
Mr. Oehlers, Aye

Ayes: All  
Nays: None

#### MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Executive Director recommended the Board approve the updated Managerial and Confidential Employee Compensation Plan that was distributed to the Trustees with the preliminary agenda. This update recommended a \$500 lump payment to all managers and confidential employees consistent with similar payments to DMLSA bargaining unit members.

On a motion by Ms. Holihan, seconded by Mr. Oehlers, the Board approved the update to the Managerial and Confidential Employees Compensation Plan.

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 2014, the minimum wage will increase to \$7.95 per hour; representing a \$0.10 per hour increase.



Dayton Metro Library  
Library Aide Pay Schedule  
Effective January 1, 2014

Current Rate	\$7.90	\$8.10	\$8.45	\$8.90
New Rate	\$8.00	\$8.20	\$8.55	\$9.00

On a motion by Ms. Hayde, seconded by Mr. Childs, the Board approved the proposed Library Aide Pay Schedule to be effective with the pay period that includes January 1, 2014.

Ayes: All  
Nays: None

NOMINATING COMMITTEE

The Board President indicated that a nominating committee consisting of Annesa Cheek and Margot Merz were appointed at the November 20, 2013 board meeting in order to present a 2014 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Merz on behalf of the committee as follows:

Jeanne Holihan – President  
Barbara Hayde – Vice President  
Donna Childs – Secretary

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

Ms. Merz on behalf of the committee also indicated that Ms. Hayde should be recommended to the Montgomery County Commissioners to fill the vacancy in May 2014.

President Merz explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

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

Ayes: All  
Nays: None

BYLAWS COMMITTEE

Revised copies of the Dayton Metro Library Board of Trustee bylaws were distributed for review seven day prior to the December Board meeting. It was recommended that the Board approve and adopt the revisions made by the ad hoc Bylaws committee.

On a motion by Ms. Childs, seconded by Ms. Holihan, the Board elected the slate of officers as presented.

Ayes: All  
Nays: None

#### POLICY ON PUBLIC COMMENT

The Executive Director recommended the Board adopt the policy on public comment as referenced in the proposed bylaws. This policy lays out procedures for those wishing to address the Board.

On a motion by Ms. Childs, seconded by Ms. Hayde, the Board elected the slate of officers as presented.

Ayes: All  
Nays: None

#### CORRESPONDENCE

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

Letter dated December 10, 2013 from the Executive Director of the Dayton Metro Library to Mr. Dale Herzog, Executive Director of Dayton Building & Construction Trades Council, responding to his comments made at the November Board of Trustees meeting.

#### NEW BUSINESS

There was no new business.

#### 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 22, 2014 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)(1) of the Ohio Revised Code to discuss land acquisition and personnel actions.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:20 p.m. and returned to open session at 6:30 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved renewal of the contract with the current Executive Director for the 2014 calendar year.

Ayes: All  
Nays: None

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved compensation in the amount of \$153,205.56 cash compensation, representing a 4% increase effective July 1, 2013. It was further moved that the Executive Director receive 1.5% Base Salary lump sum incentive payment relating to the three stars award received by the library, as well as a \$2500.00 cash bonus.

Ayes: All  
Nays: None

The Board Members decided that an orientation for new members be planned to familiarize them with the Board of Trustees policies and procedures.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Mr. Oehlers, the Board adjourned at 6:42.

Ayes: All

Nays: None