

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 28, 2015, 3:00 p.m.

PRESENT: Annesa Cheek, Barbra Hayde, Jeanne Holihan
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the meeting of December 17, 2014, and the facilities meeting of January 20, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Johnson, seconded by Ms. Merz, 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:

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to participate in “Library Outreach to Latino Immigrants” webinar being sponsored by Library Juice Academy on February 2, 2015 through February 27, 2015. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Jason Long, Reference Assistant, Miami Township Branch Library, to participate in “Serving the Business Customer” webinar being sponsored by OLC on February 4, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Heather Howison, Security Manager, Main Library, to participate in “How to Respond to a Security Incident in Your Library” webinar being sponsored by ALA on February 18, 2015. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “Escape the Ordinary: Adult Summer Reading Program” webinar being sponsored by Northeast Ohio Regional on February 25, 2015. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Gretchen Yonata, Teen Librarian, Kettering Moraine Branch Library, to attend “Teen Think Tank” being held at the Lima Public Library on February 27, 2015. It is further recommended that registration in the amount of \$15.00 and mileage in an amount not to exceed \$44.81 be reimbursed by the Board.

John Callon, Reference Assistant, Vandalia Branch Library, and Rob Rinehart, Reference Assistant, Vandalia Branch Library, to participate in “I Can Help You With That” webinar being sponsored by OLC on March 11, 2015. It is further recommended that registration in the amount of \$20.00 to each be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend “Reforma National Conference V” in San Diego, CA on April 1, 2015 through April 4, 2015. It is further recommended that registration in the amount of \$175.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$720.00 and meals in an amount not to exceed \$240.00 be reimbursed by the Board.

Allison Knight, Children’s Librarian, Trotwood Branch Library, to attend “Virginia Hamilton Conference on Multicultural Literature” being held at Kent State University on April 9, 2015 through April 10, 2015. It is further recommended that registration in the amount of \$120.00, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Tracy Arnold, Reference Assistant, Trotwood Branch Library, to attend “Take 5 Take 4! Ohio Youth Services Day of Doing” being held in Cincinnati, OH on April 24, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Tony MacKenzie, Reference Assistant, full time, Grade 08, Huber Heights Branch Library, effective January 11, 2015 at the rate of \$16.05 per hour.

Kara Somers, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective December 14, 2014 at the rate of \$9.10 per hour.30, 2014 at the rate of \$15.82 per hour.

REHIRE AS SUBSTITUTE

Christine Bolivar, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective December 28, 2014 at the rate of \$15.77 per hour.

Lisa Hancock, Library Technical Assistant I, substitute, Grade Sub04, Audio-Visual Division, Main Library, effective January 25, 2015 at the rate of \$9.23 per hour.

RESIGNATION

Sammie Allen, Interim Branch Library Manager, substitute, Grade Sub08, Northtown-Shiloh Branch Library, effective August 9, 2014 at the rate of \$37.90 per hour.

Verenie Brown, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective January 14, 2015 at the rate of \$9.23 per hour.

Patricia Clingman, Reference Librarian, substitute, Grade Sub11, Main Children's Room, Main Library, effective January 17, 2015 at the rate of \$17.55 per hour.

Steven Grove, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective January 5, 2015 at the rate of \$14.96 per hour.

TUITION REIMBURSEMENT

The Board authorized \$15,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2015 to be awarded in accordance with the Staff Development Program.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Andrew Wichterman, Reference Assistant, West Carrollton Branch Library, in order to attend Kent State University 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:

Jenelle Allen, Library Technical Assistant I, Belmont Branch Library, for the course "Tools for Master of Library and Information Science Success", Kent State University, 1.0 credit hours, at a cost of \$497.00, the course "Information Technology for Library and Information Professionals" Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Foundations of Library and Information Science" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$3,479.00.

Kahlil Ian Kinser, Library Technical Assistant I, Audio Visual Department, Main Library, for the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Organization of Information" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$2982.00.

Andrew Wicherman, Reference Assistant, West Carrollton Branch Library, for the course "Tools for Master of Library and Information Science Success", Kent State University, 1.0 credit hours, at a cost of \$497.00, the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1491.00, "Foundations of Library and Information Science" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$3,479.00.

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

Al Washington addressed the Board with concerns regarding minority participation in the workforce on the Segment I projects of the Facilities plan.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for December 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of December 2014.

The Executive Director approved the following investments:

On Wednesday January 14th, 2015 Public Library Funds were received in the amount of \$1,250,800.86. It was determined that all of that will be used for operations and left in general checking.

On Thursday, January 22nd, the January 2015 Real Estate Tax Advance was received in the amount of \$267,180.55 for the current expense levy, and \$238,172.41 for the bond levy. The first amount will be left in checking to be used for operating expenses, and second amount will be deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the December 2014 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared the City of Learners Action Report that was distributed by the Dayton Mayor's office with the Board. The Board was encouraged to look through the report and keep it in mind when the long range plan for the Library is talked about later in the year.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule.

The Executive Director briefed the Board on the recalibration process that has been going on for all Segment II projects. Value management discussions have been occurring with the architects about where money can be saved without taking away from the value of the projects. The Executive Director walked the Board member through the process and what adjustments have been discussed.

NEW BUSINESS

The Board discusses the current Board vacancy from the resignation of Bert Cream. A census of the current Board members was distributed and it was asked that the Board consider what skills they thought would be needed for a new appointee in order to send a recommendation to the Judges of the Court of Common Pleas.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 18, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The next Facilities Meeting will be held Monday, February 9, 2015 at 3:00 p.m. in the Main Library Board Room.

Ms. Johnson stated that she would be absent from both February meetings.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss personnel actions.

A roll call vote was taken as follows:

Ms. Cheek, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Ms. Hayde, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:23 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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 a 3% increase to the Executive Director's base salary effective July 1, 2014 paid in a lump sum. It was further moved that the Executive Director receive 3% base salary increase effective January 1, 2015 through December 31, 2015, as well as a \$2500.00 cash bonus.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board adjourned at 5:37 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 18, 2015, 3:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:02 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. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Oehlers, the minutes of the meeting of January 18, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Kristen Allen-Vogel, Reference Librarian, Adult Services, Main Library, to attend “ALA Midwinter Meeting” being held in Chicago, IL on January 29, 2015 through February 2, 2015. It is further recommended that registration in the amount of \$210.00, airfare in an amount not to exceed \$550.00, lodging in an amount not to exceed \$510.00, and meals in an amount not to exceed \$210.00 be reimbursed by the Board.

Lisa Nabel, Youth Services Selection Specialist, Collections Development, Main Library, to attend “ALA Midwinter Meeting” being held in Chicago, IL on January 31, 2015 through February 2, 2015. It is further recommended that registration in the amount of \$155.00, airfare in an amount not to exceed \$550.00, lodging in an amount not to exceed \$127.50, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Sarah Reynolds, Reference Assistant, Trotwood Branch Library, to participate in “ABC’s of Bedtime” webinar being sponsored by OLC on February 12, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Main Library, to participate in “Summer Learning Starts Now” webinar being sponsored by ULC on February 17, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Laura Durham, Reference Librarian, Adult Services, Main Library, to participate in “Adult Summer Library Program” webinar being sponsored by SWON on February 25, 2015. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Jennifer Hicks, Reference Assistant, Outreach Services, to attend “Exploring Cultural Competency” being held at the University of Dayton River Campus on February 27, 2015. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Joan Gagan, Children’s Librarian, Northmont Branch Library, to participate in “I Can Help You with That: Computer Basics for Frontline Staff” webinar being sponsored by OLC on March 11, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, and Allison Knight, Children’s Librarian, Trotwood Branch Library, to attend “Spring 2015 Summer Reading Workshop” being held at the Centerville Library on March 18, 2015. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend “Reforma National Conference V” in San Diego, CA on April 1, 2015 through April 4, 2015. It is further recommended that registration in the amount of \$175.00, airfare in an amount not to exceed \$620.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$810.00 and meals in an amount not to exceed \$240.00 be reimbursed by the Board.

Lisa Nabel, Youth Services Selection Specialist, Collections Development, Main Library, to attend "Virginia Hamilton Conference" being held at Kent State on April 9, 2015 through April 10, 2015. It is further recommended that registration in the amount of \$120.00, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Janet Grant, Library Technical Assistant III, Wilmington Stroop Branch Library, to attend "SWON Spring 2015 Staff Training Symposium" being held at the Notional Composite Center on May 12, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

DIMISSAL

Raymond Lee, Reference Assistant, full time, Grade 08, Brookville Branch Library, effective February 6, 2015, at the rate of \$16.52 per hour.

PROMOTION, CHANGE IN LOCATION

Amber Cristofaro, Reference Assistant, 3/5-time, Grade 08, East Branch Library, from Library Technical Assistant I, 3/5-time, Grade 04, West Carrollton Branch Library, effective February 8, 2015 at the rate of \$18.58 per hour.

REHIRE AS SUBSTITUTE

Suzanne Schiml, Reference Assistant, substitute, Grade Sub08, Vandalia Branch Library, effective April 19, 2015 at the rate of \$13.31 per hour.

RESIGNATION

Elaine Fultz, Teen Librarian, substitute, Grade Sub11, Teen Services, Main Library, effective August 9, 2014 at the rate of \$14.74 per hour.

Steven Haiar, Library Technical Assistant I, substitute, Grade Sub04, Huber Heights Branch Library, effective August 9, 2014 at the rate of \$9.10 per hour.

Elizabeth Meadows, Library Technical Assistant I, substitute, Grade Sub04, Miamisburg Branch Library, effective September 27, 2014 at the rate of \$9.10 per hour.

Donielle Woods, Library Technical Assistant I, substitute, Grade Sub04, Ft. McKinley Branch Library, effective September 29, 2014 at the rate of \$9.10 per hour.

RETIREMENT

Anita Moore, Library Technical Assistant III, full-time, Grade 06, Circulation Division, Main Library, effective February 28, 2015 after more than 24 years of service

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:

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1491.00, the course "Online Information Systems" Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Network and Software Resources for Information Systems" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$4,473.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Management of Libraries and Information Centers" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$2982.00.

AMERICAN LIBRARY ASSOCIATION

The 2015 ALA Annual Conference is being held in San Francisco, California, from June 25 until June 30, 2015. The Board authorized payment of the advance registration fee of \$255.00, \$780.00 reimbursement for lodging, \$700.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,565 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 authorized that \$5,565 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 January 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of January 2015. There has not been much change between the forecast and the budget since the report only reflects the first month of the year.

The Executive Director approved the following investments:

On Friday, February 13th, 2015 Public Library Funds were received in the amount of \$1,433,805.73. \$1,000,000 was deposited in our Max Savers account yielding .15%, and the remainder will be used for operations and left in general checking.

On Friday, February 6th, a Real Estate Tax Advance was received in the amount of \$237,497.32 for the current expense levy, and \$211,711.89 for the bond levy. On Friday, February 13th, a Real Estate Tax Advance was received in the amount of \$453,543.79 for the current expense levy, and \$404,301.93 for the bond levy. The funds received for the current expense levy were left in checking to be used for operating expenses, and bond levy funds have been deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the January 2015 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 spend more time on the Libraries for a Smarter Future update.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule.

Jayne Klose, Community Engagement Manager, gave a preview on the children's portals that are being designed for the first two segments of the facilities project.

MAIN LIBRARY CAST-IN-PLACE CONCRETE PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the cast-in-place concrete package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
TWC Concrete Services	\$3,715,000 (Incomplete)
Baker Concrete Construction	\$3,899,174
Lihko Contracting Inc	\$4,476,446

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board awarded Baker Concrete Construction the cast-in-place concrete contract for the Main Library for an amount not to exceed \$3,899,174.

Ayes: All
Nays: None

MAIN LIBRARY STEEL AND MISC. METAL PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the steel and misc. metal package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
Avenue Fabricating, Inc.	\$5,122,339
Mound Technologies	\$5,490,000
Geiger & Peters, Inc.	\$4,848,000

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Geiger & Peters, Inc. the steel and misc. metal contract for the Main Library for an amount not to exceed \$4,848,000.

Ayes: All
Nays: None

MAIN LIBRARY ELEVATOR PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the elevator package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
OTIS Elevator Company	\$399,158.00
Thyssen-Krupp Elevator	\$547,700.00
KONE Elevator	\$441,425.70

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Oehlers, the Board awarded OTIS Elevator Company the elevator contract for the Main Library for an amount not to exceed \$399,158.

Ayes: All
Nays: None

SALE OF PUBLIC PROPERTY

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the following resolution to enabling the appropriate sale of public property in accordance to Ohio Revised Code section 3375.40(H):

RESOLUTION

In the course of vacating buildings to be renovated or demolished as part of the construction for the Libraries for a Smarter Future, there will be times when furniture, fixtures, or re-usable building materials in excess of \$1,000 in value will need to be removed prior to the beginning of construction. At the direction of the Executive Director, those materials may be sold at auction. If the administrative cost of selling those items at auction exceeds the likely proceeds of an auction, they may be donated to MCMRF (Montgomery County Material Reuse Facility) or other public libraries or 501(c)3 organizations. Whenever practical, donated materials should be given to entities within Ohio.

Re-usable building material, collectible furniture, or art-work may be sold through a specialized dealer approved by the Executive Director or Fiscal Officer if the proceeds from doing so exceed what can reasonably be expected to be received through a public auction.

Ayes: All
Nays: None

STRATEGIC PLAN

The Executive Director reviewed the history of the current strategic plan and asked that Board members review the documents provided to start preparations for starting the process for the creation of a new long range strategic plan.

NEW BUSINESS

The Board was again asked to consider what skills they thought would be needed for a new appointee in order to send a recommendation to the Judges of the Court of Common Pleas.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 18, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The next Facilities Meeting will be held Monday, March 9, 2015 at 3:00 p.m. in the Main Library Board Room.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:05 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 18, 2015, 3:00 p.m.

PRESENT: Annesa Cheek, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Merz the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Johnson, the minutes of the meeting of February 18, 2015, and the facilities meeting of March 9, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Jennifer Hicks, Reference Assistant, Outreach Services, and Wesley Saylor, Reference Assistant, Outreach Services, to attend “Diversity in the Multicultural Millennium” being held at Wright State University on January 22, 2015 through January 23, 2015. It is further recommended that registration in the amount of \$125.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “Human Resources Legal Update” being held at Sinclair Community College on February 10, 2015. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Jenelle Allen, Library Technical Assistant I, Belmont Branch Library, Judith Ernst, Library Technical Assistant III, Brookville Branch Library, Mary Fenner, Library Technical Assistant I, Dayton View Branch Library, Deanna Gibbs, Library Technical Assistant I, New Lebanon, Christine Grillot, Library Technical Assistant I, Northtown Shiloh Branch Library, Scott Hawkins, Library Technical Assistant III, Audio Visual Department, Main Library, Lark Heit, Library Technical Assistant I, Brookville Branch Library, Linda Jackson, Library Technical Assistant III, Ft. McKinley Branch Library, Debbie Leib, Library Technical Assistant III, New Lebanon Branch Library, Nancy McCluskey, Library Technical Assistant I, Northtown Shiloh Branch Library, Melinda Pigg, Library Technical Assistant I, New Lebanon Branch Library, LaToya Priest, Library Technical Assistant I, Madden Hills Branch Library, Karen Rapp, Library Technical Assistant I, Northmont Branch Library, Martha Rifner, Library Technical Assistant I, Northtown Shiloh Branch Library, Joy Schwab, Reference Librarian, Adult Services, Main Library, Marsha Smith, Library Technical Assistant I, Northtown Shiloh Branch Library, Miles Wagner, Training Assistant, Human Resources, Main Library, Robyn Williamson, Library Technical Assistant I, New Lebanon Branch Library, to participate in “I Can Help You with That: Computer Basics for Frontline Staff” webinar being sponsored by OLC on March 11, 2015. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Cara Kouse, Branch Manager, Wilmington-Stroop Branch Library, to participate in “Maker-Centered Learning in the Library” online course being sponsored by Infopeople on March 31, 2015 through April 27, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Jenelle Allen, Library Technical Assistant I, Belmont Branch Library, Jared Baldwin, Reference Librarian, Adult Services, Main Library, Donna Brown, Branch Manager, Northmont Branch Library, Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, Allison Knight, Children’s Librarian, Trotwood Branch Library, Martha Rice, Reference Librarian, Magazines & Special Collections, Main Library, Cindy Simerlink, Training Specialist, Human Resources, Main Library, to attend “OLC Southwest Chapter Conference” being held in Wilmington, OH on April 2, 2015. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$32.77 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “SHRM-CP Review” being held at Edison Community College on April 11, 2015 through

May 2, 2015. It is further recommended that registration in the amount of \$850.00 be reimbursed by the Board.

Cindy Simerlink, Training Specialist, Human Resources, Main Library, to attend "OLC North Chapter Conference" being held in Independence, OH on April 30, 2015. It is further recommended that registration in the amount of \$90.00 and mileage in an amount not to exceed \$235.18 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

PROMOTION, CHANGE IN LOCATION

Rose Anne Wisemandle, Reference Assistant, full-time, Grade 08, Burkhardt Branch Library, from Accounting Clerk I, full-time, Grade 05, Finance Office, Main Library, effective March 8, 2015 at the rate of \$16.05 per hour.

RESIGNATION

Caitlin Campbell, Children's Librarian, full-time, Grade 11, Burkhardt Branch Library, effective February 24, 2015 at the rate of \$21.63 per hour.

RETIREMENT

Kristina Scott, Copy Cataloger I, full-time, Grade 07, Cataloging Division, Main Library, effective May 1, 2015 after more than 30 years of service.

John Stidham, Library Technical Assistant I, full-time, Grade 04, Northmont Branch Library, effective May 2, 2015 after more than 14 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

DAYTON METRO LIBRARY FOUNDATION UPDATE

Judge Michael Merz, President of the Dayton Metro Library Foundation, gave a report to the Board on the activities of the Foundation since the expansion of the Board of Directors. The Foundation will be voting on a \$15,000 donation to the Library at their next Board meeting to fund grand prizes for the Summer Challenge.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of February 2015.

The Executive Director approved the following investments:

On Friday, March 13th, 2015 Public Library Funds were received in the amount of \$962,551.00, all of which was deposited in STAR Ohio Plus yielding .20%.

On Wednesday March 10th, a Real Estate Tax Advance was received in the amount of \$626,167.33 for the current expense levy, and \$558,183.47 for the bond levy. \$37,449 of the funds received for the current expense levy were deposited in STAR Ohio Plus (making a total deposit of \$1,000,000 for the General Fund), and the remainder was left in checking for operations. The bond levy funds have been deposited in the Library’s Huntington Managed Investment Account for future debt service needs.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the February 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2015 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. Merz 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, 2015, 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.

	<i>Final Appropriation for 2015</i>
<u>GENERAL FUND</u>	
1000 - Salaries and Benefits	\$ 19,467,001
2000 – Supplies	746,239
3000 - Purchased and Contracted Services	4,235,621
4000 - Library Materials & Information	3,508,070
5000 - Capital Outlay	1,518,911
6000 - Debt Service	2,950

7000 - Other Objects	142,300
8000 - Contingency	200,000
9000 - Transfers to other funds	-
Total General Fund Appropriations	29,821,092

SUSTAINABILITY FUND

3000 - Contracted Services	\$7,000
Total Computer Co-Op Fund Appropriations	\$7,000

FACILITIES ENHANCEMENT FUND

5000 - Capital Outlay	\$322,000
Total Special Revenue Fund Appropriations	\$322,000

FUTURE EMPLOYEE EXPENSE FUND

3000 - Purchased and Contracted Services	\$1,500
9000 - Transfer to Other Funds	\$482,802
Total Special Revenue Fund Appropriations	\$484,302

DEBT SERVICE FUND

3000 - Contracted Services	\$171,000
6000 - Debt Service	\$11,626,131
Total Debt Service Fund Appropriations	\$11,797,131

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$52,900
5000 - Capital Outlay	\$100,000
Total Building & Repair Fund Appropriations	\$152,900

COMPUTER CO-OP FUND

3000 - Contracted Services	\$125
5000 - Capital Outlay	\$100,000
Total Computer Co-Op Fund Appropriations	\$100,125

TAXABLE CONSTRUCTION FUND

3000 - Contracted Services	\$38,000
Total Taxable Construction Fund Appropriations	\$38,000

TAX EXEMPT CONSTRUCTION FUND

2000 - Supplies	\$1,500
3000 - Contracted Services	\$11,275,826
5000 - Capital Outlay	\$65,121,174
7000 - Other Objects	\$195,000
Total Exempt Construction Fund Appropriations	\$76,593,500

TRUST FUND

3000 - Purchased and Contracted Services	\$125
Total Trust Fund Appropriations	\$125

ENDOWMENT FUND

<i>3000 - Purchased and Contracted Services</i>	<u>\$200</u>
<i>Total Endowment Fund Appropriations</i>	<u>\$200</u>

<i>Total All Funds Appropriations</i>	<u>\$119,316,375</u>
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A roll call vote was taken as follows:

Ms. Cheek, Aye
 Ms. Hayde, Aye
 Ms. Holihan, Aye
 Ms. Johnson, Aye
 Ms. Merz, Aye
 Mr. Oehlers, Aye

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director reminded the Trustees about the OLC Southwest Chapter Trustee Dinner on April 1, 2015. Ms. Holihan, Ms. Hayde, and Ms. Johnson all volunteered to attend. He also reminded the Board about OLC Legislative Day on April 28, 2015 and Ms. Johnson volunteered to be the representative from the Board to attend with staff.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. There were no changes to the bottom line of any of the budgets this month.

Patrick Hillier from John Poe Architects showed the Board designs for the New Lebanon and Brookville Branch libraries.

MAIN LIBRARY HAZARDOUS MATERIALS ABATEMENT PACKAGE

Lawhon & Associates, Inc. acting an Environmental Consultant on behalf of the Dayton Metro Library issued an invitation to bid on the hazardous materials abatement package of the Main Library. Eight (8) bids were received by the bid due date February 17, 2015.

<u>Bidder</u>	<u>Amount</u>
Midwest Service Group	\$420,971
Environmental Assurance Co, Inc.	\$379,275
LEPI	\$693,829
Ohio Technical Services	\$372,000

Midwest Environmental, Inc.	\$323,000
Dore and Associates	\$408,600
Environmental Demolition Group	\$307,000
Total Environmental Services	\$385,185

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Cheek, the Board awarded Environmental Demolition Group the hazardous materials abatement contract for the Main Library for an amount not to exceed \$307,000.

Ayes: All
Nays: None

STRATEGIC PLAN

The Executive Director talked about how he hopes to approach the revision to the strategic plan. The five strategic outcomes need to be revisited and possibly changed. The mission statement needs to be redrafted so that it is shorter and easier to remember. Community initiatives also need to be evaluated to see where the Library can fit into the bigger picture as well as identifying how the Library will measure its success. The Board will spend a bit of time at each Board meeting discussing some of these things in order to make a strategic planning retreat more productive.

NEW BUSINESS

The Board was again asked to consider what skills they thought would be needed for a new appointee in order to send a recommendation to the Judges of the Court of Common Pleas.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The next Facilities Meeting will be held Monday, April 6, 2015 at 3:00 p.m. in the Main Library Board Room.

ADJOURNMENT

On a motion by Ms. Hayde seconded by Ms. Merz, the Board adjourned at 4:32 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 22, 2015, 3:00 p.m.

PRESENT: Annesa Cheek, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:02 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the meeting of March 18, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Cindy Simerlink, Training Specialist, Human Resources, Main Library, to participate in “Fully Engaged Customer Service At Your Library” webinar being sponsored by PLA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to participate in “Bilingual Storytime at Your Biblioteca” online course being sponsored by Library Juice Academy on March 2, 2015 through March 27, 2015. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Karen Vanderhorst, Reference Assistant, Northmont Branch Library, Rose Anne Wisemandle, Reference Assistant, Burkhardt Branch Library, to participate in “I Can Help You with That: Computer Basics for Frontline Staff” webinar being sponsored by OLC on March 11, 2015. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Allison Knight, Children’s Librarian, Trotwood Branch Library, and Caitlin Wichterman, Teen Librarian, Burkhardt Branch Library, to participate in “Serving Children with Autism Spectrum Disorder” webinar being sponsored by ALA on March 19, 2015 through March 26, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Christina Alford, Library Technical Assistant I, Miamisburg Branch Library, Beverly Barnes, Reference Librarian, Adult Services, Main Library, Kim Bautz, Children’s Librarian, Outreach Services, Betty Brown, Reference Assistant, Magazines & Special Collections, Main Library, Doris Burton, Library Technical Assistant I, Belmont Branch Library, Gina Detate, Children’s Librarian, West Carrollton Branch Library, Cynthia Dueer, Library Technical Assistant III, Miamisburg Branch Library, John Gregory Havey, Reference Librarian, Dayton View Branch Library, Teresa Huntley, Branch Manager, Kettering Moraine Branch Library, Ben Murphy, Adult Materials Selection Specialist, Office of Collection Development, Main Library, Lisa Nabel, Youth Services Selection Specialist, Office of Collection Development, Main Library, Michael Nelson, Reference Librarian, Adult Services, Main Library, Jennifer Reis, Children’s Librarian, Miamisburg Branch Library, Wesley Saylor, Reference Assistant, Outreach Services, Anthony Stewart, Invoice Clerk, Acquisitions, Main Library, and Caitlin Wichterman, Teen Librarian, Burkhardt Branch Library, to attend “OLC Southwest Chapter Conference” being held in Wilmington, OH on April 2, 2015. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$32.77 each be reimbursed by the Board.

Jennifer Hicks, Reference Assistant, Outreach Services, to participate in “Reforma Virtual conference” webinar being sponsored by Reforma on April 2, 2015 through April 4, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Dan Reke, Finance Manager/Fiscal Officer, Finance, Main Library, to attend “Fiscal Officers’ Conference” being held in Lewis Center, OH on April 9, 2015 through April 10, 2015. It is further recommended that registration in the amount of \$125.00, mileage in an

amount not to exceed \$93.73, lodging in an amount not to exceed \$93.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Sharon Taste, Branch Manager, Dayton View Branch Library, to attend “Citylink Conference” being held at the University of Dayton on April 10, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Administration, Main Library, to participate in “21 Trends for the 21st Century” webinar being sponsored by ULC on April 14, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend “WiBN Bridge 2 Success Mentoring” being held on April 17, 2015 through April 17, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Megan Cooper, External Relations Specialist, External Relations, Main Library, to participate in “Inspired Youth Grant Writing” webinar being held on April 21, 2015. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, and Luellen Wilson, Branch Manager, Trotwood Branch Library, to attend “OLC Southeast Chapter Conference” being held in Worthington, OH on April 23, 2015. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$90.85 be reimbursed by the Board.

Caitlin Wichterman, Teen Librarian, Burkhardt Branch Library, and Gretchen Yonata, Teen Librarian, Kettering Moraine Branch Library, to attend “Take 5 Take 4!” being held at the Public Library of Cincinnati on April 24, 2015. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Tim Kambitsch, Executive Director, Administration, Main Library, Elaine Johnson, Board Member, Rachel Gut, Deputy Director, Administration, Main Library, Megan Cooper, External Relations Specialist, External Relations, Main Library, and Jeff Fortescue, Adult Service Assistant Division Manager, Adult Services, Main Library to attend “OLC Legislative Day” being held in Columbus, OH on April 28, 2015. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in “Transforming Adult Services: Engaging 50+” online class being sponsored by Infopeople on April 28, 2015 through May 25, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Administration, Main Library, Jayne Klose, Community Engagement Manager, Administration, Main Library, Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to attend “The Future of Libraries” being held at Wright State University on May 6, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Kathy Bolmida, Reference Librarian, Adult Services, Main Library, Laura Durham, Reference Librarian, Adult Services, Main Library, Sandra Johnson, Library Technical

Assistant III, West Carrollton Branch Library, and Ann May, Library Technical Assistant I, Wilmington Stroop Branch Library, to attend “Keep Calm & Love Your Job” being held at Polen Farm on May 12, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Megan Cooper, External Relations Specialist, External Relations, Main Library, to attend “SOCHE: Future of Libraries” being held at Wright State University on May 15, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, and Dan Reke, Finance Manager/Fiscal Officer, Finance, Main Library, to attend “Workers’ Compensation Seminar” being held in Cincinnati, OH on May 21, 2015. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Noel Lemons, Library Technical Assistant I, substitute, Grade Sub04, Outreach Services, effective March 22, 2015 at the rate of \$9.23 per hour.

Mary Beth Rogers, Library Technical Assistant I, 3/5-time, Grade 04, West Carrollton Branch Library, effective March 22, 2015 at the rate of \$13.29 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Courtney DeFrain, Library Technical Assistant I, 2/5-time, Grade 04, Northmont Branch Library, from Library Technical Assistant I, 3/5-time, Grade 04, Children’s Room, Main Library, effective May 3, 2015 at the rate of \$14.57 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Cheryl Edwards, Clerk II, 2/5-time, Grade 05, Construction Management, Main Library, from Library Technical Assistant I, substitute, Grade Sub04, Children’s Room, Main Library, effective February 22, 2015 at the rate of \$19.19 per hour.

CHANGE IN POSITION

Edra Monzon, Interim Circulation Division Manager, substitute, Grade S08, Circulation Division, Main Library, from Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective March 29, 2015 at the rate of \$38.88 per hour.

Janet Nottingham, Interim Circulation Division Manager, substitute, Grade S08, Circulation Division, Main Library, from Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective March 29, 2015 at the rate of \$38.88 per hour.

CHANGE IN POSITION, CHANGE IN LOCATION

Jennifer Russell, Accounting Clerk I, full-time, Grade 05, Finance Office, Main Library, from Reference Assistant, full-time, Grade 08, Madden Hills Branch Library, effective April 19, 2015 at the rate of \$17.06 per hour.

DISMISSAL

Venita Ruffin, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective March 31, 2015, at the rate of \$9.23 per hour.

LEAVE WITHOUT PAY

Stephany Araujo, Library Technical Assistant I, 3/5-time, Grade 04, Audio-Visual Department, Main Library, effective April 4, 2015 for 16 hours for personal reasons.

Mary Beth Rogers, Library Technical Assistant I, 3/5-time, Grade 04, West Carrollton Branch Library, effective June 6, 2015 for 44 hours for pre-planned vacation.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Stephany Araujo, Reference Assistant, full-time, Grade 08, Brookville Branch Library, from Library Technical Assistant I, 3/5-time, Grade 04, Audio-Visual Division, Main Library, effective April 19, 2015 at the rate of \$16.05 per hour.

PROMOTION, CHANGE IN LOCATION

Isaac Fry, Children's Librarian, full-time, Grade 11, Burkhardt Branch Library, from Reference Assistant, full-time, Grade 08, Miami Township Branch Library, effective May 3, 2015 at the rate of \$19.86 per hour.

Rachel Gut, Deputy Director, full-time, Grade S15, Administration, Main Library, from Outreach Services Manager, full-time, Grade S09, Outreach Services, effective March 22, 2015 at the rate of \$54.19 per hour.

RESIGNATION

Katherine Downey, Library Technical Assistant I, substitute, Grade Sub04, East Branch Library, effective October 27, 2014 at the rate of \$9.10 per hour.

Melissa Luthman, Library Technical Assistant III, full-time, Grade 06, Huber Heights Branch Library, effective April 18, 2015 at the rate of \$14.92 per hour.

Carole Medlar, Reference Librarian, substitute, Grade Sub11, Magazines & Special Collections, Main Library, effective April 1, 2015 at the rate of \$17.55 per hour.

RETIREMENT

Cathy Hochadel, Teen Librarian, full-time, Grade 11, Miamisburg Branch Library, effective May 31, 2015 after more than 18 years of service.

Carol Miller, Children's Librarian, full-time, Grade 11, Electra Doren Branch Library, effective April 30, 2015 after more than 25 years of service.

GROUP LIFE INSURANCE RENEWAL

The Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.15/\$1,000 for the period July 1, 2015 through July 1, 2017.

TUITION REIMBURSEMENT AGREEMENT

The Board approve the Tuition Reimbursement Agreement between the Board and Candice Jeske, Reference Assistant, Belmont Branch Library, in order to attend Kent State University School of Library and Information Science, as well as the Tuition Reimbursement Agreement between the Board and William McIntire, Reference Librarian, Magazines & Special Collections, Main Library, in order to attend Kent State University School of Library and Information Science.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association, addressed the Trustees about the upcoming collective bargaining contract negotiations.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of March 2015.

The Executive Director approved the following investments:

On Wednesday April 15th, 2015 Public Library Funds were received in the amount of \$1,042,917.11, all of which will be used for operations and left in general checking.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the March 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Trustees on the state budget in regards to the Public Library Fund. The Ohio Library Council’s Legislative Day is April 28, 2015 and a delegation from the Dayton Metro Library will be attending to speak with the state legislators regarding the state budget.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. There were no changes to the projected construction costs. Adjustment to the budget due to the recalibration process will be presented to the Board at the May meeting.

MAIN LIBRARY AWARD OF GENERAL TRADES CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the general trades package of the Main Library. Four (4) bids were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
Solica <i>Cincinnati, OH</i>	\$3,185,000
AKA <i>Dayton, OH</i>	\$2,768,100
Setterlin <i>Columbus, OH</i>	\$3,521,984
Mark Spaulding <i>Florence, KY</i>	\$2,760,000

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board awarded Mark Spaulding Construction Co. the general trades contract for the Main Library for an amount not to exceed \$2,760,000.

Ayes: All
Nays: None

MAIN LIBRARY AWARD OF DEMOLITION CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the demolition package of the Main Library. One (1) bids for were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
O'Rourke <i>Cincinnati, OH</i>	\$1,414,000

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Ms. Cheek, the Board awarded O'Rourke Wrecking Co. the demolition contract for the Main Library for an amount not to exceed \$1,414,000.

Ayes: All
Nays: None

SEGMENT I (EXCLUDING ELECTRA DOREN) AWARD OF MISCELLANEOUS FURNITURE CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the miscellaneous furniture package of Segment I (excluding Electra Doren). Two (2) bids for were received by the bid due date April 2, 2015.

<u>Bidder</u>	<u>Amount</u>
APG <i>Dayton, OH</i> Business Furniture	\$103,331
<i>Dayton, OH</i>	\$103,045

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board awarded Business Furniture LLC the miscellaneous furniture contract for Segment I (excluding Electra Doren) for an amount not to exceed \$103,045.16.

Ayes: All
Nays: None

SEGMENT I (EXCLUDING ELECTRA DOREN) AWARD OF CAFÉ FURNITURE CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the café furniture package of Segment I (excluding Electra Doren). Two (2) bids for were received by the bid due date April 2, 2015.

<u>Bidder</u>	<u>Amount</u>
APG <i>Dayton, OH</i> Business Furniture	\$56,820
<i>Dayton, OH</i>	\$54,462

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Business Furniture LLC the café furniture contract for Segment I (excluding Electra Doren) for an amount not to exceed \$54,462.15.

Ayes: All
Nays: None

SEGMENT I (EXCLUDING ELECTRA DOREN) AWARD OF LIBRARY FURNITURE CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the library furniture package of Segment I (excluding Electra Doren). Three (3) bids for were received by the bid due date April 2, 2015.

<u>Bidder</u>	<u>Amount</u>
ADEX/Only Lib <i>Cincinnati, OH</i>	\$1,346,809
LDA <i>Powell, OH</i>	\$1,553,436
Worksmart <i>Dayton, OH</i>	Incomplete Bid

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Oehlers, the Board awarded ADEX International/Only Libraries, LTD joint venture the library furniture contract for Segment I (excluding Electra Doren) for an amount not to exceed \$1,346,809.02, contingent upon the post bid interview.

Ayes: All
Nays: None

SEGMENT I (EXCLUDING ELECTRA DOREN) AWARD OF SHELVING SYSTEM CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the shelving system package of Segment I (excluding Electra Doren). Three (3) bids for were received by the bid due date April 2, 2015.

<u>Bidder</u>	<u>Amount</u>
Only Lib/Montec <i>Cincinnati, OH</i>	\$566,016
LDA <i>Powell, OH</i>	\$492,890
Patterson Pope <i>Cincinnati, OH</i>	\$484,492

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board awarded Patterson Pope, Inc. the shelving system contract for Segment I (excluding Electra Doren) for an amount not to exceed \$484,491.87, contingent upon the post bid interview.

Ayes: All
Nays: None

NORTHWEST AWARD OF LANDSCAPING CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the landscaping package of Northwest Branch. Two (2) bids for were received by the bid due date April 9, 2015.

<u>Bidder</u>	<u>Amount</u>
Bladecutter's, Inc. <i>Dayton, OH</i>	\$165,000
Timberland Landscape Inc. <i>Dayton, OH</i>	\$176,770

These bids were presented to the Board and on a motion by Ms. Cheek, seconded by Ms. Johnson, the Board awarded Bladecutter's, Inc. the landscaping contract for the Northwest Branch for an amount not to exceed \$165,000.

Ayes: All
Nays: None

ART DONATION POLICY

On a motion by Ms. Hayde, seconded by Ms. Cheek, the art donation policy statement was approved by the Board regarding donations of art for display in the Library.

OPERS PICKUP RESOLUTIONS

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

Resolution for Fringe Benefit Pick-up Plan

The Dayton Metro Library will pick up the statutorily required contribution to the Ohio Public Employees Retirement System for Dayton Metro Library employees established in Section 2 herein, pursuant to IRC Section 414(h)(2).

WHEREAS, pursuant to federal and Ohio laws, the Dayton Metro Library may offset future salary increases and "pick up" (assume and pay) the contributions statutorily required by designated employees to the Ohio Public Employees Retirement System (OPERS) and such individuals will not be required to pay federal and state income taxes on such contributions; and

Now therefore be it ordained by the Dayton Metro Library, that:

SECTION 1: The full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Dayton Metro Library for each person within any of the classes established in Section 2 herein. The pick-up shall be an offset against future salary increases. This "pick up" by the Dayton Metro Library shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this "pick up" shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it "picked up" by the Dayton Metro Library or of being excluded from the "pick up". The Dayton

Metro Library shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

SECTION 2: The “pick up” by the Dayton Metro Library provided by this ordinance shall apply to all persons that are employees of the Dayton Metro Library, who are or become contributing members of OPERS, except the Executive Director.

SECTION 3: Under the fringe-benefit method of employer pick up, salary is not modified; however, the employer will pay the employees’ statutorily required contribution to OPERS.

SECTION 4: The Fiscal Officer, of the Dayton Metro Library is hereby authorized and directed to implement the provisions of this ordinance to institute the “pick up” of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to have their employee contributions paid by their employer.

Ayes: All
Nays: None

On a motion by Ms. Cheek, seconded by Ms. Johnson, the Board approved the following resolution:

Resolution for Salary Reduction Pick-up Plan

The Dayton Metro Library will pick up the statutorily required contribution to the Ohio Public Employees Retirement System for the Executive Director pursuant to Internal Revenue Code Section 414(h)(2).

WHEREAS, pursuant to federal and Ohio laws, the federal and state income taxes on a portion of the salary of the Executive Director of the Dayton Metro Library will be deferred. The Dayton Metro Library shall “pick up” (assume and pay) the contributions statutorily required by the Executive Director to Ohio Public Employees Retirement System (OPERS); and WHEREAS, the Dayton Metro Library will not incur any additional costs in the picking up of such contributions.

Now therefore be it ordained by Dayton Metro Library that:

SECTION 1: The full amount of the statutorily required employee contributions to OPERS shall be “picked up” (assumed and paid to OPERS) by the Dayton Metro Library. This “pick up” by the Dayton Metro Library shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by the Executive Director. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Dayton Metro Library or of being excluded from the “pick up”. The Dayton Metro Library shall, in reporting and making remittance to OPERS, report that the contribution for the Executive Director has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

SECTION 2: The “pick up” by the Dayton Metro Library provided by this ordinance shall apply only to the Executive Director of the Dayton Metro Library, who is a member of OPERS.

SECTION 3: Dayton Metro Library’s method of payment of salary to the Executive Director is hereby modified as follows, in order to provide for a salary reduction pick up of employee contributions to OPERS.

SECTION 4: The total salary for the Executive Director shall be the salary otherwise payable under Dayton Metro Library policies. The total salary of the Executive Director shall be payable by Dayton Metro Library in two parts: (a) deferred salary and (b) cash salary. The deferred salary shall be equal to that percentage of the Executive Director’s total salary which is required from by OPERS to be paid as an employee contribution by that employee, and shall be paid by the Dayton Metro Library to OPERS on behalf of the Executive Director as a pick up and in lieu of the OPERS employee contribution otherwise payable by that employee. The Executive Director’s cash salary shall be equal to the Executive Director’s total salary less the amount of the pick up for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The Dayton Metro Library shall compute and remit its employer contributions to OPERS based upon an employee’s total salary. The total combined expenditures of the Dayton Metro Library for the Executive Director’s total salary payable under applicable Dayton Metro Library policies and the pick-up provisions of this resolution shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

SECTION 5: The Fiscal Officer of the Dayton Metro Library, is hereby authorized and directed to implement the provisions of this ordinance to institute the “pick up” of the statutorily required contributions to OPERS for the Executive Director so as to enable him/her to obtain the result in federal and state tax deferments.

Ayes: All
Nays: None

STRATEGIC PLAN

The Executive Director took the discussion from the last meeting and incorporated them into a plan of action for the development of the updated strategic plan. One important point was the need to be able to measure outcomes rather than just outputs. The Executive Director has invited Anastasia Diamond-Ortiz, the Director of Strategy and Innovation at the Cleveland Public Library, to come and speak to the Board and managers next month regarding this subject. The Board retreat was tentatively rescheduled for Saturday, September 26, 2015.

NEW BUSINESS

Mr. Oehlers presented a draft letter to send to the Judges of the Court of Common Pleas regarding two possible candidates to fill the unexpired term left open when Mr. Cream resigned from the Board.

CORRESPONDENCE

The Board acknowledged a letter from Ms. Rae Ellen Huff dated January 5, 2015 to the Board regarding her concern about shrinking physical collections, as well as a letter from the Executive

Director dated March 24, 2015 to Ms. Rae Ellen Huff responding to her concerns in the letter previously mentioned.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The next Facilities Meeting will be held Monday, May 11, 2015 at 3:00 p.m. in the Main Library Board Room.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2), and Section 121.22(G)(4) of the Ohio Revised Code to discuss property acquisition, and collective bargaining.

A roll call vote was taken as follows:

Ms. Cheek, Aye
Ms. Johnson, Aye
Ms. Hayde, Aye
Ms. Merz, Aye
Ms. Holihan, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:11 p.m. and returned to open session at 4:39 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) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:39 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 20, 2015, 3:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan,
Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Merz the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the Board meeting of April 15, 2015, and the facilities meeting of May 11, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Allison Dugan, Reference Librarian, Adult Services, Main Library, to attend “Social Media for the Social Good” being held in Cincinnati, OH on May 12, 2015. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Kim Bishop, Branch Manager, Huber Heights Branch Library, and Karri Marshall, Branch Manager, West Carrollton Branch Library, to attend “New Directors Workshops 2015” being held in Columbus, OH on May 13, 2015 through September 9, 2015. It is further recommended that registration in the amount of \$360.00 each be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend “Mental Health First Aid Training” being held in Montgomery County, OH on May 20, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Christina Sanders, Accountant, Finance Office, Main Library, to attend “Organizing & Managing Accounts Payable Workshop” being held in Dayton, OH on May 20, 2015. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Megan Cooper, External Relations Specialist, External Relations, Main Library, and Diane Farrell, Director of Development and External Relations, External Relations, Main Library, to attend “Principles and Techniques of Fundraising” being held at Sinclair Community College on May 22, 2015. It is further recommended that registration in the amount of \$59.00 be reimbursed to Megan and \$69.00 be reimbursed to Diane by the Board.

Ann Riegler-Crichton, Business Specialist, Adult Services, Main Library, and Jennifer Spillman, Adult Services Division Manager, Adult Services, Main Library, to attend “SWON Membership Meeting” being held in West Chester, OH on May 26, 2015. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Cara Kouse, Branch Manager, Wilmington-Stroop Branch Library, to participate in “After Hours: Circulation Technology to Improve Kids’ Access” being sponsored by LITA on May 27, 2015. It is further recommended that registration in the amount of \$105.00 be reimbursed by the Board.

Wesley Saylor, Reference Assistant, Outreach Services, to attend “Digipalooza” being held in Cleveland, OH on August 5, 2015 through August 7, 2015. It is further recommended that registration in the amount of \$199.00, mileage in an amount not to exceed \$242.65, lodging in an amount not to exceed \$325.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Christina Sanders, Accountant, Finance Office, Main Library, to attend “2015 CPIM Boot Camp” being held in Hamilton, OH on August 6, 2015. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Genevieve Richardson, Non-Profit Resource Specialist, Adult Services, Main Library, to attend “Foundation Center Network Days” being held in New York on October 8, 2015

through October 9, 2015. It is further recommended that airfare in an amount not to exceed \$620.00, ground transportation in an amount not to exceed \$80.00, lodging in an amount not to exceed \$440.00, and meals in and an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

PROMOTION

Kimberly Bautz, Outreach Services Manager, full-time, Grade S09, Outreach Services, from Children's Librarian, full-time, Grade 11, Outreach Services, effective May 3, 2015 at the rate of \$29.57 per hour.

PROMOTION, CHANGE IN LOCATION

Krista Gaylor, Copy Cataloger I, full-time, Grade 07, Cataloging Division, Main Library, from Order Clerk I, full-time, Grade 04, Acquisition Division, Main Library, effective May 24, 2015 at the rate of \$17.64 per hour.

REHIRE AS SUBSTITUTE

Alexis Greenward, Reference Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective May 3, 2015 at the rate of \$14.96 per hour.

TUITION REIMBURSEMENT

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

Jennifer Hicks, Reference Assistant, Outreach Services, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

Christine Gaffney, Library Technical Assistant I, Main Children's Room, Main Library, for the course "History of Children's Literature", University of Pittsburgh, 3.0 credit hours, at a cost of \$4,410.00, and the course "Multicultural Resources & Services" University of Pittsburgh, 3.0 credit hours, at a cost of \$4,410.00 for a total of \$8820.00.

Kahlil Ian Kinser, Library Technical Assistant I, Audio Visual Department, Main Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Information Sources and Reference Services" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$2982.00.

Drew Wichterman, 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 \$1491.00, the course "Management

of Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$1491.00 , the course “Reference Sources and Services for Youth” Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course “Selected Topics in Library Science: History of Libraries in the Western World” Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$5964.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Ken Saunders addressed the Trustees about the idea of a Toy Library after observing them during his travels abroad.

David Greer, Chairman of the Northwest Priority Board, addressed the Trustees about questions regarding the inclusion plan.

George Tuck, President of Tall View Palladium Inc., addressed the Trustees about his concerns regarding the inclusion of Woman and Minority owned businesses in the facilities projects.

Al Washington, from the Coalition of Community Organizations, addressed the Trustees about his concerns regarding the inclusion plan.

Less Hamilton, Vice Chair of the Innerwest Priority Board, addressed the Trustees about his concerns with the inclusion plan and jobs for the Dayton area.

FRIENDS OF THE DAYTON METRO LIBRARY UPDATE

Chris Birch, President of the Friends of the Library, gave the Board an update on the Friends of the Library and their fundraising efforts. At the last book sale the Friends raised \$46,000 before expenses for the Library. The Friends have been funding supplies for Branch programs that do not fit into the normal budget as well as helping to fund the Summer Challenge. They are looking to increase their membership base and are thinking of new ways to recruit as well as new ways the Friends can raise money.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of April 2015.

The Executive Director approved the following investments:

On Friday May 15th, 2015 Public Library Funds were received in the amount of \$1,577,322.84. \$1,500,000 will be invested in the Fifth Third Max Savers Account earning .15%, and the remainder will be used for operations and left in general checking.

On a motion by Ms. Hayde, seconded by Ms. Merz, the April 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED BUILDING & REPAIR FUND APPROPRIATION RESOLUTION

The Executive Director recommended modification to the Final Appropriation for the Building and Repair Fund to include:

- A.) The \$8,055,814 estimated by the Director of Construction that will be needed in addition to the \$187,000,000 of bond receipts for land acquisition, site development, and other related facilities expenditures, and
- B.) The \$300,000 that was originally added to the Facilities Program Budget at the beginning of the Facilities Program in 2013, and
- C.) The original amounts appropriated to the Building Repair fund (\$52,900 for Purchased and Contract Services, and \$100,000 for Capital Outlay).

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, 2015, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

*Final
Appropriation for
2015*

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services

\$52,900

5000 - Capital Outlay

\$8,455,814

Total Building & Repair Fund Appropriations

\$8,508,714

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, Director of Development and External Relations, gave the Board an overview of the Summer Challenge.

The Executive Director updated the Board on the progress of the Singer Group and the process of establishing a new evaluation system for employees.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. There were no changes to the projected construction costs.

SEGMENT I AWARD OF SIGNAGE CONTRACT (BP 10B)

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the signage package of Segment I. Three (3) bids were received by the bid due date May 14, 2015.

<u>Bidder</u>	<u>Amount</u>
Sign-Lite, SLS Services LLC <i>Cleveland, OH</i>	\$286,977
DaNite Sign Co. <i>Columbus, OH</i>	\$282,208
ASI Signs <i>Loveland, OH</i>	\$255,493

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded KM Grafx, Inc. DBA ASI Signs the signage contract for Segment I for an amount not to exceed \$255,493.

Ayes: All
Nays: None

STRATEGIC PLAN

Anastasia Diamond-Ortiz, Director of Strategy and Innovation at the Cleveland Public Library, gave a presentation to the Board about outcomes vs. outputs. She described how the Cleveland Public Library has approached their strategic plan to gear it more towards outcomes rather than just looking at output measures.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter from Mr. Greg Reynolds dated March 26, 2015 to the Board regarding the cancelation of the Iron Horse Bikeway Project.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 17, 2015 at 3:00 p.m. at the Wilmington-Stroop Branch Library, 3980 Wilmington Pike.

The next Facilities Meeting will be held Monday, June 8, 2015 at 3:00 p.m. at the Electra C. Doren Branch, 701 Troy St.

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 property acquisition.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:15 p.m. and returned to open session at 4:57 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 4:57 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 24, 2015, 3:00 p.m.

PRESENT: Glenn, Bower, Barbra Hayde, Elaine Johnson,
Margot Merz, Joseph Oehlers

PRESIDING: Barbra Hayde, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The Vice President called the meeting to order at 3:01 p.m. Ms. Hayde welcomed the newly appointed Trustee, Glenn Bower, to the Board.

Notary Public Ashley Orr administered the Oath of Office to the Trustees, the Executive Director and the Fiscal Officer.

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. Merz the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Mr. Oehlers, the minutes of the Board meeting of May 20, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Jennifer Spillman, Adult Services Division Manager, Adult Services, Main Library, to attend "The Future of Libraries" being held in Fairborn, OH on May 6, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Bill McIntire, Reference Librarian, Magazines & Special Collections, Main Library, to attend "Society of Ohio Archivists Conference" being held in Dublin, OH on May 15, 2015. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Kathleen Collin, Processor, Processing Division, Main Library, to attend "Health & Wellness Symposium" being held in Kettering, OH on May 20, 2015. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Suzanne Kirchner, Children's Librarian, Belmont Branch Library, to participate "Getting Babies into Books with Early Literacy Program" being sponsored by ALA on June 8, 2015 through July 3, 2015. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Jennifer Spillman, Adult Services Division Manager, Adult Services, Main Library, to attend "OLC New Director Workshop Series" being held in Columbus, OH on June 10, 2015 through September 9, 2015. It is further recommended that registration in the amount of \$285.00 be reimbursed by the Board.

Laura Durham, Reference Librarian, Adult Services, Main Library, Melissa Groveman, Reference Librarian, Adult Services, Main Library, and Ann Riegle Crichton, Business Specialist, Adult Services, Main Library, to attend "A Day for Adult Services" being held in Piqua, OH on June 18, 2015. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in "Fundamentals of Collection Assessment" being sponsored by ALCTS on July 27, 2015 through September 4, 2015. It is further recommended that registration in the amount of \$169.00 be reimbursed by the Board.

Cindy Carpenter, Reference Assistant, Brookville Branch Library, and Amanda Kerstiens, Children's Librarian, Brookville Branch Library, to attend "SWON Picture Book Read-in" being held in West Chester, OH on August 25, 2015. It is further recommended that registration in the amount of \$30.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Steven Moser, Teen Specialist, full-time, Grade 12, Youth Services, Main Library, effective May 31, 2015 at the rate of \$23.70 per hour.

David Senatore, Teen Librarian, full-time, Grade 11, Miamisburg Branch Library, effective June 28, 2015 at the rate of \$21.63 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Janet Nottingham, Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, from Interim Circulation Division Manager, substitute, Grade S08, Circulation Division, Main Library, effective July 12, 2015 at the rate of \$17.55 per hour.

LEAVE WITHOUT PAY

Stephany Araujo, Reference Assistant, 3/5-time, Grade 08, Brookville Branch Library, effective April 22, 2015 for 1.88 hours for illness.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Molly Millsop, Reference Assistant, full-time, Grade 08, Miami Township Branch Library, from Library Technical Assistant I, 3/5-time, Grade 04, Vandalia Branch Library, effective June 14, 2015 at the rate of \$16.05 per hour.

PROMOTION, CHANGE IN LOCATION

Mary Fenner, Library Technical Assistant III, full-time, Grade 06, Huber Heights Branch Library, from Library Technical Assistant I, full-time, Grade 04, Dayton View Branch Library, effective June 14, 2015 at the rate of \$14.49 per hour.

REHIRE AS SUBSTITUTE

Cathy Hochadel, Reference Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective August 23, 2015 at the rate of \$17.09 per hour.

RESIGNATION

Sally Ames, Library Technical Assistant I, substitute, Grade Sub04, Audio-Visual Division, Main Library, effective June 30, 2015 at the rate of \$11.02 per hour.

Mary Wagner, Library Technical Assistant I, full-time, Grade 04, Electra C. Doren Branch Library, effective May 22, 2015 at the rate of \$18.43 per hour.

Jessica Williams, Library Technical Assistant I, substitute, Grade Sub04, Miamisburg Branch Library, effective February 2, 2015 at the rate of \$9.23 per hour.

RETIREMENT

Corine McMaster, Library Technical Assistant I, substitute, Grade Sub04, Northmont Branch Library, effective August 22, 2015 after more than 25 years of service.

TUITION REIMBURSEMENT

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

Isaac Fry, Children's Librarian, Burkhardt Branch Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1455.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Allen Hamilton, from the Coalition of Community Organizations, addressed the Trustees about COCO offering assistance in helping the Dayton Metro Library with compliance issues regarding the inclusion plan.

Al Washington, from the Coalition of Community Organizations, addressed the Trustees about his concerns with the inclusion plan and offering assistance in enforcing the policy.

The Board Vice President noted that this topic of conversation has come up several times in the public comment section, and Ms. Hayde decided to take a few minutes for the Board members to discuss the issue and to have any questions addressed by the Executive Director.

Mr. Oehlers expressed his concern with bid coverage. The Executive Director responded that across the board we have had a low number of bids on each package, unfortunately this is mostly due to the current market and not on the outreach efforts of the construction management advisor.

Ms. Hayde asked if there will be changes made to the inclusion plan moving into Segment II projects. The Executive Director responded that the inclusion plan is currently being review and there will be some revisions to the current plan.

Ms. Merz asked who the Library is partnering with to help meet the inclusion goals. The Executive Director responded that the Library has and continues to work with the Minority Business

Partnership, the Human Relations Council, and Montgomery County. The group meets monthly to discuss issues and plan how to get the bid information out to the contractors.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for May 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of May 2015.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the May 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Director, shared with the Board her experience with National Summer Learning Day. This year it was celebrated at Sinclair Community College in the morning and then the students that attended were taken out to various colleges in the area to visit.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The current budget now reflects the costs coming out of the building and repair fund for property acquisition and site remediation.

MAIN LIBRARY AWARD OF SKYLIGHTS CONTRACT (BP 08D)

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the skylight package of the Main Library. Two (2) bids were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
United Skys <i>Round Lake, IL</i>	\$152,736
Linel <i>Mooreville, IN</i>	\$226,265

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded United Skys, Inc. the skylight contract of Main Library for an amount not to exceed \$152,736.

Ayes: All
Nays: None

MAIN LIBRARY AWARD OF FLOORING CONTRACT (BP 09B)

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the flooring package of the Main Library. Three (3) bids were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
Weiffenbach <i>Clayton, OH</i>	\$777,836
AIC <i>Hamilton, OH</i>	\$750,020
Comtek <i>Cincinnati, OH</i>	\$679,975

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Comtek Interiors, Inc. the flooring contract of Main Library for an amount not to exceed \$679,975.

Ayes: All
Nays: None

MAIN LIBRARY AWARD OF TERRAZZO CONTRACT (BP 09C)

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the terrazzo package of the Main Library. Two (2) bids were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
Ardit <i>Columbus, OH</i>	\$330,600
AXIS <i>West Chester, OH</i>	\$342,747

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Ms. Merz, the Board awarded The Ardit Company the terrazzo contract of Main Library for an amount not to exceed \$330,600.

Ayes: All
Nays: None

MAIN LIBRARY AWARD OF PAINTING CONTRACT (BP 09D)

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the painting package of the Main Library. Two (2) bids were received by the bid due date April 14, 2015.

<u>Bidder</u>	<u>Amount</u>
Perry <i>Batvia, OH</i>	\$361,300
Ohio Valley <i>Dayton, OH</i>	\$436,690

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board awarded Perry Interiors, Inc. the painting contract of Main Library for an amount not to exceed \$361,300.

Ayes: All
Nays: None

DEVELOPMENT AGREEMENT / GROUND LEASE AGREEMENT / EASEMENT
AGREEMENT WITH VANDALIA BUTLER CITY SCHOOL DISTRICT

1) DEVELOPMENT AGREEMENT

The Executive Director had successfully completed negotiations with representatives of the Vandalia Butler City School District (VBCSD) for a development agreement for the construction of a new branch library on the campus of the Vandalia Butler High School adjacent to the existing Vandalia Branch Library.

The Agreement provides for a two phase closing process which allows the Library to acquire approximately 2.7 acres of land for the new branch and its required parking. As a part of the construction process, the Library will redesign and construct two entrances onto the campus for the benefit of the School District students, staff, and residents as well as for access and use by the Library. These new entrances will replace the two existing entrances on South Dixie Drive. One of the new entrances will consist of a three lane entry way with a dedicated left turn exit.

Upon completion of the new facility, staff will vacate the existing library branch. Per the original agreement for construction of the current branch in 1962, once the Library vacates the approximately one acre property and ceases to use it for library purposes, the land will revert back to the ownership of the VBCSD Board. The VBCSD will renovate the vacated branch building for offices.

On a motion by Ms. Johnson, seconded by Mr. Oehlers, the Board approved the development agreement with Vandalia Butler City School District.

Ayes: All
Nays: None

2) GROUND LEASE AGREEMENT

In conjunction with the development agreement, a ground lease agreement is needed to enable the Library to take immediate control of the site to obtain permits, and to begin construction of the new library and entryways.

On a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board approved the development agreement with Vandalia Butler City School District.

Ayes: All
Nays: None

3) EASEMENT & MAINTENANCE AGREEMENT

In conjunction to the development agreement and ground lease, an easement and maintenance agreement is needed to ensure access to the library property and to recognize the joint responsibility for maintenance of the new entry constructed on South Dixie Drive.

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the development agreement with Vandalia Butler City School District.

Ayes: All
Nays: None

VANDALIA AWARD OF EARLY SITE WORK CONTRACT (BP 001)

Shook/Wise acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the early site work package of the Vandalia Branch Library. One (1) bid was received by the bid due date May 28, 2015.

<u>Bidder</u>	<u>Amount</u>
Kelchner Inc. <i>Springboro, OH</i>	\$859,245

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board awarded Kelchner Inc. the early site work contract of Vandalia Branch Library for an amount not to exceed \$859,245.

Ayes: All
Nays: None

INTERIM MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

The Executive Director presented the Board a proposed interim Managerial and Confidential Employee Compensation Plan to use while negotiations with the Dayton Metro Library Staff Association were still occurring.

On a motion by Ms. Merz, seconded by Mr. Oehlers, the Board approved the interim Managerial and Confidential Employee Compensation Plan.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter from the Judges of the Court of Common Pleas, appointing Mr. Glenn L. Bower to the Board of Trustees of the Dayton Metro Library effective June 23, 2015 until May 31, 2020.

The Board acknowledged a letter from the office of the Montgomery County Prosecuting Attorney, giving a legal opinion on how it interprets the term Lowest Responsive Bidder the Ohio Revised Code.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 15, 2015 at 3:00 p.m. at the Brookville Branch Library.

The next Facilities Meeting will be held Monday, July 6, 2015 at 3:00 p.m. at the Electra C. Doren Library.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) and Section 121.22(G)(4) of the Ohio Revised Code to discuss property acquisition and collective bargaining.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:28 p.m. and returned to open session at 4:55 p.m. The Vice 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. Merz, the Board adjourned at 4:55 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 15, 2015, 3:00 p.m.

PRESENT: Annesa Cheek, Barbra Hayde, Jeanne Holihan,
Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Mr. Oehlers declared a conflict of interest on agenda item number twelve, the Miami Township Concrete Package award.

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of June 24, 2015, and the facilities meeting of July 6, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Cheek, 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:

Jean Gaffney, Collections Development & Acquisitions Manager, Office of Collections Development, Main Library, and Jennifer Spillman, Adult Services Division Manager, Adult Services, Main Library, to attend “2015 ULC Annual Forum” being held in San Jose, CA on June 25, 2015 through June 26, 2015. It is further recommended that registration in the amount of \$395.00, airfare in an amount not to exceed \$808.20, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$529.12, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend “Health Aging @ Your Library” being held at Galen College of Nursing on July 10, 2015. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Steve Moser, Teen Specialist, Youth Services, Main Library, to attend “A(norexia) to Z(its): Providing Health Into to Teens” being held at Galen College of Nursing on July 10, 2015. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “Navigating Difficult Conversations” being held at the University of Dayton on July 22, 2015. It is further recommended that registration in the amount of \$395.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “Outreach Services Retreat” being held at Delaware County Library on August 14, 2015. It is further recommended that registration in the amount of \$25.00 and mileage in an amount not to exceed \$100.05 be reimbursed by the Board.

Cindy Simerlink, Training Specialist, Human Resources, Main Library, to attend “The Exceptional Trainer” being held in Cincinnati, OH on August 17, 2015. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Steve Moser, Teen Specialist, Youth Services, Main Library, to attend “OLC Children’s and Teen Conference” being held at Kent State University on August 20, 2015. It is further recommended that registration in the amount of \$160.00 be reimbursed by the Board.

Beverly Barnes, Reference Librarian, Adult Services, Main Library, to attend “Customer Service in Public Libraries” being held in Westerville, OH on September 16, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Jennifer St. Onge, Teen Librarian, Huber Heights Branch Library, to attend “YALSA’s Young Adult Services Symposium” being held in Portland, OR on November 6, 2015 through November 8, 2015. It is further recommended that registration in the amount of \$199.00, airfare in an amount not to exceed \$650.00, ground transportation in an amount not to exceed \$40.00, lodging in amount not to exceed \$450.00, 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:

APPOINTMENTS

Carolyn Rector, Reference Librarian, substitute, Grade Sub11, Belmont Branch Library, effective July 12, 2015 at the rate of \$14.96 per hour.

Joanna Rocheleau, Children's Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective July 26, 2015 at the rate of \$19.86 per hour.

CHANGE IN POSITION, CHANGE IN LOCATION

Karen Rapp, Order Clerk I, full-time, Grade 04, Acquisition Division, Main Library, from Library Technical Assistant I, full-time, Grade 04, Northmont Branch Library, effective July 12, 2015 at the rate of \$13.29 per hour.

PROMOTION, CHANGE IN LOCATION

Camee Decknadel, Reference Assistant, full-time, Grade 08, Dayton View Branch Library, from Library Technical Assistant III, full-time, Grade 06, Trotwood Branch Library, effective June 12, 2015 at the rate of \$16.05 per hour.

RESIGNATION

Doris Pettit, Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective July 11, 2015 at the rate of \$17.55 per hour.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Sarah Reynolds, Reference Assistant, Trotwood Branch Library, in order to attend the University of Illinois 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 Program Guidelines:

Jenelle Allen, Library Technical Assistant I, Belmont Branch Library, for the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Organization of Information" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$2982.00.

Sarah Reynolds, Reference Assistant, Trotwood Branch Library, for the course "Info Books & Resources", University of Illinois, 4.0 credit hours, at a cost of \$2344.00.

2015 OLC CONVENTION AND EXPO

The 2015 OLC Convention and Expo is being held in Cincinnati, OH, from October 7 until October 9, 2015. The Board authorized payment of the advance registration fee of \$170.00, \$295.00 reimbursement for lodging, \$62.70 reimbursement for mileage, \$60.00 for parking, and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2123.10 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 authorized that \$2123.10 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 June 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of June 2015.

The Executive Director approved the following investments:

On Thursday, June 11th, a Tangible Personal Property Tax Reimbursement was received in the amount of \$118,443.70, and it was deposited in general checking for operations. On the same day, the first half Real Estate Tax Settlement was received in the amount of \$150.23 for the current expense levy and \$133.93 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Monday June 15th, 2015 Public Library Funds were received in the amount of \$1,393,894.04 and were deposited in general checking for operations.

On Friday June 26th, a Real Estate Tax Advance was received in the amount of \$224,143.61 for the current expense levy, and \$199,808.15 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Monday July 6th, a Real Estate Tax Advance was received in the amount of \$100,034.26 for the current expense levy, and \$89,173.41 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the June 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

2014 AUDIT

Shanna Baxter, Senior Manager for the accounting firm Clark, Schaefer, Hackett & Company, Certified Public Accountants, reviewed the results of the 2014 audited financial statements. Ms. Baxter indicated that the Dayton Metro Library had no issues or audit findings.

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2016

The Montgomery County Budget Commission has scheduled the 2016 Tax Budget Allocation Meeting for Monday, August 24, 2015 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Mr. Oehlers, seconded by Ms. Hayde 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 2016 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Diane Farrell, Director of Development and External Relations, reviewed and updated the Board on the new branding progress.

Jean Gaffney, Collection Development & Acquisitions Manager, and Jennifer Spillman, Adult Services Division Manager, shared that the Dayton Metro Library won the 2015 ULC Top Innovator Award for the Local Author collection they developed.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. Overall the budget remains balanced, and technology is the only Segment I package that still needs to go out for bid.

COMMUNITY INCLUSION POLICY REVISION

On a motion by Ms. Merz, seconded by Ms. Hayde the Board approved the revisions to the Community Inclusion Policy and Plan as distributed in the Board materials.

Ayes: All
Nays: None

MIAMI TOWNSHIP AWARD OF CONCRETE CONTRACT

M&R, LLC, awarded a bid package in 2014 for the completion of the Miami Township Branch Library concrete package, ceased work on the project and was declared in defaulted of the project on July 6, 2015. Legal Counsel from Thompson Hine recommended the Library follow Ohio Revised Code 153.147 and seek bids for completion of the work.

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the concrete package for the Miami Township Branch. Three (3) bids were received by the bid due date May 8, 2015.

<u>Bidder</u>	<u>Amount</u>
Kelchner <i>Springboro, OH</i>	\$133,087
Baker Concrete Construction <i>Monroe, OH</i>	\$192,880
Metcon, Ltd <i>Bradford, OH</i>	\$117,300

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Cheek, the Board awarded Metcon, Ltd. for the concrete contract for the Miami Township Branch for an amount not to exceed \$117,300.

Ayes: All
Nays: None

Mr. Oehlers abstained from voting

PURCHASE AND EAESMENT AGREEMENTS -- MIAMISBURG CITY SCHOOL DISTRICT

1) PURCHASE AGREEMENT

The Executive Director had successfully completed negotiations with representatives of the Miamisburg City School District (MCSD) for the purchase of approximately 1.25 acres of land to be used as the site of a new branch library on Linden Avenue in Miamisburg adjacent to the School Board offices and Memorial Auditorium. The purchase price for the property is Four Hundred Thousand Dollars (\$400,000). The new branch will replace the existing Miamisburg Branch on S. Fifth Street in Library Park.

The agreement also calls for MCSD to construct at its costs a parking lot for the joint use and enjoyment by both library and school visitors and staff as described in attached easement agreement.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved the purchase agreement with the Miamisburg City School District.

Ayes: All
Nays: None

2) EASEMENT AGREEMENT

In conjunction with the purchase agreement, an easement agreement is needed. The agreement outlines the construction of the joint parking lot directly across Sixth Street from the new branch on the site of the former Wantz Middle School. Forty (40) parking spaces will be included in the easement to satisfy library patron needs of the new branch. The easement agreement recognizes joint responsibility for maintenance of the new library parking.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the easement agreement with the Miamisburg City School District.

Ayes: All
Nays: None

DISPOSAL OF PUBLIC PRORERTY POLICY

On a motion by Ms. Merz, seconded by Mr. Oehlers, the Board adopted the disposal of public property policy as distributed in the Board materials. The policy will supersede the current surplus materials and equipment policy that was approved by the Board in September 2010.

Ayes: All
Nays: None

STRATEGIC PLAN

The following staff members gave the Board an update on their area of the strategic planning process.

- Rachel Gut, Deputy Director: Core Library Services
- Diane Farrell, Director of Development and External Relations: Community Partnerships
- Jayne Klose, Community Engagement Manager, Aspirational Goals

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated June 29, 2015 from Joseph Dranschak, expressing his concern regarding the Vandalia Branch construction site and the possibly of excavating in a location that was once the site of the Old Vandalia Cemetery.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 16, 2015 at 3:00 p.m. at the Kettering Moraine Branch Library.

The next Facilities Meeting will be held Tuesday, September 8, 2015 at 3:00 p.m. at the Electra C. Doren Library.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 4:59 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 31, 2015, 3:00 p.m.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

DEPUTY DIRECTOR: Rachel Gut

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

NEW LEBANON AND BROOKVILLE SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Jayne Klose, Community Engagement Manager and Tom Marchesano, Director for Library Construction explained the new inclusion process to the Board. The new bid process includes a required inclusion commitment form. The forms from the two lowest bidders were review by the Library, Shook/Wise, and our partners from the Minority Business Partnership and the Dayton Human Relations Council. All were encouraged by the participation goals submitted. The implementation will be monitored closely.

Shook Construction, acting as Construction Manager/Advisor on behalf of the Dayton Metro Library, issued an invitation to bid on the single prime general contractor package for the New

Lebanon and Brookville Branches. Five (5) bids were received by the bid due date August 21, 2015.

<u>Bidder</u>	<u>New Lebanon Bid</u>	<u>Brookville Base</u>	<u>Combined Bid for Both Projects</u>
AKA Construction Inc, <i>Dayton, OH</i>	No Bid	No Bid	\$7,920,800
Becker Construction Inc. <i>Dayton, OH</i>	No Bid	\$3,570,000	No Bid
RW Setterlin Building Company <i>Columbus, OH</i>	No Bid	No Bid	\$7,192,000
Lewaro Construction Inc. <i>Dayton, OH</i>	No Bid	\$3,899,945	No Bid
Leo B. Schroeder Inc. <i>Dayton, OH</i>	No Bid	\$4,100,000	No Bid

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board awarded RW Setterlin Building Company Inc. for the single prime general contractor contract for both the New Lebanon Branch and the Brookville Branch for a combined amount not to exceed \$7,192,000.

Ayes: All
Nays: None

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code to discuss collective bargaining.

A roll call vote was taken as follows:

- Mr. Bower, Aye
- Ms. Hayde, Aye
- Ms. Holihan, Aye
- Ms. Johnson, Aye
- Ms. Merz, Aye
- Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:10 p.m. and returned to open session at 4:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in

Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(4) of the Ohio Revised Code.

COLLECTIVE BARGAINING AGREEMENT

It was explained to the Trustees that the new three year collective bargain agreement was reached after mediated negotiations with the assistance of Federal Mediation and Conciliation Services (FMCS) mediator George Albu. The Dayton Metro Library Staff Association ratified the agreement by its membership on August 9, 2015 and the details of the agreement were included in the Board packets.

On a motion by Ms. Johnson, seconded by Ms. Merz, the Collective Bargaining Agreement was approved by the Board.

Ayes: All
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Managerial and Confidential Employee Compensation Plan was amended to match the benefit terms of the negotiated collective bargaining agreement with the Dayton Metro Library Staff Association.

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

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:36 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 16, 2015, 3:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan,
Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:01 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by Mr. 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 Mr. Oehlers, the minutes of the Board meeting of July 15, 2015, and the special meeting of August 31, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Karen Findlay, Assistant Branch Manager, Huber Heights Branch Library, to attend “Miami Valley Gardening Conference” being held at Sinclair Community College on March 7, 2015. It is further recommended that registration in the amount \$50.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Administration, Main Library, to participate in “Bridging the Literacy Divide” webinar being sponsored by ULC on June 16, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Dave Hicks, Information Services Assistant, West Carrollton Branch Library, to participate in “From Management to Engagement” webinar being sponsored by PLA on July 22, 2015. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Rachel Gut, Deputy Director, Administration, Main Library, to participate in “Strategic Coalitions for Early Learning” webinar being sponsored by ULC on July 28, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “Access Curriculum Expanded” being held in Dayton, OH on August 3, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Jeff Reid, Teen Services Librarian, Northmont Branch Library, to participate in “Crash Course in Library Management” webinar being held on August 3, 2015 through August 28, 2015. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Sharing Education Experience, Knowledge Conference” being held at Sinclair Community College on August 5, 2015. It is further recommended that registration in the amount of \$5.00 be reimbursed by the Board.

Jen Kadel, Branch Manager, Vandalia Branch Library, to attend “Coaching: a Tool to Enhance Employee Performance” being held in Columbus, OH on August 5, 2015. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Christine Trent, Information Services Assistant, Miamisburg Branch Library, to attend “Digipalooza” being held in Cleveland, OH on August 5, 2015 through August 7, 2015. It is further recommended that registration in the amount of \$80.00, mileage in an amount not to exceed \$242.65, parking in amount not to exceed \$36.00, lodging in an amount not to exceed \$495.00, and meals in amount not to exceed \$80.00 be reimbursed by the Board.

Megan Cooper, External Relations Coordinator, External Relations, Main Library, to attend “Leadership Dayton” being held August 13, 2015 through May 30, 2016. It is further recommended that registration in the amount of \$2,300.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to attend “Children’s and Teen Services Conference” being held at Kent State University on August 20, 2015. It is further recommend that registration in the amount of \$135.00, mileage in an amount not to exceed \$238.63, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “Children’s and Teen Services Conference” being held at Kent State University on August 20, 2015. It is further recommend that registration in the amount of \$135.00, mileage in an amount not to exceed \$238.63, lodging in an amount not to exceed \$135, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Miriam Adams, Children Services Librarian, Westwood Branch Library, Christian Brewington, Children Services Librarian, Huber Heights Branch Library, Stephanie Cossell, Information Services Assistant, Wilmington Stroop Branch Library, Kelly Fullan, Children Services Librarian, Huber Heights Branch Library, Teresa Gaylard, Children Services Librarian, Northmont Branch Library, Rebecca Kearney, Children Services Librarian, Dayton View Branch Library, Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, Allison Knight, Children Services Librarian, Outreach Services, Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Lisa Loftin, Children Services Librarian, Miami Township Branch Library, Helen Patzer, Children Services Librarian, Northtown-Shiloh Branch Library, Sarah Reynolds, Children Services Librarian, Trotwood Branch Library, Carolyn Roberts, Children Services Librarian, East Branch Library, and Melissa Sokol, Children Services Librarian, Wilmington Stroop Branch Library, to attend “SWON Picture Book Read-in” being held in West Chester, OH on August 22, 2015. It is further recommended that registration in the amount of \$30.00 each be reimbursed by the Board.

Steven Moser, Teen Services Coordinator, Youth Services, Main Library, to participate in “Early Literacy Outreach for Teen Parents” webinar being sponsored by ALA on August 26, 2015. It is further recommended that registration in the amount of \$31.50 be reimbursed by the Board.

Cynthia Dueer, Senior Patron Services Assistant, Miamisburg Branch Library, Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, Lark Heit, Patron Services Assistant, Brookville Branch Library, and Debra Vent, Patron Services Assistant, Northmont Branch Library, to attend “Customer Service in Public Libraries” being held at the Westerville Public Library on September 16, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “Grow Like a Leader” being held at Sinclair Community College on September 30, 2015 through December 2, 2015. It is further recommended that registration in the amount of \$1450.00 be reimbursed by the Board.

Jenny Hicks, Information Services Assistant, Outreach Services, to attend “RightClick 2015 Conference” being held in Columbus, OH on November 5, 2015 through November 6, 2015. It is further recommended that registration in the amount of \$75.00, mileage in an

amount not to exceed \$90.85, lodging in an amount not to exceed \$120.00, and meals in amount not to exceed \$40.00 be reimbursed by the Board.

Joanna Roucheleau, Children Services Librarian, Electra C. Doren Branch Library, to attend "OKI Children's Literature Conference" being held in Crestview Hills, KY on November 11, 2015. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Theresa Araya, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective July 12, 2015 at the rate of \$11.15 per hour.

Karyna Mitchell, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective August 9, 2015 at the rate of \$11.15 per hour.

Kiersten Sargent, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective August 9, 2015 at the rate of \$14.49 per hour.

Kelly Sager, Patron Services Assistant, substitute, Grade Sub05, Brookville Branch Library, effective August 23, 2015 at the rate of \$9.65 per hour.

Elizabeth Schumacher, Information Services Librarian, substitute, Grade Sub11, Adult Service Division, Main Library, effective August 23, 2015 at the rate of \$13.39 per hour.

Sarah Whalen, Information Services Assistant, full-time, Grade 08, Madden Hills Branch Library, effective August 23, 2015 at the rate of \$17.02 per hour.

CHANGE IN HOURS

Douglas Burns, Patron Services Assistant, full-time, Grade 04, Electra C. Doren Branch Library, from Patron Services Assistant, 4/5-time, Grade 04, Electra C. Doren Library, effective August 9, 2015 at the rate of \$13.29 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Lynnelle Combs, Patron Services Assistant, full-time, Grade 04, Northmont Branch Library, from Patron Services Assistant, substitute, Grade Sub04, Brookville Branch Library, effective August 9, 2015 at the rate of \$13.29 per hour.

Deborah Sevitts, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Kettering-Moraine Branch Library, effective September 6, 2015 at the rate of \$14.17 per hour.

CHANGE IN POSITION

Edra Monzon, Information Services Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, from Interim Circulation Division Manager, substitute, Grade S08, Circulation Division, Main Library, effective July 12, 2015 at the rate of \$17.55 per hour.

Janet Nottingham, Information Services Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, from Interim Circulation Division Manager, substitute, Grade S08, Circulation Division, Main Library, effective July 12, 2015 at the rate of \$17.55 per hour.

CHANGE IN POSITION, CHANGE IN TITLE

David Slivken, Assistant Director for Public Services, full-time, Grade S12, Administration, Main Library, from Assistant Director Main Library Service, full-time, Grade S12, Main Library, effective August 23, 2015 at the rate of \$50.95 per hour.

LEAVE WITHOUT PAY

Lynnelle Combs, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective August 22, 2015 for 40 hours for vacation.

PROMOTION, CHANGE IN HOURS

Sarah Reynolds, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Information Services Assistant, 1/2-time, Grade 08, Trotwood Branch Library, effective August 9, 2015 at the rate of \$19.28 per hour.

PROMOTION, CHANGE IN LOCATION

David Hicks, Volunteer Services Manager, full-time, Grade S08, Administration, Main Library, from Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective September 6, 2015 at the rate of \$25.51 per hour.

Karri Marshall, Assistant Director for Public Services, full-time, Grade S12, Administration, Main Library, from Branch Manager, full-time, Grade S08, West Carrollton Branch Library, effective August 23, 2015 at the rate of \$41.54 per hour.

RESIGNATION

Wesley Saylor, Information Services Assistant, full-time, Grade 08,
Outreach Services, effective July 31, 2015 at the rate of \$16.05 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 Program Guidelines:

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course “Marketing the Library”, Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course “Management of Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course “Tools for Master of Library and Information Science Success”, Kent State University, 1.0 credit hours, at a cost of \$507.00, the course “Information Technology for Library and Information Professionals” Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course “Foundations of Library and Information Science” Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,549.00.

Kahlil Ian Kinser, Patron Services Assistant, Audio Visual Department, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course “Reference Sources and Services for Youth” Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3042.00.

Bill McIntire, Information Services Librarian, Magazines & Special Collections, Main Library, for the course “Tools for Master of Library and Information Science Success”, Kent State University, 1.0 credit hours, at a cost of \$497.00, and the course “Access to Information” Kent State University, 3.0 credit hours, at a cost of \$1,491.00 for a total of \$1988.00.

Bill McIntire, Information Services Librarian, Magazines & Special Collections, Main Library, for the course “Information Technology for Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,521.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for July 2015 and August 2015 were included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of August 2015.

The Executive Director approved the following investments:

On Friday July 10th, a Real Estate Tax Advance was received in the amount of \$407,579.44 for the current expense levy, and \$363,327.93 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Wednesday, July 15th, 2015 Public Library Funds were received in the amount of \$1,444,025.03. \$1,400,000 was deposited in the Operating Funds Max Saver account earning .15%, and the remaining was deposited in general checking for operations.

On Friday July 17th, a Real Estate Tax Advance was received in the amount of \$787,846.37 for the current expense levy, and \$702,308.72 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Friday July 24th, a Real Estate Tax Advance was received in the amount of \$2,255,625.86 for the current expense levy, and \$2,010,729.37 for the bond levy. \$1,000,000.00 of the funds received for the current expense levy were deposited in Max Savers and the remainder was deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Friday July 31st, a Real Estate Tax Advance was received in the amount of \$435,052.31 for the current expense levy and \$355,246.59 for the bond levy. All of the funds received for the current expense levy were deposited in general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Friday August 14th, 2015 Public Library Funds were received in the amount of \$1,183,352.96, and \$1,000,000 was deposited in the Operating Funds Max Saver account earning .15%, and the remaining was deposited in general checking for operations.

On Friday, September 4th, a Real Estate Tax Settlement of \$405,493.25 and a Public Utility Property Tax Settlement of \$270,021.27 less collection fees of \$44,085.21 were received for the General Fund, all of which was kept in general checking for operations. Also, a Real Estate Tax Settlement of \$394,040.52 and a Public Utility Property Tax Settlement of \$240,704.17 less collection fees of \$39,301.18 were received for the Bond Levy, all of which was transferred to the Debt Service Fund managed by Huntington Bank.

On Monday, September 15th, 2015 Public Library Funds were received in the amount of \$1,294,255.51, all of which was kept in general checking for operations.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the July 2015 and August 2015 Financial Reports were approved by 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, 2016; and

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

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

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

<u>Fund</u>	<u>Amount To Be Derived From Levies Outside 10 M. Limitation</u>	<u>County Auditor's Estimate of Tax Rate To Be Levied</u>
General Fund	\$11,329,852	1.75
Bond Fund	\$10,099,754	1.56

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

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Tish Wilson, Assistant Director for Youth Services, Teresa Huntly, Kettering Moraine Branch Manager, and Kim Bautz, Outreach Services Manager, gave the Board a report on the results of the Summer Reading Challenge. There was a 15% increase in participation this year over the whole system. The team pointed out the statistics of branches with a Children Services Librarian versus branches that did not have one over the summer and pointed out that the branches with has significantly high participation rates. This just underscores the importance of having a fully engaged Children's Services Librarian as an advocate for the Summer Challenge.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The Main Library has completed its move over to the temporary space at the Operations Center.

BOARD RETREAT

The Executive Director passed out the agenda and packets of supplementary materials for the Board members to review and to bring with them on Saturday, September 26 for the strategic planning retreat.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION

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 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. The annual meeting is scheduled for Wednesday, October 21, 2015 at 3:00 p.m. at the East Branch Library, 2008 Wyoming St, Dayton, OH 45410. The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Strategic Planning Retreat of the Dayton Metro Library Board of Trustees will be Saturday, September 26, 2015 at 8:30 a.m. at The Entrepreneurs Center.

The next Facilities Meeting will be held Monday, October 12, 2015 at 3:00 p.m. at TBD

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 21, 2015 at 3:15 p.m. at the East Branch Library.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 3:58 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE STRATEGIC RETREAT OF THE BOARD OF TRUSTEES

Saturday, September 26, 2015, 8:30 a.m.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Joe Oehlers,

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

Ms. Holihan called the meeting to order at 8:45 a.m.

STRATEGIC DISCUSSION

Various staff member made presentations about what work had already been done on the strategic plan in regards to evaluating core services, creating strategic partnerships, and aspirational goals of the Library. Board member gave their input on the work already done as well as things they would like to see included or changed. Staff members will take the feedback make tweaks and present the Board with a draft strategic plan at a later Board meeting.

ADJOURNMENT

There being nothing further to discuss, the Board adjourned at 1:30 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 21, 2015, 3:15 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Carl Kennebrew
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:15 p.m. Ms. Holihan welcomed the newly appointed Trustee, Carl Kennebrew, to the Board.

Notary Public Ashley Orr administered the Oath of Office to the Trustees, the Executive Director and the Fiscal Officer.

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. Johnson the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Johnson, the minutes of the meeting of September 16, 2015, and the special meeting of September 26, 2015, and the facilities meeting of October 12, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Melissa Groveman, Information Services Librarian, Adult Services Division, Main Library, to attend "Customer Service in Public Libraries" being held in Columbus, OH on September 16, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Melissa Groveman, Information Services Librarian, Adult Services Division, Main Library, to attend "Diversity Skills for Today's Workplace" being held in Trotwood, OH on October 9, 2015. It is further recommended that registration in the amount of \$75.00 and mileage in an amount not to exceed \$8.63 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Service, Main Library, to attend "Summer Learning Conference" being held in Baltimore, MD on October 13, 2015 through October 14, 2015. It is further recommended that registration in the amount of \$496.25, transportation in an amount not to exceed \$500.00, lodging in an amount not to exceed \$650.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Service, Main Library, to attend "Summer Learning Conference" being held in Baltimore, MD on October 13, 2015 through October 14, 2015. It is further recommended that transportation in an amount not to exceed \$500.00, lodging in an amount not to exceed \$650.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, to attend "Annual Genealogy Librarian's Seminar" being held in Bellville, OH on October 16, 2015. It is further recommended that registration in the amount of \$25.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Magazines & Special Collections, Main Library, to attend "Annual Genealogy Librarian's Seminar" being held in Bellville, OH on October 16, 2015. It is further recommended that registration in the amount of \$25.00, lodging in an amount not to exceed \$130.00, meals in an amount not to exceed \$40.00, and mileage in an amount not to exceed \$147.20 be reimbursed by the Board.

Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to attend "Play to Learn, Learn to Play" being held at the Cuyahoga County Public Library on October 17, 2015. It is further recommended that registration in the amount of \$50.00, mileage in an amount not to exceed \$237.48, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, Tabitha Litteral, Catalog Librarian, Cataloging, Operations Center, and Shanna Novak, Catalog Librarian, Cataloging, Operations Center, to participate in "Intro to LC's Music Medium" webinar

sponsored by MLA on October 28, 2015. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Josh Ashworth, Technology Development Manager, Information Technology, Operations Center, Julie Buchanan, Older Adult Services Librarian, Outreach Services, and Cara Kouse, Branch Manager, Wilmington-Stroop Branch Library, to attend "RightClick 2015: The Library IT Idea Exchange" being held in Worthington, OH on November 6, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Laura Durham, Information Services Librarian, Adult Services, Main Library, to attend "Disability Awareness" being held at the Madison Lakes Conference Center on November 13, 2015. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, Julie Buchanan, Older Adult Services Librarian, Outreach Services, Allison Dugan, Information Services Librarian, Adult Services, Main Library, Chuck Duritsch, External Relations Manager, External Relations, Main Library, and Allison Knight, Children Services Librarian, Outreach Services, to attend "OLC Leadership Conference" being held in Worthington, OH on November 13, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN HOURS

LaToya Priest, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Madden Hills Branch Library, effective September 20, 2015 at the rate of \$14.17 per hour.

Miles Wagner, Staff Development Assistant, full-time, Grade 08, Human Resources, Main Library, from Staff Development Assistant, 4/5-time, Grade 08, Human Resources, Main Library, effective September 20, 2015 at the rate of \$16.37 per hour.

CHANGE IN LOCATION

Andrew Wichterman, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective November 1, 2015 at the rate of \$16.37 per hour.

DISMISSAL

Akiya Holt, Patron Services Assistant, full time, Grade 05, Westwood Branch Library, effective September 29, 2015, at the rate of \$16.23 per hour.

PROMOTION, CHANGE IN LOCATION

Karen Findlay, Branch Library Manager, full-time, Grade S08, West Carrollton Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective October 25, 2015 at the rate of \$26.81 per hour.

RESIGNATION

Patricia Crawford, Patron Services Assistant, substitute, Grade Sub05, Human Resources, Main Library, effective October 20, 2015 at the rate of \$11.35 per hour.

Lisa Hancock, Patron Services Assistant, substitute, Grade Sub05, Circulation, Main Library, effective May 14, 2015 at the rate of \$9.65 per hour.

Jeffery Fortescue, Assistant Adult Services Division Manager, full-time, Grade S06, Adult Service, Main Library, effective October 30, 2015 at the rate of \$26.03 per hour.

Janet Nottingham, Information Services Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective October 31, 2015 at the rate of \$17.55 per hour.

Genevieve Richardson, Nonprofit Resource Librarian, full-time, Grade 12, Adult Services, Main Library, effective October 6, 2015 at the rate of \$24.17 per hour.

Jillian Sandy, Information Services Librarian, substitute, Grade Sub11, Adult Services, Main Library, effective September 30, 2015 at the rate of \$14.96 per hour.

CROSS MANAGEMENT CONSULTING SERVICES

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 \$90/hour for consulting services, \$150/hour for staff attorneys and \$100/month as a retainer fee for the period November 1, 2015 through November 1, 2015.

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 Program Guidelines:

Drew Wichterman, Information Services Assistant, West Carrollton Branch Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "References and Resources in Local History" Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

VANDALIA BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction, acting as Construction Manager/Advisor on behalf of the Dayton Metro Library, issued an invitation to bid on the single prime general contractor package for the Vandalia Branch. Eight (8) bids were received by the bid due date September 22, 2015.

<u>Bidder</u>	<u>Amount</u>
Wenco <i>New Carlisle, OH</i>	\$4,648,150
Empire <i>Cincinnati, OH</i>	\$4,977,000
Becker <i>Dayton, OH</i>	\$4,791,000
RW Setterlin <i>Columbus, OH</i>	\$4,644,000
Staffco <i>Fairborn, OH</i>	\$4,787,000
AKA <i>Dayton, OH</i>	\$4,523,030
Brumbaugh <i>Arcanum, OH</i>	\$4,545,000
Vancon <i>Vandalia, OH</i>	\$4,196,967

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Oehlers, the Board awarded Vancon Inc. the single prime general contractor contract for the Vandalia Branch for an amount not to exceed \$4,196,967.

Ayes: All
Nays: None

KETTERING MORaine BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction, acting as Construction Manager/Advisor on behalf of the Dayton Metro Library, issued an invitation to bid on the single prime general contractor package for the Kettering Moraine Branch. Five (5) bids were received by the bid due date October 13, 2015.

<u>Bidder</u>	<u>Amount</u>
RW Setterlin <i>Columbus, OH</i>	\$3,560,000

Brumbaugh <i>Arcanum, OH</i>	\$3,674,000
Staffco <i>Fairborn, OH</i>	\$3,677,000
AKA <i>Dayton, OH</i>	\$3,676,000
Wenco <i>New Carlisle, OH</i>	\$3,606,800

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Merz, the Board awarded RW Setterlin Building Company the single prime general contractor contract for the Kettering Moraine Branch for an amount not to exceed \$3,560,000.

Ayes: All
Nays: None

MAIN TECHNOLOGY AND SECURITY PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on technology and security package of the Main Library Three (3) bids for were received by the bid due date September 15, 2015.

<u>Bidder</u>	<u>Amount</u>
ESI <i>Cincinnati, OH</i>	\$1,908,831
CRT <i>Dayton, OH</i>	\$1,867,660
MW Security Systems <i>Kettering, OH</i>	\$214,726 *incomplete bid

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board awarded Chapel Romanoff Technologies, LLC the technology and security contract for the Main Library for an amount not to exceed \$1,867,660.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of September 2015.

The Executive Director approved the following investments:

On Thursday, October 15th, 2015 Public Library Funds were received in the amount of \$1,302,317.62, all of which was kept in general checking for operations.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the September 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Nancy Horlacher gave a presentation to the Board on the Library's Wright Brothers Collection and the collaboration with Wright State University to digitize the Wright Brothers Newspaper collection.

Diane Farrell shared with the Board that the Library received a \$500,000 grant from the Jack W. and Sally D. Eichelberger Foundation of The Dayton Foundation for naming rights in perpetuity to the Forum – a featured element of the new Main Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. Electra Doren and Operations Center still on the schedule with finishing touches still being worked on. Miami Township's ribbon cutting will be on Friday, November 13. Kettering Moraine will be having a "building bash" to celebrate the beginning of its renovation. The Main Library demolition has begun.

The Executive Director updated the Board on the inclusion successes. The bidding procedures put into place for Segment II are seeing an increase in participation across the board.

STRATEGIC PLAN

The Executive Director presented a summary of the strategic planning session that occurred on September 26, 2015. More work will be done by staff and a finished product will be presented at a later Board meeting.

ENDORSEMENT OF THE SINCLAIR LEVY

Mitch Bailey presented information regarding the Sinclair Community College Levy scheduled for the November 2015 ballot. The one mil levy would cost the owner of a \$100,000 home about \$3.00 per month or about \$36 a year.

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

WHEREAS, the Dayton Metro Library recognizes the importance of Sinclair Community College to the same residents served by the Library; and

WHEREAS, Montgomery County needs to grow a workforce that can fill jobs in healthcare, manufacturing, science, business, aerospace, logistics and other fields; and

WHEREAS, Sinclair provides high quality classes and degree programs that help prepare residents for the jobs and careers of the future; and

WHEREAS, Sinclair provides important support to educational, literacy and other organizations that help children prepare for school and to become successful students and adults; and

WHEREAS, the Dayton Metro Library finds an important partner in Sinclair Community College in improving the quality of life of all Montgomery County residents; therefore be it

RESOLVED, that The Board of Library Trustees of the Dayton Metro Library hereby endorses the passage of the 2015 Sinclair Community College ballot issue that will support critical education and job creation in Montgomery County; and be it further

RESOLVED, that in support of the successful passage of the 2015 Sinclair Community College ballot issue, the Board agrees to allow use of its name in campaign presentations and literature, placement of signs on library property and distribution of campaign materials at library locations.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated October 9, 2015 from the Executive Director to Liesel Jokerst regarding her request for reconsideration of the movie Frozenland.

The Board acknowledged a letter dated September 30, 2015 from Constance Mahle, Executive Director of the Montgomery County Medical Society, thanking the Library for the donation of two memorial plaques of historical figures in the MCMS.

NEW BUSINESS

There was a discussion regarding changing the start time for Board meetings back to 4:00 pm. This change will require an amendment to the Bylaws.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 9, 2015 at 3:00 p.m. at Operations Center Conference room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 18, 2015 at 3:00 p.m. at the Brookville Branch Library.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2016 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2016. The approved meeting dates for 2016 are as follows:

January 27, 2016	July 20, 2016
February 17, 2016	August 17, 2016
March 16, 2016	September 21, 2016
April 20, 2016	October 19, 2016
May 18, 2016	November 16, 2016
June 15, 2016	December 21, 2016

Additionally, the Board needed to establish a calendar of facilities meetings for 2016. The approved meeting dates for 2016 are as follows:

January 19, 2016 (Tuesday)	July 11, 2016
February 8, 2016	August 8, 2016
March 7, 2016	September 12, 2016
April 11, 2016	October 10, 2016
May 9, 2016	November 7, 2016
June 6, 2016	December 12, 2016

On a motion by Ms. Johnson, seconded by Mr. Oehlers, the Board approved the proposed Board and facilities meeting dates for 2016.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:40 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 18, 2015, 3:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Johnson, 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 Mr. Oehlers, the minutes of the meeting of October 21, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Lorinda Rotterman, Special Collections Clerk, Magazines & Special Collections, Main Library, to participate in "Using Ancestry Library Edition" webinar sponsored by OLC on September 25, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Diane Farrell, Director of Development & External Relations, External Relations, Main Library, to participate in "Stress Testing for Innovation" webinar sponsored by ULC on October 20, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to participate in "Don't Let the Bedbug Bite" webinar sponsored by PLC on October 28, 2015. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, and Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend "OLC Leadership Conference" being held in Worthington, OH on November 13, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Cindy Simerlink, Staff Development Coordinator, Human Resources, Operations Center, to attend "Event Planning" being held in Covington, KY on November 20, 2015. It is further recommended that registration in the amount of \$119.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Alexandra Webb, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective November 15, 2015 at the rate of \$14.17 per hour.

CHANGE IN GRADE

Sharon Taste, Branch Library Manager, full-time, Grade S09, Dayton View Branch Library, from Branch Library Manager, full-time, Grade S08, Dayton View Branch Library, effective November 1, 2015 at the rate of \$40.22 per hour.

CHANGE IN POSITION

Jennifer Spillman, Branch Library Manager, full-time, Grade S09, Temporary Downtown Branch Library, from Adult Services Division Manager, full-time, Grade S09, Temporary Downtown Branch Library, effective October 18, 2015 at the rate of \$33.65 per hour.

LEAVE WITHOUT PAY

Linda Boddie, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective October 26, 2015 for 80 hours for health reasons.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Christine Gaffney, Information Services Assistant, 1/2-time, Grade 08, Trotwood Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Main Children's Room, Main Library, effective November 1, 2015 at the rate of \$16.37 per hour.

PROMOTION, CHANGE IN LOCATION

Darryn Presley, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Westwood Branch Library, effective November 15, 2015 at the rate of \$16.37 per hour.

RESIGNATION

Edra Monzon, Information Services Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective November 14, 2015 at the rate of \$17.55 per hour.

Diane Saettel, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective November 1, 2015 at the rate of \$13.31 per hour.

RETIREMENT

Eileen Barrett, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective November 30, 2015 after more than 20 years of service.

Betty Brown, Information Services Assistant, full-time, Grade 08, Magazines & Special Collections, Main Library, effective October 17, 2015 after more than 15 years of service.

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 October 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of October 2015.

The Executive Director approved the following investments:

On Friday, November 13th, 2015 Public Library Funds were received in the amount of \$1,303,948.98. \$1,300,000 will be deposited in Star Ohio earning 0.17%. The remainder will be deposited in the General Fund Checking Account for current expenses.

On November 2nd, 2015 Homestead and Rollback payments were received from the State of Ohio. The general fund received \$760,561.00 net of collection fees, and all of it was kept in general checking for operations. The debt service fund received \$678,064.01 net of collection fees, and it was deposited in the Library’s Huntington Managed Investment Account for future debt service needs.

On October 15th, 2015 a donation of \$100,000 was received. It has been left in the General Fund Checking Account until an appropriate investment strategy is determined.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the October 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on the progress of the strategic plan. A draft document was passed out and briefly reviewed. It is hopeful that a final draft will be presented to the Board in December.

The Executive Director also shared about the successful reopening of the new Miami Township Branch.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Mark Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2015 -2016 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2014/2015</u>	<u>2015/2016</u>
Property - Westfield	\$84,016	\$89,186
Boiler - Cincinnati	\$3,000	\$3,180
Directors & Officers/Employment Practices Liability - Cincinnati	\$10,853	\$10,853
Total Premium:	\$97,869	\$103,219

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

Ayes: All
Nays: None

2016 HEALTH, DENTAL, AND VISION INSURANCE

The Executive Director recommended no change in health, dental, and vision insurance carriers for plan year 2016 with no significant change in benefit coverage or plan design. Eligible employees have the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan. The Library will pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions are pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$750.06	8.43%
Family	\$1,657.62	8.43%

Plan	HRA Rate	% change
Single	\$808.08	8.11%
Family	\$1,785.86	8.11%

Plan	Dental Rate	% change
Single	\$24.79	5%
Family	\$104.43	5%

Plan	Vision Rate	% change
Single	\$5.54	15%
Family	\$13.47	15%

On a motion by Mr. Oehlers, seconded by Ms. Merz the 2016 Health, Dental, and Vision Insurance rates were approved by the Board.

Ayes: All
Nays: None

REQUEST FOR SUMMER CHALLENGE FUNDING - ACTION

The 2015 Summer Challenge was an amazing success due in part to a \$10,000 gift for the purchase of prizes such as bicycles, Cozy Coupes, and Amazon Kindles to incentivize children and teen participation in the program.

The 2016 Summer Challenge Committee is interested in repeating this incentive for the coming year. The Executive Director recommended the Board approve a request to the Dayton Metro Library Foundation for \$10,000 to support the 2016 Summer Challenge participation incentives.

On a motion by Ms. Hayde, seconded by Mr. Bower, the Board approved the request to solicit the Dayton Metro Library Foundation for \$10,000 to support the 2016 Summer Challenge.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. Electra Doren is almost ready for closeout and the Operations Center is continuing on punch list items. Northwest is being pushed back a month because of City regulations. Main completion looks like it will be pushed back.

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Elaine Johnson and Barbara Hayde in order to present a 2016 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2015. The slate will be presented at the December 2015 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees vacancy in May 2016. Mr. Joseph Oehlers has served on the Board for fourteen years and not is eligible for reappointment.

NEW BUSINESS

The Executive Director talked about the bylaw changes that were sent out to the Trustees. The major changes were changing the start time of both the general board meetings and the facilities meetings to 4:00 p.m. and clarifying language in regards to the attendance requirement of the Trustees. The changes were not sent out in time to be voted upon and will be added to the December meeting agenda.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 16, 2015 at 3:00 p.m. at the Madden Hills Branch Library.

The next Facilities Meeting will be held Monday, December 7, 2015 at 3:00 p.m. in the Operations Center Conference Room.

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)(3) of the Ohio Revised Code to discuss pending court action.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:19 p.m. and returned to open session at 5:17 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)(3) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Oehlers, the Board adjourned at 5:17 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 16, 2015, 3:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 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. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the meeting of November 18, 2015 and the facilities meeting of December 7, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “OLC Leadership Conference” being held in Worthington, OH on November 13, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Dan Knight, Network Systems Administrator, IT Services, Operations Center, to participate in “Vmware vSphere Install, Configure v 5.5” online course sponsored by New Horizons on November 30, 2015 through December 4, 2015. It is further recommended that registration in the amount of \$3,845.00 be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Division, Operations Center, Sara Norman, Catalog Librarian, Catalog Division, Operations Center, and Shana Novak, Catalog Librarian, Catalog Division, Operations Center, to participate in “RDA Serials Cataloging Update” webinar sponsored by ALCTS on December 8, 2015. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to participate in “Create Your Future: A Transformative Goal” webinar sponsored by ALA on December 9, 2015. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN HOURS, CHANGE IN LOCATION

Cheryl Burns, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade 05, Ft. McKinley Branch Library, effective December 13, 2015 at the rate of \$14.17 per hour.

Donika Fritz, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Trotwood Branch Library, effective November 29, 2015 at the rate of \$14.17 per hour.

REHIRE AS SUBSTITUTE

Jillian Sandy, Information Services Librarian, substitute, Grade Sub11, Outreach Services, effective November 15, 2015 at the rate of \$14.96 per hour.

RESIGNATION

Linda Boddie, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective November 6, 2015 at the rate of \$16.23 per hour.

Itricia Brawner, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective November 28, 2015 at the rate of \$11.35 per hour.

Nicloe Eby, Information Services Librarian, substitute, Grade Sub11, Magazines & Special Collections, Main Library, effective November 15, 2015 at the rate of \$17.55 per hour.

Bobbi Hatfield, Parton Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective December 12, 2015 at the rate of \$11.35 per hour.

Susan Steinke, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective December 13, 2015 at the rate of \$17.55 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

EXECUTIVE DIRECTOR'S REPORT

Cindi Chibis, Human Resources Manager, presented the annual Staff size report with the Board and how the workforce has changed in the past years.

Diane Farrell, Director of Development and External Relations, gave the Board an overview of the development activities for the Library over the last year.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for November 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of November 2015.

The Executive Director approved the following investments:

On December 14th, 2015 Public Library Funds will be received in the amount of \$1,325,427.95. All of it will be deposited in the General Fund Checking Account for current expenses.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the November 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2015 APPROPRIATION RESOLUTION

Dan Reke, Finance Office Manager and Fiscal Officer told Trustees that it would be necessary to amend the 2015 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Mr. Oehlers, seconded by Ms. Hayde the following amended appropriation allocations for fiscal year ending December 31, 2015:

<u>General Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$19,467,001	\$19,217,001	\$ (250,000)
2000 – Supplies	746,239	831,239	85,000
3000 - Purchased Services	4,235,622	4,395,622	160,000
4000 - Library Materials & Information	3,513,070	3,513,070	-
5000 - Capital Outlay	1,518,909	1,518,909	-
6000 - Debt Service	2,950	2,950	-
7000 - Other Objects	142,300	162,300	20,000
8000 – Contingency	200,000	185,000	(15,000)
9000 - Transfer to other funds	-	\$53,982	\$53,982
<i>Total</i>	<u>\$29,826,091</u>	<u>\$29,880,073</u>	<u>\$53,982</u>
<u>Sustainability Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$7,000</u>	<u>\$ 8,000</u>	<u>\$ 1,000</u>
<i>Total</i>	<u>\$ 7,000</u>	<u>\$8,000</u>	<u>\$1,000</u>
<u>Future Employee Compensation Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>
9000 - Transfer to other funds	<u>\$ 482,802</u>	<u>\$ 410,808</u>	<u>\$ (71,994)</u>
<i>Total</i>	<u>\$ 484,302</u>	<u>\$ 412,308</u>	<u>\$ (71,994)</u>
<u>Facilities Enhancement Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$-	\$500	\$500

3000 - Purchased Services	-	1,500	1,500
5000 - Capital Outlay	<u>322,000</u>	<u>322,000</u>	-
Total	<u>\$ 322,000</u>	<u>\$324,000</u>	<u>\$2,000</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$171,000	\$171,000	\$ -
6000 - Debt Service	<u>\$11,626,131</u>	<u>\$11,631,131</u>	<u>\$5,000</u>
Total	<u>\$11,797,131</u>	<u>\$11,802,131</u>	<u>\$5,000</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$52,900	\$72,900	\$20,000
5000 - Capital Outlay	<u>\$8,455,814</u>	<u>\$8,435,814</u>	<u>(\$20,000)</u>
Total	<u>\$8,508,714</u>	<u>\$8,508,714</u>	<u>\$ -</u>
<u>Computer Co-Op Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 125	\$ 125	\$ -
5000 - Capital Outlay	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Total	<u>\$ 100,125</u>	<u>\$ 100,125</u>	<u>\$ -</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$38,000</u>	<u>\$53,000</u>	<u>\$15,000</u>
Total	<u>\$ 38,000</u>	<u>\$53,000</u>	<u>\$15,000</u>
<u>Tax Exempt Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$1,500	\$11,500	\$ 10,000
3000 - Purchased Services	\$11,275,826	\$11,275,826	-
5000 - Capital Outlay	\$65,121,174	\$65,121,174	-
7000 - Other Objects	<u>\$195,000</u>	<u>\$195,000</u>	<u>-</u>
Total	<u>\$76,593,500</u>	<u>\$76,603,500</u>	<u>\$10,000</u>
<u>Trust Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 125	\$ 125	\$ 0
Total	<u>\$ 125</u>	<u>\$ 125</u>	<u>\$ 0</u>
<u>Endowment Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 200	\$ 200	\$ -
Total	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ -</u>

Ayes: All
 Nays: None

TRANSFERS OF FUNDS

In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

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. There are 27 pay periods scheduled for the current year, 2015. Therefore, it is appropriate to transfer funds from the Future Employee Compensation Fund to the General Fund in 2015.

Beginning Balance January 1, 2015	\$1,881,780.98
<i>Plus: Earnings through November 30, 2015</i>	12,763.61
<i>Less: Investment fees through November 30, 2015</i>	(1,139.80)
<i>Less: Encumbrances</i>	(1,140.71)
Balance through November 30, 2015	<u>\$1,892,264.08</u>
<u>Current Obligation</u>	
Vacation Accrual	\$837,589.03
Compensatory Time Accrual	78,957.47
25% of Sick Leave (Eligible Retirees)	489,114.91
1/11 of Current Payroll	<u>46,747.00</u>
Current Payroll expenditure obligation Additional 2% funding for Medicare and Worker's	\$1,452,408.41
Compensation tax liability	29,048.17
Total current obligation	<u>\$1,481,456.58</u>
Requested Transfer from the Future Employee Compensation Fund to the General Fund	<u><u>\$410,807.50</u></u>

The **Computer Co-Op Fund (402)** 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 71.42% or \$275,000.00.

Beginning Balance January 1, 2015	\$219,780.74
<i>Less: 2015 Expenditures through November 30, 2015</i>	(\$133.12)
<i>Plus: Earnings through November 30, 2015</i>	1,490.71

<i>Less: 2015 Encumbrances</i>	<u>(\$99.63)</u>
Unencumbered Balance through November 30, 2015	221,038.70
Unencumbered Fund Objective for December 31, 2015	<u>\$275,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u>\$53,961.30</u>

The **Sustainability Fund (102)** 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 the current balance and estimated daily expenditures, the library would have approximately 123 days of regular operating expenditures in the Sustainability Fund at December 31, 2015.

Beginning Balance January 1, 2015	\$9,237,293.88
<i>Plus: Earnings through November 30, 2015</i>	62,653.96
<i>Plus: Estimated Earnings December 2015</i>	0
<i>Less: Investment fees through November 30, 2015</i>	(\$5,595.06)
<i>Less: 2015 Encumbrances</i>	(\$1,781.90)
Requested Transfer to Sustainability Fund from General Fund	<u>\$0</u>
<i>Projected Sustainability Fund Balance, December 31, 2015</i>	<u>\$9,292,570.88</u>

In 2013, the **Facilities Enhancement Fund (103)** was created and initially funded by an anonymous donation received in 2013.

Beginning Balance January 1, 2015	\$1,266,191.34
<i>Plus: Earnings through November 30, 2015</i>	10,323.22
<i>Plus: Estimated Earnings December 2015</i>	400.00
<i>Less: Disbursements through November 30, 2015</i>	(\$181,117.95)
<i>Less: Estimated Disbursements December 2015</i>	(\$16,465.27)
<i>Less: 2015 Encumbrances</i>	<u>(\$759,951.97)</u>
<i>Projected Facilities Enhancement Fund Balance, December 31, 2015</i>	<u>\$319,379.37</u>

The **Building and Repair Fund (401)** was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2015	\$11,022,249.87
Less: 2015 Expenditures through November 30, 2015	(\$44,068.81)
Plus: Earnings through November 30, 2015	\$98,910.13
<i>Plus: Estimated Earnings December 2015</i>	\$0.00
Less: 2015 Encumbrances	<u>(\$16,800.45)</u>
<i>Projected Building and Repair Fund Balance, December 31, 2014</i>	<u>\$11,060,290.74</u>

On a motion by Ms. Merz, seconded by Mr. Oehlers, the Board approved the transfer of \$410,807.50 to the General Fund from the Future Employee Compensation Fund according to its purpose. The Board also approved the transfer of \$53,961.30 to meet the objective of the Computer Co-Op Fund. As recommended, no action was taken at this time for the Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

Mr. Bower, Aye
 Ms. Holihan, Aye
 Ms. Hayde, Aye
 Ms. Johnson, Aye
 Ms. Merz, Aye
 Mr. Oehlers, Aye

Ayes: All
 Nays: None

TEMPORARY 2016 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 2016.

GENERAL FUND

1000 – Salaries & Benefits	\$19,200,773
2000 - Supplies	512,430
3000 - Purchased Services	4,627,275
4000 – Library Materials & Information	3,552,170
5000 - Capital Outlay	992,439
6000 - Debt Service	-
7000 - Other Objects	114,700
8000 - Contingency	<u>200,000</u>
Total General Fund Appropriations	<u>\$29,199,787</u>

SUSTAINABILITY FUND

3000 - Purchased Services	<u>\$7,000</u>
Total Sustainability Fund Appropriations	<u>\$7,000</u>

FACILITIES ENHANCEMENT FUND

2000 - Supplies	\$500
3000 - Purchased Services	2,000
5000 - Capital Outlay	<u>200,000</u>
Total Facilities Fund Appropriations	<u>\$202,500</u>

FUTURE EMPLOYEE COMPENSATION FUND

3000 - Purchased and Contracted Services	\$1,500
Total Future Employee Compensation Fund Appropriations	<u>1,500</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$171,000
6000 - Debt Services	<u>11,627,611</u>
Total Debt Services Fund Appropriations	<u>\$11,798,611</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$60,500
5000 - Capital Outlay	<u>50,000</u>
Total Building and Repair Fund Appropriations	<u>\$110,500</u>

COMPUTER CO-OP FUND

3000 - Purchased Services	\$200
5000 - Capital Outlay	<u>100,000</u>
Total Computer Co-Op Fund Appropriations	<u>\$100,200</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$25,000
3000 - Purchased Services	\$12,623,420
5000 - Capital Outlay	<u>38,000,000</u>
Total Taxable Construction Fund Appropriations	<u>\$50,648,420</u>

TAX EXEMPT CONSTRUCTION FUND

2000 - Supplies	\$12,000
3000 - Purchased Services	\$7,776,000
5000 - Capital Outlay	35,200,000
7000 - Other Objects	<u>100,000</u>
Total Tax Exempt Construction Fund Appropriations	<u>\$43,088,000</u>

TRUST FUND

3000 - Purchased Services	<u>\$500</u>
Total Trust Fund Appropriations	<u>\$500</u>

ENDOWMENT FUND

3000 - Purchased Services	<u>\$250</u>
Total Endowment Fund Appropriations	<u>\$250</u>
Total All Funds Appropriations	<u>\$135,157,268</u>

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board approved the Temporary Appropriation for 2016 for the General Fund in the amount of \$29,199,787, the Sustainability Fund in the amount of \$7,000, the Facilities Enhancement Fund in the amount of \$202,500, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,798,611, the Building & Repair Fund in the amount of \$110,500, the Computer Co-Op Fund in the amount of \$100,200, the Taxable Construction Fund in the amount of \$50,648,420, the Tax Exempt Construction Fund in the amount of \$43,088,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$250.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2016

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2016, and

WHEREAS, these funds will be used for current operating expenses throughout 2016, 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. Bower, Aye
Ms. Holihan, Aye
Ms. Hayde, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

COMMUNITY ROOM

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adopted the Community Room Policy as presented in the Board Materials.

Ayes: All
Nays: None

STRATEGIC PLAN

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adopted 2016-2018 Strategic Direction document as distributed in the Board materials. This document will serve as a road map for development of more goals, performance measures, and outcome measurements.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. He reported that little had changed to either budget or the construction schedule. Meetings have started to discuss the move in and opening of the Northwest Branch. Permanent signage for Miami Township has been installed. For Segment II, Brookville’s floor slab has been poured. Most of the demolition inside Kettering Moraine has been complete.

MIAMISBURG BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction, acting as Construction Manager/Advisor on behalf of the Dayton Metro Library, issued an invitation to bid on the single prime general contractor package for the Miamisburg Branch. Eight (8) bids were received by the bid due date December 8, 2015.

<u>Bidder</u>	<u>Amount</u>
Performance Construction <i>Cincinnati, OH</i>	\$4,168,000 (withdrawn)
Empire Building Company <i>Cincinnati, OH</i>	\$4,422,000
RW Setterlin <i>Columbus, OH</i>	\$4,342,000
Leo B. Shroder <i>Dayton, OH</i>	\$4,500,000
Brumbaugh <i>Arcanum, OH</i>	\$4,550,000
Wenco Construction Company <i>New Carlisle, OH</i>	\$4,465,000
AKA Construction Inc. <i>Dayton, OH</i>	\$4,432,300
Staffco Construction <i>Fairborn, OH</i>	\$4,429,000

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Ms. Merz, the Board awarded RW Setterlin Building Company the single prime general contractor contract for the Miamisburg Branch for a base bid amount of \$4,342,000 plus the addition of Alternate 1 and Alternate 3 for a total amount not to exceed \$4,348,500.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed schedule includes increases of \$0.15 per hour increase over current rates:

**Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2015**

Current Rate	\$8.15	\$8.35	\$8.70	\$9.15
New Rate	\$8.30	\$8.50	\$8.85	\$9.30

The proposed Substitute Pay Schedule includes increases of 1.5% for each employee over current rates:

DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2016

Grade	Minimum	Maximum
Sub 01	\$8.53	\$10.18
Sub 02	\$8.78	\$10.48
Sub 03	\$9.05	\$10.81
Sub 04	\$9.37	\$11.19
Sub 05	\$9.79	\$11.69
Sub 06	\$10.21	\$12.20
Sub 07	\$10.74	\$12.83
Sub 08	\$11.32	\$13.51
Sub 09	\$11.96	\$14.28
Sub 10	\$12.73	\$15.20
Sub 11	\$13.59	\$16.22
Sub 12	\$14.61	\$17.44

Professional Offset \$1.59

On a motion by Mr. Oehlers, seconded by Mr. Hayde, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2016.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President indicated that a nominating committee consisting of Elaine Johnson and Barbara Hayde was appointed at the November 18, 2015 Board meeting in order to present a 2016 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Hayde on behalf of the committee as follows:

Jeanne Holihan – President
Barbara Hayde – Vice President
Elaine Johnson – Secretary

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

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

Ayes: All
Nays: None

President Holihan 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. Johnson, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

BYLAWS AMENDMENTS

Revised copies of the Dayton Metro Library Board of Trustee bylaws were distributed for review seven day prior to the December Board meeting. This revision would officially change the time of Board and Facilities meetings to 4:00 p.m. It was recommended that the Board approve and adopt the revisions made by the Executive Director.

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board approved and adopted the revisions to the Bylaws.

Ayes: All
Nays: None

NEW BUSINESS

Ms. Merz announced that Judge Michael Merz, former Trustee and current president of the Dayton Metro Library Foundation, was appointed to the State Library Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 27, 2016 at 4:00 p.m. at the Miami Township Branch, 2718 Lyons Rd, Miamisburg, OH.

The January 2016 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday. This offers more time for the Finance Office to prepare the end of the year financial reports.

The next Facilities Meeting will be held Tuesday, January 19, 2015 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room. The meeting was moved back from Monday due to the holiday.

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:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:22 p.m. and returned to open session at 4:36 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) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board adjourned at 4:37 p.m.

Ayes: All
Nays: None