

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Mr. Bower, the minutes of the Board meeting of December 21, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Bower, seconded by Mr. Kennebrew, 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:

Training Office to participate in “2017 ULC Webinar series” being sponsored by ULC in 2017. It is further recommended that registration in the amount of \$1,800.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that lodging in an amount not to exceed \$150.00 be reimbursed by the Board.

Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, and Elizabeth Schumacher, Teen Services Librarian, Burkhardt Branch Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to participate in “Storytime Shenanigans: Building Great Programs” course being sponsored by ALA on February 6, 2017 through February 26, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, to participate in “How to Improve Your Library Instruction” webinar being sponsored by ALA on February 15, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Creating Inclusive Storytimes” webinar being sponsored by ALA on February 23, 2017. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to attend “Nonfiction Reading & Graphic Novels” being held at the Boone County Public Library on March 22, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Aaron Smith, Audio-Visual Systems Manager, full-time, Grade S09, Information Technology Services, Operations Center, effective January 8, 2017 at the rate of \$31.9712 per hour.

CHANGE IN HOURS

Barry Fought, Accountant, 3/5-time, Grade 11, Finance, Main Library, from Account, full-time, Grade 11, Finance, Main Library, effective January 22, 2017 at the rate of \$20.87 per hour.

Melissa Marshall, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, 4/5-time, Grade 08, Kettering-Moraine Branch Library effective January 22, 2017 at the rate of \$19.72 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, from Information Services Librarian, substitute, Grade Sub11, Belmont Branch Library, effective February 5, 2017 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Camee Decknadel, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective February 5, 2017 at the rate of \$17.03.

PROMOTION, CHANGE IN LOCATION

Candice Jeske, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, from Information Services Assistant, full-time, Grade 08, Belmont Branch Library, effective January 8, 2017 at the rate of \$20.26 per hour.

Karen Rapp, Copy Cataloger, full-time, Grade 07, Catalog Division, Operation Center, from Acquisition Clerk, full-time, Grade 04, Acquisition Division, Operations Center, effective February 19, 2017 at the rate of \$15.84 per hour.

RESIGNATION

Larry Yung, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective January 3, 2017 at the rate of \$16.86 per hour.

Judith Gains, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective August 2, 2016 at the rate of \$11.32 per hour.

RETIREMENT

Donna Brown, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective January 31, 2017 after more than 19 years of service.

Vivian Finch-Courts, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective March 31, 2017 after more than 15 years of service.

Alicia Hammond, Patron Services Assistant, 4/5-time, Outreach Services, effective December 31, 2016 after more than 35 years of service.

RETUN TO POSITION

Sandra Prell, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective January 8, 2017 at a rate of \$26.0288 per hour.

TUITION REIMBURSEMENT

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

William McIntire, Information Services Librarian, Special Collections Division, Main Library, for the course "Information Storage and Retrieval Systems", Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course "Information Policy" Kent State University, 3.0 credit hours, at a cost of \$1,551.00 for a total of \$3,102.00.

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

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for December 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the December 2016 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board authorized \$30,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2017 to be awarded in accordance with the Staff Development Program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, Director of Development and External Relations, and Steve Moser, Teen Services Coordinator, presented the "Middle Ground" to the Board. This program is geared toward 7th and 8th grade students and teachers as a way for Teen Services representatives to get a foot in the door at middle schools in the service area.

Jean Gaffney, Collection Development & Acquisition Manager, reported her experience on participating on a committee to choose the Robert F. Sibert Information Book Medal winner at the ALA midwinter conference.

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 reminded Trustees that the new Miamisburg Branch Library will have its Grand Opening on Monday, February 20th at 1:00pm.

CORRESPONDENCE

The Board acknowledged a letter dated January 18, 2017 from the Ohio EPA responding to the Executive Director's request for the speedy review of the Home Avenues Redevelopment Corporation's Voluntary Action Plan.

NEW BUSINESS

The Executive Director announced that everyone was available for a Board retreat on Saturday, March 11, 2017. Library staff will work on logistical details and update the Board at a later time.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 15, 2017 at 4:00 p.m. at the Kettering-Moraine Branch Library, 3496 Far Hills Ave.

The next Facilities Meeting will be held Monday, February 6, 2017 at 4:00 p.m. in the Operations Center 3rd Floor 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)(1) and Section 121.22(G)(2) of the Ohio Revised Code to discuss personnel actions and property acquisition.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:29 p.m. and returned to open session at 5:58 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)(1) and Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Bower, the Board adjourned at 5:58 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Bower, the minutes of the Board meeting of January 25, 2016 and the facilities meeting of February 6, 2017, were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Bower, 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:

Tony MacKenzie, Information Services Assistant, Huber Heights Branch Library, to participate in “Engaging Teens with Digital Media” online class being sponsored by ALA on February 6, 2017 through March 6, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Southwest OH Logistics Conference” being held at Sinclair Community College on February 14, 2017. It is further recommended that lodging in an amount not to exceed \$75.00 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, and Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Spring Summer Read Workshop: Build a Better World” being held in Wilmington, OH on March 2, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Catalog Division, Operations Center, Candice Jeske, Catalog Librarian, Catalog Division, Operations Center, and Shana Novak, Catalog Librarian, Catalog Division, Operations Center, to participate in “Cataloging, Gender, and RDA Rule 9.7” webinar being sponsored by ALCTS on March 15, 2017. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, and Allison Knight, Children Services Librarian, Outreach Services, to attend “OLC Southwest Chapter Conference” being held in Mason, OH on April 5, 2017. It is further recommended that registration in the amount of \$90.00 each, and mileage in an amount not to exceed \$38.57 each be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services Division, Main Library, to attend “Welcoming Interactive” being held in Atlanta, GA on April 19, 2017 through April 21, 2017. It is further recommended that registration in the amount of \$150.00, mileage in an amount not to exceed \$548.91, parking in an amount not to exceed \$85.00, lodging in an amount not to exceed \$500.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Ashley Orr, Administrative Assistant, Executive Administration, Main Library, to attend “Administrative Assistants Conference” being held in Beavercreek, OH on April 24, 2017. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Information Services Division, Main Library, to attend “Association of Fundraising Professional Annual Conference” being held in San Francisco, CA on April 27, 2017 through May 2, 2017. It is further recommended

that registration in the amount of \$1388.00, airfare in an amount not to exceed \$450.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$1980.00, and meal in an amount not to exceed \$240.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kimberly Fox, Information Services Librarian, substitute, Grade Sub11, Brookville Branch Library, effective February 5, 2017 at the rate of \$15.56 per hour.

Angela Keltner, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective February 5, 2017 at the rate of \$11.60 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Ashlee Hammond, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective February 5, 2017 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Jeanette Dohner, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, from Senior Parton Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective February 5, 2017 at the rate of \$15.38.

Tracy Arnold, Information Services Assistant, full-time, Grade 08, Madden Hills Branch Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective February 5, 2017 at the rate of \$23.10.

AMERICAN LIBRARY ASSOCIATION

The 2017 ALA Annual Conference will be held in Chicago, Illinois, from June 22 until June 27, 2017. The Board authorized payment of the advance registration fee of \$285.00, \$740.00 reimbursement for lodging, \$550.00 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, \$5,085 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 \$5,085 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 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Friday, January 13, 2017, Public Library Funds were received in the amount of \$1,315,162.75. All of these funds were deposited into the general checking account for operations.

On Friday, January 27, 2017, a Real Estate Tax Advance was received in the amount of \$293,757.60. A total of \$155,245.91 was deposited into the General Fund and \$138,511.69 was deposited into the Debt Service Fund.

On Friday, February 3, 2017, a Real Estate Tax Advance was received in the amount of \$276,459.37. A total of \$146,011.71 was deposited into the General Fund and \$130,447.66 was deposited to the Debt Service Fund.

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the January 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reminded the Trustees of the upcoming Board Retreat on Saturday, March 11th at the Miamisburg Branch 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. All projects are looking good financially. Miamisburg will be having its Grand Opening in Monday, February 20, 2017.

The Executive Director gave the Trustees an update on property acquisitions. West is moving forward but still in a holding pattern until the Ohio EPA issues a covenant not to sue. Southeast Branch is waiting on the Dayton Public School Board to approve the sale of property. Trotwood is moving forward. The City is working on the re-platting of the proposed site and a sales price for the property.

COOPER PARK MAINTENANCE AGREEMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the Cooper Park Maintenance agreement with the City of Dayton as distributed in the board materials.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated February 11, 2017 from Sheila Taylor, Board Member of Dayton Public Schools, voicing her concerns about putting the new Southeast Branch adjacent to the Belmont High School.

NEW BUSINESS

The Executive Director reminded the Trustees of the following upcoming events:

- OLC Library Trustee Workshop – Saturday, March 25, 2017, 9:00 a.m. to 3:30 p.m. at the Quest Conference Center, Columbus, OH.
- OLC Legislative Day – Wednesday, March 29, 2017, All Day in Columbus, OH.
- OLC Southwest Chapter Trustee Dinner – Tuesday, April 4, 2017, 6:00pm – 8:30pm, at the Great Wolf Lodge, Mason, OH.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, March 6, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The Board Retreat will be Saturday, March 11, 2017 at 8:30 a.m. at the Miamisburg Branch Library, 545 East Linden Ave.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 15, 2017 at 4:00 p.m. at the Brookville Branch Library, 120 Blue Pride Drive.

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.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board agreed to go into Executive Session.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:39 p.m. and returned to open session at 5:20 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE STRATEGIC RETREAT OF THE BOARD OF TRUSTEES

Saturday, March 11, 2017, 8:30 a.m.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

STAFFING CHANGES & MISSION MOMENTS

Various staff members made presentations about staffing changes happening in order to keep up with the demands of the new facilities and services the Library is offering. There were also presentations on the impact of the strategic plan implemented last year.

FINANCIAL PLANNING

The Fiscal Officer reviewed the financial projections for the next five years.

ADJOURNMENT

There being nothing further to discuss, the Board adjourned at 1:25 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 15, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the minutes of the Board meeting of February 15, 2017 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, 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:

Noelle Landis, Teen Services Librarian, Vandalia Branch Library, to attend “Teen Think Tank” being held in Columbus, OH on February 24, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, to attend “Spring Summer Reading Workshop” being held at the Wilmington Public Library on March 2, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “BBB-WiBN Women to Watch Gala” being held in Kettering, OH on March 18, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Chamber HR Fourm” being held at the Crowne Plaza on March 23, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Christina Alford, Patron Services Assistant, Miamisburg Branch Library, Janelle Allen, Patron Services Assistant, Belmont Branch Library, Jared Baldwin, Information Services Librarian, Information Services Division, Main Library, Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, Christine Bolivar, Interim Information Services Division Manager, Information Services Division, Main Library, Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, David Hicks, Volunteer Services Manager, Public Services Administration, Main Library, Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, Martha Rice, Information Services Librarian, Special Collection Division, Main Library, Carolyn Roberts, Children Services Librarian, East Branch Library, Carla Sullenberger, Patron Services Assistant, Huber Heights Branch Library, Karen Vanderhorst, Information Services Assistant, Northmont Branch Library, and Debra Vent, Patron Services Assistant, Northmont Branch Library, to attend “OLC Southwest Chapter Conference” being held in Mason, OH on April 5, 2017. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$128.57 each be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Dayton Chamber Annual Meeting” being held at Sinclair Community College on April 20, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services Division, Main Library, to attend “Northern Chamber Alliance Dayton Dragons Event” being held in Dayton, OH on May 10, 2017. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Kristen Allen-Vogel, Information Services Librarian, Information Services Division, Main Library, to attend "Escape to the Library" being held in Chicago, IL on June 23, 2017. It is further recommended that registration in the amount of \$85.00, lodging in an amount not to exceed \$250.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Acquisition Division, Operations Center, effective March 5, 2017 at the rate of \$13.83 per hour.

Katelyn Hannah, Information Services Assistant, full-time, Grade 08, Belmont Branch Library, effective April 2, 2017 at the rate of \$16.70 per hour.

Carolyn McDaniel, Patron Services Assistant, ½-time, Grade 05, Burkhardt Branch Library, effective March 19, 2017 at the rate of \$14.45 per hour.

CHANGE IN HOURS

Stephany Araujo, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, from Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective February 19, 2017 at the rate of \$11.72 per hour.

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, from Accountant, 3/5-time, Grade 11, Finance, Main Library, effective February 5, 2017 at the rate of \$21.08 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Robert Rinehart, Systems Technician, full-time, Grade 08, Information Technology Services, Operation Center, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective February 26, 2017 at the rate of \$22.22.

DISMISSAL

Kenneth Ballinger, Information Services Assistant, full-time, Grade 08, Information Services Division, Main Library, effective February 16, 2017 at the rate of \$16.87.

PROMOTION, CHANGE IN LOCATION

John Callon, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective March 19, 2017 at the rate of \$22.46 per hour.

Gregg Havey, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 19, 2017 at the rate of \$22.46 per hour.

TUITION REIMBURSEMENT

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

Candice Jeske, Catalog Librarian, Catalog Division, Operation Center, for the course “Indexing and Abstracting”, Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course “Library Materials and Services for Adults” Kent State University, 3.0 credit hours, at a cost of \$1,551.00, for a total of \$3,102.00.

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,551.00.

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 February 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Friday, February 10, 2017, a Real Estate Tax Advance was received in the amount of \$975,083.97. A total of \$515,263.12 was deposited into the General Fund for operations and \$459,820.85 was invested in the Debt Service Fund.

On Wednesday, February 15, 2017, Public Library Funds were received in the amount of \$1,447,244.77. All of these funds were deposited into the general checking account for operations.

On Friday, February 17, 2017, a Real Estate Tax Advance was received in the amount of \$3,616,907.64. A total of \$695,702.75 was deposited in the General Fund for operations, \$1,215,715.53 was invested in the General Fund and \$1,705,489.36 was invested in the Debt Service Fund.

On Friday, February 24, 2017, a Real Estate Tax Advance was received in the amount of \$1,485,249.16. A total of \$784,284.47 was invested in Star Ohio as part of the General Fund and \$700,964.69 was invested in the Debt Service Fund.

On Friday, March 3, 2017, a Real Estate Tax Advance was received in the amount of \$2,205,212.61. A total of \$164,746.45 was deposited into the General Fund for operations, \$1,000,000 was invested in the General Fund and \$1,040,466.16 was invested in the Debt Service Fund.

On a motion by Ms. Holihan, seconded by Mr. Bower, the February 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2017 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Johnson, 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, 2017, 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 2017
<u>GENERAL FUND</u>	
1000 - Salaries and Benefits	\$20,632,838
2000 – Supplies	825,380
3000 - Purchased and Contracted Services	5,417,166
4000 - Library Materials & Information	3,784,301
5000 - Capital Outlay	987,060
6000 - Debt Service	0
7000 - Other Objects	164,536
8000 – Contingency	0
9000 - Transfers to other funds	54,219
Total General Fund Appropriations	\$31,865,500
<u>SUSTAINABILITY FUND</u>	
3000 - Contracted Services	<u>\$9,000</u>
Total Computer Co-Op Fund Appropriations	\$9,000

FACILITIES ENHANCEMENT FUND

2000 – Supplies	\$500
3000 - Purchased and Contracted Services	551,891
5000 - Capital Outlay	<u>200,000</u>
Total Special Revenue Fund Appropriations	\$752,391

FUTURE EMPLOYEE EXPENSE FUND

3000 – Purchased and Contracted Services	<u>\$1,500</u>
Total Special Revenue Fund Appropriations	\$1,500

DEBT SERVICE FUND

3000 - Purchased and Contracted Services	\$170,000
6000 – Debt Service	<u>\$11,630,000</u>
Total Debt Service Fund Appropriations	\$11,800,000

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$316,080
5000 - Capital Outlay	<u>11,000,000</u>
Total Building & Repair Fund Appropriations	\$11,316,080

COMPUTER CO-OP FUND

3000 - Purchased and Contracted Services	\$250
5000 - Capital Outlay	<u>\$100,000</u>
Total Computer Co-Op Fund Appropriations	\$100,250

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 25,000
3000 - Purchased and Contracted Services	12,000,000
5000 - Capital Outlay	<u>40,000,000</u>
Total Taxable Construction Fund Appropriations	\$52,025,000

TAX EXEMPT CONSTRUCTION FUND

2000 – Supplies	\$10,000
3000 - Purchased and Contracted Services	3,200,000
5000 - Capital Outlay	<u>15,753,784</u>
Total Exempt Construction Fund Appropriations	\$18,963,784

TRUST FUND

3000 - Purchased and Contracted Services	\$500
Total Trust Fund Appropriations	\$500

ENDOWMENT FUND

3000 - Purchased and Contracted Services	<u>\$250</u>
Total Endowment Fund Appropriations	\$250

Total All Funds Appropriations **\$126,834,255**

Note: Dayton Metro Library had a total of \$27,418,372.00 of encumbrances which were appropriated last year and carried over into 2017. DML is expected to spend both the carryover funds along with the newly appropriated funds above in 2017.

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
Ms. Vaughn, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Board an update on the State of Ohio biennial budget draft and how it will affect the Library.

Diane Farrell, Director of Development and External Relations, gave a presentation on The Main Event and what will be happening at this once-in-a-lifetime event.

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. All projects are progressing within approved budgets. The Main Library will be having its community grand opening on June 17, 2017. Segment III projects are in the design process with the hope to go out for bid this summer.

CORRESPONDENCE

The Board acknowledged a letter dated February 17, 2017 from Stephen Wilks, Corporate Secretary of Bethesda Temple Apostolic Church, to discuss the Church's interest in possibly acquiring the former Ft. McKinley Branch Library building and concerns with the real estate listing company.

The Board acknowledged a letter dated March 6, 2017 from the Executive Director to the Judges of the Court of Common Pleas supporting the reappointment of Jeanne Holihan for a second full term on the Board of Trustees.

The Board acknowledged a letter dated March 8, 2017 to Stephen Wilks, Corporate Secretary of Bethesda Temple Apostolic Church, from the Executive Director responding to the letter dated February 17, 2017.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 10, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 19, 2017 at 4:00 p.m. at the Northwest Branch Library, 2410 Philadelphia Dr.

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:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:43 p.m. and returned to open session at 5:52 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 Ms. Holihan, seconded by Mr. Bower, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2017. It was further moved that the Executive Director received a \$3000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:52 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 19, 2017, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Bower, the minutes of the Special Board meeting of March 11, 2017, the Board meeting of March 15, 2017, and the facilities meeting of April 10, 2017 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

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “Human Resources Forum” being held at the Crown Plaza on March 23, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Jen Kadel, Recruitment & Retention Manager, Human Resources, Main Library, to attend “Human Resources Forum” being held at the Crown Plaza on March 23, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Darryn Presley, Information Services Assistant, West Carrollton Branch Library, to attend “OLC Central Chapter Conference” being held in Worthington, OH on March 24, 2017. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Arlinda Vaughn, Library Trustee, to attend “OLC Trustee Workshop” being held in Columbus, OH on March 25, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Rachel Gut, Deputy Director, Executive Administration, Main Library, Jeanne Holihan, Library Trustee, Tim Kambitsch, Executive Director, Executive Administrative, Main Library, Karri Marshall, Assistant Director for Public Services, Main Library, to attend “2017 OLC Legislative Day” being held in Columbus, OH on March 29, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Barbara Hayde, Library Trustee, Elaine Johnson, Library Trustee, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “OLC Southwest Ohio Trustee Dinner” being held in Mason, OH on April 4, 2017. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Katie Hoskinson-Burks, Information Services Assistant, Burkhardt Branch Library, Jeanette Dohner, Senior Patron Services Assistant, Burkhardt Branch Library, Gregg Havey, Information Services Librarian, Information Services, Main Library, Jason Long, Information Services Assistant, Miami Township Branch Library, Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Teresa Scarpelli, Patron Services Assistant, Miamisburg Branch Library, Cindy Simerlink, Staff Development Coordinator, Human Resources, Operations Center, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “OLC Southwest Chapter Conference” being held in Mason, OH on April 5, 2017. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$128.57 each be reimbursed by the Board.

Ian Kinser, Patron Services Assistant, Circulation Division, Main Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, Jeff Reid, Teen Services Librarian, Northmont Branch Library, and Mary Beth Rogers, Information Service Assistant, New Lebanon Branch Library, to participate in “5 Teen Reader Advisory” webinars being sponsored by OLC on April 12, 2107 through May 10, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Cheryl Wirtley, Branch Library Manager, Miami Township, to attend “South Metro Chamber of Commerce Meeting” being held at the Symcamore Medical Center on April 19, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Building Effective Relationships with Schools” webinars being sponsored by ALA on April 19, 2017 through April 26, 2017. It is further recommended that registration in the amount of \$170.00 be reimbursed by the Board.

Barry Fought, Accountant, Finance, Main Library, Dave Hess, Fiscal Officer, Finance, Main Library, and Chrissy Sanders, Accountant, Finance, Main Library to attend “Analytics Training” being held in Columbus, OH on May 4, 2017. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

LaSasha Lackey, Information Services Assistant, Trotwood Branch Library, and Molly Millsop, Information Services Assistant, Miami Township Branch Library, to attend “Take 5: Where We’ve Been and Where We’re Going” being held at the Northwest Branch Library on May 5, 2017. It is further recommended that registration in the amount of \$10.00 each be reimbursed by the Board.

Jason Long, Information Services Assistant, Miami Township Branch Library, to attend “Adult Mental Health First Aid Training” being held in Chillicothe, OH on May 11, 2017. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Special Collections, Main Library, to participate in “Grant Writing for Librarians” online class being sponsored by the University of Wisconsin on June 26, 2017 through August 4, 2017. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “2017 LENA Early Language Conference” being held in Vail, CO on September 12, 2017 through September 14, 2017. It is further recommended that registration in the amount of \$299.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$150.00, lodging in an amount not to exceed \$680.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$329.00, mileage in an amount not to exceed \$162.64, lodging in an 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

Christopher Blackford, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective April 19, 2017 at the rate of \$16.70 per hour.

Shari Bowers, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective April 16, 2017 at the rate of \$30.7620 per hour.

Allison Doerman, Teen Services Librarian, full-time, Grade 11, Brookville Branch Library, effective April 16, 2017 at the rate of \$22.46 per hour.

Jaclyn Fulwood, Youth Service Division Manager, full-time, Grade S08, Youth Services Division, Main Library, effective April 2, 2011 at the rate of \$26.9702 per hour.

Emma Haney, Information Services Assistant, substitute, Grade Sub 08, West Carrollton Branch Library, effective March 20, 2017 at the rate of \$11.60 per hour.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CS2, External Relations, Main Library, effective March 19, 2017 at the rate of \$19.44 per hour.

Jeffery Opt, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective April 16, 2017 at the rate of \$16.70 per hour.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective April 2, 2017 at the rate of \$16.70 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Donna Balskey, Construction Clerk, substitute, Grade Sub 05, Construction Management, Operation Center, from Library Aide, Northmont Branch Library, effective March 19, 2017 at the rate of \$10.04 per hour.

Cheryl Edwards, Accounting Clerk, 2/5-time, Grade 05, Finance, Main Library, from Construction Clerk, 2/5-time, Grade 05, Construction Management, Operations Center, effective April 2, 2017 at the rate of \$19.96 per hour.

LEAVE WITHOUT PAY

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Acquisition, Operations Center, effective March 29, 2017 for 24 hours for personal reasons.

POSITION REALIGNMENT

Carl Bach, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective April 16, 2017 at the rate of \$33.6810 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Debra Vent, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Patron Services Assistant, 4/5-time, Grade

05, Northmont Branch Library, effective April 2, 2017 at the rate of \$20.15 per hour.

Victoria Hix, Information Services Assistant, full-time, Grade 08, Information Services Division, Main Library, from Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective April 30, 2017 at the rate of \$16.70 per hour.

PROMOTION, CHANGE IN LOCATION

Kahlil Ian Kinser, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, from Patron Services Assistant, full-time, Grade 05, Circulation Division, Main Library, effective April 16, 2017 at the rate of \$22.46 per hour.

RESIGNATION

Dorothy Barr, Patron Service Assistant, substitute, Grade Sub 05, Northwest Branch Library, effective October 21, 2016 at the rate of \$10.55 per hour.

Linda Brock, Information Services Assistant, substitute, Grade Sub 08, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$13.85 per hour.

Jo Anne Collins, Information Services Librarian, substitute, Grade Sub 11, Huber Heights Branch Library, effective September 15, 2016 at the rate of \$13.59 per hour.

Saundra Hodges, Patron Services Assistant, substitute, Grade Sub 05, Northwest Branch Library, effective February 22, 2016 at the rate of \$14.87 per hour.

Nichelle Jewett, Patron Services Assistant, substitute, Grade Sub 05, Westwood Branch Library, effective August 6, 2016 at the rate of \$9.79 per hour.

Thomas Marchesano, Director for Library Construction, full-time, Grade S13, Construction Management, Operations Center, effective April 28, 2017 at the rate of \$53.5154 per hour.

Karyna Mitchell, Information Services Assistant, substitute, Grade Sub 08, Burkhardt Branch Library, effective October 29, 2016 at the rate of \$11.60 per hour.

Suzanne Schiml, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, effective August 29, 2016 at the rate of \$13.85 per hour.

Jennifer St. Onge, Teen Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective April 15, 2017 at the rate of \$22.93 per hour.

Jane Wetzel, Patron Services Assistant, substitute, Grade Sub 05, Outreach Services, effective October 1, 2016 at the rate of \$10.03 per hour.

RESIGNATION

Jean Gaffney, Acquisition and Collection Development Manager, full-time, Grade S11, Collection Development Division, Operations Center, effective June 30, 2017 after more than 43 years of service.

Barbara Kuhns, Assistant Director for Information Technology Services, full-time, Grade S12, Information Technology, Operations Center, effective June 30, 2017 after more than 28 years of service.

Letitia Wilson, Assistant Director for Youth Services, full-time, Grade S12, Youth Services, Main Library, effective May 31, 2017 after more than 37 years of service.

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

The Board approved the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) with Fifth Third Bank to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below with a checked box appearing next to their name are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank’s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank.

Barbara Hayde, Board President
Timothy Kambitsch, Executive Director
David Hess, Fiscal Officer & Treasurer

✓
✓
✓

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Wednesday, March 15, 2017, Public Library Funds were received in the amount of \$1,095,703.24. All of these funds were invested in Star Ohio.

On Tuesday, April 4, 2017, a Real Estate Tax Settlement was received in the amount of \$1,337,419.09 and a Trailer Tax Settlement of \$9,292.71 for a total of \$1,346,711.80. Of this total \$710,926.94 was invested in Star Ohio and \$635,784.86 was invested in the Debt Service Fund.

On a motion by Mr. Bower, seconded by Ms. Merz, the March 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing of note to report this month.

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. All projects are progressing within approved budgets. Segment III projects are in the design process with the hope to go out for bid this summer.

FACILITIES PROGRAM BUDGET

The Executive Director reported at the April 10, 2017 Board Facilities meeting that soil conditions and other requirements at the site of the Wilmington-Stroop Branch would necessitate additional site preparation and improvements beyond originally estimated and budgeted for the project. The estimated additional costs to cover building demolition, soil conditions, and road easement improvements is approximately \$400,000. The following discussion by Trustees the Executive Director stated he would prepare an appropriate resolution allocating the required funds from the Building and Repair Fund to ensure the Wilmington-Stroop Branch project had sufficient funds to meet the program.

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

Whereas, by prior Board actions the Building and Repair Fund has \$8,465,574 designated for site acquisition, site preparations and improvements for projects as a part of the Libraries for a Smarter Future building program, the Board resolves to designate an additional \$400,000 from the Building and Repair Fund for the Wilmington-Stroop building project.

Ayes: All
Nays: None

DEVELOPMENT AGREEMENT WITH DAYTON PUBLIC SCHOOL BOARD

The Executive Director negotiated a contract to purchase approximately 2.75 acres located adjacent to the Belmont High School in Dayton, OH for the new Southeast Branch Library. The Library has agreed to purchase the land from the Dayton Public School Board for the amount of \$ 204,531.25.

The agreement allows the Library to acquire approximately 2.75 acres of land for the new branch and its required parking. As a part of the construction process, the Library will relocate an existing softball field and provide walks and other necessary amenities to connect the library to school property.

On a motion by Mr. Bower, seconded by Ms. Holihan, the Board approved the execution of the Development Agreement contingent upon appropriate due diligence investigations of the property, and legal review of the title by legal counsel.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 8, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 17, 2017 at 4:00 p.m. at the Vandalia Branch Library, 330 S. Dixie Dr.

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 17, 2017, 4:00 p.m.

PRESENT: Barbra Hayde, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:00 p.m. The President also noted the absence of a quorum and no formal business would take place as this will be an informational meeting only.

DECLARATION OF CONFLICTS OF INTEREST

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

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

Approval of the April 2017 financial were deferred until the June Board meeting.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed the State budgeting updates in regards to the Public Library Fund.

The Executive Director also shared the many management title and department name changes within the organization.

Diane Farrell and Kathleen Moore introduced a new early literacy tool geared toward children ages 0 to 12 months. The new "Love Them Out Loud" kits comprise of a board book, a rhyming flip book, and a library card application inside a branded box all focusing on tools to support early

childhood literacy. These kits will be given to select health clinics and doctor's offices, identified by Dayton Children's Hospital, who cater to low to middle income families for distribution when a child is between 4 to 6 months. The committee will continue this work in 2017, with production of a kit for toddlers, 12 – 24 months.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule.

NEW BUSINESS

Ms. Merz asked the Executive Director to read the following resolution into the record.

WHEREAS, Tish Wilson has served with distinction as the Director of Youth Services of the Dayton Metro Library under a variety of different titles from July 2, 1984 through May 31, 2017; and

WHEREAS, during her term of service she led the transformation of the Library's approach toward services to all children, expanding services to preschoolers, and developing enhanced services and collections for teens; and

WHEREAS, she has been recognized on countless occasions by fellow librarians, educators, and parents for her genuine caring for children, her depth of knowledge of children's literature, and her passion for library services for all children; and

WHEREAS, she had partnered with community organizations, such as Learn to Earn Dayton, the City of Learners, Five Rivers MetroParks, and other institutions too numerous to count, all to the benefit of children; and

WHEREAS, she has been active in both the Ohio Library Council, the American Library Association, the Association for Library Services for Children, and other professional and community service organizations; and

WHEREAS, during her years of professional service she has honored the Dayton Metro Library by being appointed to numerous and varied book award committees beginning with her first contribution as a member of the Caldecott Committee in 1986 that selected THE POLAR EXPERS; and

WHEREAS, the library profession has repeatedly valued and recognized her contributions by most recently naming her to the prestigious role of CHAIR of the Caldecott Committee responsible for selection the 2018 award winner; and

WHEREAS, during her long career she has served as a coach, mentor and friend to a new generation of children's librarians; NOW

THEREFORE BE IT RESOLVED, that on this 17th day of MAY, TWO THOUSAND SEVENTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **Tish Wilson** made to the Library, its staff, and to the

residents of Montgomery County during her distinguished service to the Dayton Metro Library.

With there being no quorum, the resolution will be formally adopted at the June meeting, but the Board acknowledged and thanked Tish Wilson for her many years of services.

CORRESPONDENCE

The Board acknowledged a letter dated May 16, 2017 from the Executive Director to the Dayton Metro Library Foundation requesting funds to sponsor the Dayton Area Chamber of commerce Business After Hours Event on June 21, 2017.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 12, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 21, 2017 at 4:00 p.m. at the Trotwood Branch Library, 651 E. Main St.

ADJOURNMENT

There being nothing further to discuss, the Board adjourned at 5:02 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 21, 2017, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of April 15, 2017, the Board meeting of May 17, 2017, and the facilities meeting of June 12, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Carol Macmann, Branch Library Manager, New Lebanon Branch Library, to attend “Think Regional Ohio Leadership Summit” being held in West Chester, OH on April 28, 2017. It is further recommended that registration in the amount of \$59.00 and mileage in an amount not to exceed \$38.36 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Library Journal Design Institute” being held in Columbus, OH on May 5, 2017. It is further recommended that registration in the amount of \$140.25 be reimbursed by the Board.

Jared Baldwin, Information Services Librarian, Information Services, Main Library, to attend “Mental Health First Aid Training” being held in Chillicothe, OH on May 11, 2017. It is further recommended that registration in the amount of \$80.00 and mileage in an amount not to exceed \$83.89 be reimbursed by the Board.

Isaac Fry, Children Services Librarian, Burkhardt Branch Library, to participate in “Basic American Sign Language for Library Staff” online course being sponsored by ALA on May 15, 2017 through June 24, 2017. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber Executive Women Council Luncheon” being held at Cox Arboretum on May 24, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, Megan Cooper, Development Director, External Relations, Main Library, and Diane Farrell, External Relations and Development Director, to attend “I-70/75 Economic Development Summit” being held at Sinclair Community College on May 25, 2017. It is further recommended that registration in the amount of \$100.00 each be reimbursed by the Board.

Camee Decknadel, Information Services Assistant, Outreach Services, to attend “Bookmobile Training” being held at Clark State Community College on May 25, 2017 through May 26, 2017. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Isaac Fry, Children Services Librarian, Burkhardt Branch Library, to participate in “Creating Early Literacy Programs online course being sponsored by ALA on June 5, 2017 through July 1, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “Bridges Out Of Poverty” being held in Dayton, OH on June 7, 2017. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “Grade-Level Reading Week” being held in Denver, CO on June 14, 2017 through June 16, 2017. It is further recommended that registration in the amount of \$349.00, airfare in an amount not to exceed \$450.00, ground transportation in an amount not to exceed \$50.00, lodging in an

amount not to exceed \$860.00, meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Multi-Cultural Communication” being held at Sinclair Community College on June 28, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “South Metro Chamber Metro Breakfast” being held at Sycamore Hospital on June 21, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Kathy Monhollon, Materials Selection Librarian, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “Overdrive Digipalooza” being held in Cleveland, OH on August 2, 2017 through August 4, 2017. It is further recommended that registration in the amount of \$199.00 each, mileage in an amount not to exceed \$226.84 each, parking in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$360.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Improving Supervisory Effectiveness” being held at Sinclair Community College on August 24, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance, Main Library, to attend “Library Fiscal Officer 102” being held in Columbus, OH on August 25, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Rachel Gut, Executive Deputy Director, Executive Administration, Main Library, to attend “ULC Annual Forum: Leading in a Democracy” being held in St. Paul, MN on October 11, 2017 through October 13, 2017. It is further recommended that registration in the amount of \$445.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA Symposium Preconference” being held in Louisville, KY on November 3, 2017. It is further recommended that registration in the amount of \$158.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Levers of Employee Engagement” being held at Sinclair Community College on November 30, 2017. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Maeghan Dolan, Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$22.46 per hour.

Eric Hockaday, Information Services Assistant, full-time, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$16.70 per hour.

Todd Lampley, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective April 30, 2017 at the rate of \$16.70 per hour.

Megan Patsch, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective May 14, 2017 at the rate of \$13.93 per hour.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective June 11, 2017 at the rate of \$32.6923 per hour.

Hannah Pigg, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 14, 2017 at the rate of \$10.04 per hour.

Teresa Robinson, Information Services Assistant, substitute, Grade Sub08, Belmont Branch Library, effective May 28, 2017 at the rate of \$11.60 per hour.

Heather Ruch, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective May 28, 2017 at the rate of \$16.70 per hour.

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 25, 2017 at the rate of \$20.06 per hour.

Michael Smith, Information Services Librarian, substitute, Grade Sub11, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$15.56 per hour.

Holly Varley, Collection Development Director, full-time, Grade S11, Collection Development, Operations Center, effective June 25, 2017 at the rate of \$38.5880 per hour.

Shaun Wright, Information Services Manager, full-time, Grade S08, Information Services, Main Library, effective May 28, 2017 at the rate of \$26.9702 per hour.

Gail Zapatony, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 30, 2017 at the rate of \$10.04 per hour.

CHANGE IN HOURS

Kathleen Carson, Patron Service Assistant, 3/5-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library effective May 28, 2017 at the rate of \$14.45 per hour.

Subrina Mower, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, effective June 11, 2017 at the rate of \$14.75 per hour.

Jenna Pichot, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective April 30, 2017 at the rate of \$16.87 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Benjamin Thornber, Patron Services Assistant, 4/5-time, Grade 05, Northmont Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective April 30, 2017 at the rate of \$14.45 per hour.

CHANGE IN TITLE

Cynthia Chibis, Human Resources Director, full-time, Grade S10, Human Resources, Main Library, from Human Resources Manager, full-time, Grade S10, Human Resources, Main Library, effective May 28, 2017.

Diane Farrell, External Relations and Development Director, full-time, Grade S11, External Relations, Main Library, from Director of Development and Externals Relations, full-time, Grade S11, External Relations, Main Library, effective May 28, 2017.

Jaclyn Fulwood, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, from Youth Services Division Manager, full-time, Grade S08, Main Youth Services, Main Library, effective May 28, 2017.

Jean Gaffney, Collection Development Director, full-time, Grade S11, Collection Development, Operations Center, from Acquisition and Collection Development Manager, full-time, Grade S11, Collection Development, Operations Center, effective May 5, 2017.

Rachel Gut, Deputy Executive Director, full-time, Grade S15, Executive Administration, Main Library, from Deputy Director, full-time, Grade S15, Executive Administration, Main Library, effective May 28, 2017.

Deborah Hathaway, Cataloging Manager, full-time, Grade S08, Cataloging, Operations Center, from Cataloging Division Manager, full-time, Grade S08, Cataloging, Operations Center, effective May 28, 2017.

David Hess, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, from Fiscal Officer/Treasurer, full-time, Grade S12, Finance, Main Library, effective May 28, 2017.

Rachel Kopchick, Public Services Director, full-time, Grade S12, Public Services Administration, Operations Center, from Assistant Director for Public Services, full-time, Grade S12, Public Services Administration, Operations Center, effective May 8, 2017.

Barbara Kuhns, Information Technology Services Director, full-time, Grade S12, Information Technology Services, Operations Center, from Assistant Director for Information Technology, full-time, Grade S12, Information Technology Services, Operations Center, effective May 5, 2017.

Karri Marshall, Public Services Director, full-time, Grade S12, Public Services Administration, Operations Center, from Assistant Director for Public Services, full-time, Grade S12, Public Services Administration, Operations Center, effective May 8, 2017.

James McQuinn, Special Collections Manager, full-time, Grade S08, Special Collections, Main Library, from Special Collections Division Manager, full-time, Grade S08, Special Collections, Main Library, effective May 28, 2017.

Charles Romine, Borrower Services Manager, full-time, Borrower Services, Main Library, from Circulation Division Manager, full-time, Borrower Services, Main Library, effective May 28, 2017.

Letitia Wilson, Youth Services Director, full-time, Grade S11, Youth Services, Main Library, from Assistant Director for Youth Services, full-time, Grade S11, Youth Services, Main Library, effective May 5, 2017.

CHANGE IN TITLE, CHANGE IN GRADE

Ashley Orr, Executive Assistant, full-time, Grade CE6, Executive Administration, Main Library, from Administrative Assistant, full-time, Grade CS3, Executive Administration, Main Library, effective May 8, 2017.

LEAVE WITHOUT PAY

Christopher Blackford, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective May 23, 2017 for 24 hours for vacation.

Camee Decknadel, Information Services Assistant, full-time, Grade 08, Outreach Services, effective June 21, 2017 for 20 hours for vacation.

Jaclyn Fulwood, Youth Services Division Manager, full-time, Grade S08, Main Youth Services, Main Library, effective June 12, 2017 for 16 hours for vacation.

John Gregory Havey, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective July 5, 2017 for 16 hours for personal reasons.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective June 26, 2017 for 40 hours for vacation.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, effective July 3, 2017 for 8 hours for vacation.

Kristina Richey, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective June 6, 2017 for 176 hours for school.

Joanna Rocheleau, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective August 18, 2017 for 24 hours for vacation.

PROMOTION

Linda Jackson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Northwest Branch Library, effective April 30, 2017 at the rate of \$20.07 per hour.

PROMOTION, CHANGE IN HOURS

William Colston, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Patron Services Assistant, 4/5-time, Grade 05, Borrower Services, Main Library, effective June 25, 2017 at the rate of \$16.70 per hour.

Kimberly Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, from Information Services Librarian, substitute, Grade Sub11, Brookville Branch Library, effective 14, 2017 at the rate of \$34.4534 per hour.

RESIGNATION

Christine Bolivar, Interim Information Services Manager, full-time, Grade S08, Information Services, Temporary Downtown Branch Library, effective May 31, 2017 at the rate of \$26.9701 per hour.

Douglas Clendening, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 18, 2017 at the rate of \$14.75 per hour.

Teresa Gaylard, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 4, 2017 at the rate of \$25.50 per hour.

Lisa Nabel, Materials Selection Librarian, substitute, Grade Sub12, Collection Development, Operations Center, effective June 6, 2016 at the rate of \$19.51 per hour.

Linda Nichols, Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective May 18, 2017 at the rate of \$11.81 per hour.

Daniel Reke, Fiscal Officer, substitute, Grade Sub12, Finance, Main Library, effective November 7, 2016 at the rate of \$49.8194 per hour.

Caitlin Wichterman, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective November 18, 2016 at the rate of \$15.55 per hour.

RETIREMENT

Linda Lanning, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective June 30, 2017 after more than 12 years of service.

Derrick Stiles, Audio-Visual Materials Inspector, full-time, Grade 08, Borrower Services, Main Library, effective May 31, 2017 after more than 37 years of service.

Wanda Tucker, Information Services Assistant, full-time, Grade 08, Westwood Branch Library, effective June 30, 2017 after more than 31 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Karah Power, Information Services Assistant, Outreach Services, in order to attend Kent State University School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between with Kristina Richey, Patron Services Assistant, Trotwood Branch Library, in order to attend Simmons College.

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:

Candice Jeske, Catalog Librarian, Cataloging, Operations Center, for the course “Culminating Experience Internship in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00, and the course “History of the Library in the Western World”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00 for a total of \$3,030.00.

William McIntire, Information Services Librarian, Special Collections, Main Library, for the course “Culminating Experience Internship in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,515.00, for a total of \$1,515.00.

Kristina Richey, Patron Service Assistant, Trotwood Branch Library, for the course “Archives Field Study”, Simmons College, 3.0 credit hours, at a cost of \$3,630.00, and the course “Records Management Environments”, Simmons College, 3.0 credit hours, at a cost of \$3,630.00 for a total of \$7,260.00.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.17/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of \$0.03/\$1,000 for the period July 1, 2017 through July 1, 2018.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2017 and May 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Friday, April 14, 2017, Public Library Funds were received in the amount of \$1,005,032.39. All of these funds were deposited into the general checking account for operations.

On Thursday, May 11, 2017, a Real Estate Property Tax Rollback payment was received in the amount of \$1,407,344.87. Of this total, \$744,059.99 was used for operations and \$663,284.88 was deposited in the Debt Service Fund.

On Friday, May 12, 2017, Public Library Funds were received in the amount of \$1,313,233.98. A total of \$1,300,000 of these funds were invested in StarOhio. The remaining \$13,233.98 was invested in the general checking account for operations.

On a motion by Ms. Johnson, seconded by Mr. Bower, the April 2017 and May 2017 Financial Report were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Board an update on the Public Library Fund and the State budget. The State budget will be going into conference committee with the PLF at 1.68%.

Jayne Klose, Community Engagement Manager, shared with the Board all the things that will be happening on Saturday, August 5th for the Main Grand Opening and Community Celebration.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. The move into Main continues to be delayed as everyone is working towards the TCO, but collections have started moving into the building.

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the proposed Managerial and Confidential Employee Compensation Plan.

Ayes: All
Nays: None

NEW BUSINESS

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved resolution honoring Tish Wilson that was read into the record at the May 17, 2017 Board Meeting.

Ayes: All
Nays: None

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

WHEREAS, Jean Gaffney has served the Dayton Metro Library with distinction from June 17, 1974 through June 30, 2017 devoting over 43 years of services to the benefit of residents throughout its service area; and

WHEREAS, she began her career as a Children’s Librarian at the Main Library but made a name for herself in Miamisburg serving its residents for just shy of 30 years, first as a Children’s Librarian and then expanding her impact as the Miamisburg Branch Manager; and

WHEREAS, during that time she experienced extraordinary success as a Children’s Librarian by developing the passion for reading in the lives of generations of children as evidenced by the unique achievement of her branch regularly lending more juvenile materials than adult materials, and by her branch leading all other branches in children’s programming attendance; and

WHEREAS, she utilized her skills in librarianship and management, her knowledge of literature for all age groups, and her unequaled passion for customer service, to reinvent collection development for the Dayton Metro Library by efficiently centralizing the selection of library materials while drawing upon the expertise of librarians system-wide and creating processes for supporting the unique needs of the neighborhoods and communities served by the Dayton Metro Library; and

WHEREAS, she has served in leadership roles at the Ohio Library Council, the American Library Association, the Association for Library Services for Children, and a long list of Miamisburg civic and school committees; and

WHEREAS, she utilized her considerable depth of knowledge in service to multiple book and media award selection committees including the most prestigious Randolph Caldecott and John Newbery Awards, and most recently serving on the Sibert award selection committee; and

WHEREAS, she brought recognition to the Dayton Metro Library as celebrated by the Urban Libraries Council Innovation Award for programming and promotion of local authors; and

WHEREAS, she fostered collaboration between libraries and bookstores throughout the Miami Valley by leading the annual Big Read community book club program; and

WHEREAS, she inspired many to expand their career horizons and aspired to new and enhanced careers in librarianship – including her own daughter; NOW

THEREFORE BE IT RESOLVED, that on this 21st day of June, TWO THOUSAND SEVENTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant professional, civic and personal contributions that **Jean Gaffney**, Director of Collection Development, has made to the Library, its staff, and to the residents of Montgomery County during her distinguished service to the Dayton Metro Library.

Ayes: All
Nays: None

The Executive Director also recognized Barb Kuhn's retirement and acknowledged her many years of service with the Dayton Metro Library.

Ms. Merz brought up some business that she would like discussed, but could be tabled to a meeting in the future. She would like a full recap on The Main Event from the Foundation, she would also like to make sure the Foundation continues to make more regular updates. The last item of business she brought up was she would like to make sure the Library is developing a Facilities Use Policy for all the new spaces.

Ms. Holihan brought up a recent news story about the Denver Library System being one of the first libraries in the country to carry Narcan for opiate overdoses. Dayton Metro will need to address similar issues related to the Heroin epidemic but the discussion can happen at a later date.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, July 10, 2017 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 19, 2017 at 4:00 p.m. at the Miamisburg Branch Library, 545 E. Linden Ave.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:10 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 28, 2017, 3:00 p.m.

PRESENT: Barbara Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

Ms. Hayde called the meeting to order at 3:00 p.m.

OPEN DISCUSSION

The Board discussed ways to change that Executive Director's evaluation process and goal setting for future years and to develop outcome measures to better reflect the work the Library is doing.

ADJOURNMENT

There being nothing further to discuss, the Board adjourned at 5:00 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 19, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:02 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Ms. Merz, the minutes of the Board meeting of June 21, 2017, the Special Board meeting of June 28, 2017, and the facilities meeting of July 10, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Victoria Hix, Information Services Assistant, Information Services, Main Library, to attend “Girl Develop It Dayton Event” being held in Dayton, OH on June 28, 2017. It is further recommended that registration in the amount of \$26.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to participate in “Library Juice Academy” online class being sponsored by Library Juice Academy on July 3, 2017 through July 28, 2017. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance, Main Library, to participate in “Employee Expense Reimbursement Fraud” being sponsored by GRC Advisory on July 13, 2017. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Carla Sullenberger, Public Services Assistant, Huber Heights Branch Library, to attend “Taking Care of Your Internal and External Customers” being held in Columbus, OH on August 16, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend “FGS Annual Conference” being held in Pittsburgh, PA on August 29, 2017 through September 1, 2017. It is further recommended that registration in the amount of \$272.00, mileage in an amount not to exceed \$272.85, parking in an amount not to exceed \$100.00, lodging in an amount not to exceed \$633.84, meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Mark Hensel, Branch Library Manager, Wilmington-Stoop Branch Library, to attend “City of Kettering Leadership Academy” being held in Kettering, OH on September 10, 2017 through May 10, 2018. It is further recommended that registration in the amount of \$600.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stoop Branch Library, Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, and Gretchen Yonata, Teen Services Librarian, Kettering Moraine Branch Library, to attend “Teen Think Tank” being held in Sidney, OH on September 15, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Jacobee Buchanan, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective June 25, 2017 at the rate of \$10.04 per hour.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective June 25, 2017 at the rate of \$17.03 per hour.

Janet Russell, Patron Services Assistant, substitute, Grade Sub 05, Miami Township Branch Library, effective July 9, 2017 at the rate of \$10.04 per hour.

Donald Stewart, Information Services Assistant, full-time, Grade 08, Westwood Branch Library, effective July 9, 2017 at the rate of \$17.03 per hour.

Chelsea Yergens, Teen Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective August 6, 2017 at the rate of \$22.91 per hour.

HAY RECLASSIFICATION

Rachel Kopchick, Pubic Services Director, full time, Grade S11, Public Services Administration, from Pubic Services Director, full time, Grade S12, Public Services Administration, effective June 11, 2017 at the rate of \$43.2183 per hour.

Karri Marshall, Pubic Services Director, full time, Grade S11, Public Services Administration, from Pubic Services Director, full time, Grade S12, Public Services Administration, effective June 11, 2017 at the rate of \$43.6418 per hour.

LEAVE WITHOUT PAY

Angelia Fitzgerald, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective July 3, 2017 for 16 hours for vacation.

Karah Power, Information Services Assistant, full-time, Grade 08, Outreach Services, effective July 3, 2017 for 40 hours for vacation.

Heather Ruch, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective June 29, 2017 for 8 hours for vacation.

Shaun Wright, Information Services Manager, full-time, Grade S08, Information Services, Main Library, effective July 6, 2017 for 88 hours for vacation.

PROMOTION

Josh Ashworth, Information Technology Services Director, full-time, Grade S12, Information Technology Services, Operation Center, from Technology Development Manager, full-time, Grade S09, Information Technology Services, Operations Center, effective June 25, 2017 at the rate of \$43.2183 per hour.

RESIGNATION

John Callon, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective August 19, 2017 at the rate of \$22.91 per hour.

Jenna Pichot, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective July 19, 2017 at the rate of \$17.21 per hour.

Andrew Wichterman, Information Services Assistant, full-time, Grade 08, Outreach Services, effective July 14, 2017 at the rate of \$17.37 per hour.

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 the Board an update on the Foundation's various committees and the status of the donor wall. The Main Event was a very successful fundraising event with a net of \$125,000 as well as gaining several more donors to the inaugural 1888 Society. The Foundation is now focusing on how to create a sustainable supply of donors and planning for the long term.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Thursday, June 9, 2017, a Real Estate Property Tax Advance payment was received in the amount of \$284,175.97. Of this total, \$150,107.93 was used for operations and \$134,068.04 was deposited in the Debt Service Fund.

On Friday, June 14, 2017, Public Library Funds were received in the amount of \$1,371,857.75. Of these funds, \$1,000,000 was deposited with StarOhio, the remaining \$371,857.75 of these funds were deposited into the general checking account for operations.

On Thursday, June 30, 2017, a Real Estate Property Tax Advance payment was received in the amount of \$113,862.10. Of this total, \$60,135.55 was used for operations and \$53,726.55 was deposited in the Debt Service Fund.

On a motion by Mr. Bower, seconded by Ms. Johnson, the June 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2018

The Montgomery County Budget Commission has scheduled the 2018 Tax Budget Allocation Meeting for Wednesday, August 30, 2017 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Johnson, seconded by Ms. Merz 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 2018 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing significant to report.

PROBLEMS INVOLVING PATRONS POLICY

This policy was created to replace a manual that described how to handle different situations with patrons to allow for individual managers to empower staff to address issues as they see fit within the bounds of the policy.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the Problems Involving Patrons policy as presented in the Board Materials.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Main has temporary occupancy and staff have moved in.

NEW BUSINESS

The President announced that there will be some policies that will be brought before the Board in September regarding conceal carry laws and elimination of fines.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, September 11, 2017 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, September 20, 2017 at 4:00 p.m. at the Main Library.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:05 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 16, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion by Ms. Holihan, 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.

WEST CARROLLTON BRANCH SINGLE PRIME GENERALT 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 West Carrollton Branch. Six (6) bids were received by the bid due date August 10, 2017.

<u>Bidder</u>	<u>Amount</u>
Leo B Shroeder <i>Dayton, OH</i>	\$5,200,000
R.W. Setterlin Building Company <i>Columbus, OH</i>	\$3,948,000

Wenco Construction Company <i>New Carlisle, OH</i>	\$4,072,812
R L Fender Construction <i>Dayton, OH</i>	\$4,208,982
Staffco Construction <i>Fairborn, OH</i>	\$3,887,000
Brumbaugh Construction <i>Arcanum, OH</i>	\$4,243,000

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Bower, the Board awarded RW Staffco Construction the single prime general contractor contract for the West Carrollton Branch for an amount not to exceed \$3,887,000.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 4:08 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 20, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Carl Kennebrew, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Johnson, the minutes of the Board meeting of July 19, 2017, the Special Board meeting of August 16, 2017, and the facilities meeting of September 11, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Holly Varley, Collection Development Director, Collection Development, Operations Center, to attend “Digipalooza” being held in Cleveland, OH on August 2, 2017 through August 4, 2017. It is further recommended that mileage in an amount not to exceed \$226.84, parking in an amount not to exceed \$40.00, lodging in an amount not to exceed \$347.17, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Camee Decknadel, Information Services Assistant, Outreach Services, Allison Knight, Children Services Librarian, Outreach Services, and Karah Power, Information Services Assistant, Outreach Services, to attend “Outreach and Special Services Retreat” being held at Westerville Public Library on August 11, 2017. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Carol Macmann, Branch Library Manager, New Lebanon Branch Library, and Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend “Taking Care of Your Internal and External Customers” being held in Columbus, OH on August 16, 2017. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, Jennifer Johnson, Information Services Assistant, Huber Heights Branch Library, and Melissa Rhoades, Information Services Assistant, Brookville Branch Library, to attend “22nd Annual Picture Book Read-In” being held in West Chester, OH on August 17, 2017. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stoop Branch Library, to attend “SWON Summer Reading Workshop” being held at the Miami Township Branch on September 12, 2017. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, and Dave Hess, Fiscal Officer/Finance Director, Finance, Main Library, to attend “2017 Software Solutions Fall Conference” being held in Columbus, OH on September 13, 2017 through September 15, 2017. It is further recommended that registration in the amount of \$355.00 each, and mileage in an amount not to exceed \$266.75 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to participate in “ASERL Collaborative Federal Depository Program” webinar being sponsored by ALCTS on September 13, 2017. It is further recommended that registration in the amount of \$43.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Kijrsten Frank Hoppe, Director, Dayton Metro Library Foundation, to attend “Nonprofit Seminar: Stepping Up Your Governance Game” being held at Aileron on September 13, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Barbara Hayde, Trustee, Dayton Metro Library, to attend “Nonprofit Seminar: Stepping Up Your

Governance Game” being held at Aileron on September 13, 2107. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Rachel Kopchick, Public Services Director, Public Services Administration, Main Library, to attend “Nonprofit Seminar: Stepping Up Your Governance Game” being held at Aileron on September 13, 2107. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Maeghan Dolan, Teen Services Librarian, Main Youth Services, Main Library, to attend “Teen Think Tank” being held in Sidney, OH on September 15, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “Advances Public Library Administration” online course being sponsored by the University of Wisconsin on September 18, 2017 through December 8, 2017. It is further recommended that registration in the amount of \$208.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Women in Business Networking Annual Conference” being held in Dayton, OH on September 20, 2017. It is further recommended that registration in the amount of \$155.00 be reimbursed by the Board.

Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, to participate in “36 Adult Program Ideas in 90 Minutes” webinar being sponsored by ALA on September 27, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “National Conference on Summer Learning” being held in Phoenix, AZ on October 23, 2017 through October 25, 2017. It is further recommended that registration in the amount of \$575.00, airfare in an amount not to exceed \$530.00, ground transportation in an amount not to exceed \$30.00, lodging in an amount not to exceed \$750.00, meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Allison Doerman, Teen Services Librarian, Brookville Branch Library, to attend “YALSA’s Young Adult Services Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$266.00, mileage in an amount not to exceed \$162.64, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Maeghan Dolan, Teen Services Librarian, Main Youth Services, Main Library, to attend “YALSA’s Young Adult Services Symposium” being held in Louisville, KY on November 3, 2017 through November 5, 2017. It is further recommended that registration in the amount of \$199.00, mileage in an amount not to exceed \$162.64, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Coding Together, Learning Together” online course being sponsored by iSchool on November 6, 2017 through December 6, 2017. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Borrower Services, Main Library, effective August 6, 2017 at the rate of \$14.74 per hour.

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective September 3, 2017 at the rate of \$38.5880 per hour.

Kathleen Co, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective August 20, 2017 at the rate of \$14.74 per hour.

Phillip Dunlevy, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective September 3, 2017 at the rate of \$14.74 per hour.

Christopher Merritt, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective September 3, 2017 at the rate of \$14.74 per hour.

Jonathan Murphy, Information Services Assistant, substitute, Grade Sub08, Belmont Branch Library, effective August 30, 2017 at the rate of \$11.60 per hour.

Elijah Stephens, Information Services Assistant, full-time, Grade 08, Outreach Services, effective, September 3, 2017 at the rate of \$17.03 per hour.

Daria Stone, Parent Engagement Liaison, substitute, Grade Sub12, Public Services Administration, Main Library, effective September 3, 2017 at the rate of \$14.97 per hour.

Celeste Swanson, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 6, 2017 at the rate of \$22.91 per hour.

Caitlin Wissler, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective August 20, 2017 at the rate of \$15.56 per hour.

Jennie Wettle, Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, effective September 17, 2017 at the rate of \$14.74 per hour.

CHANGE IN HOURS

Mariah Johnson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library effective August 6, 2017 at the rate of \$14.88 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Donna Balskey, Administrative Assistant for Construction Management, 3/5-time, Grade CE1, Construction Management, Operations Center, from Construction Clerk, substitute, Grade Sub05, Construction Management, Operations Center, effective August 6, 2017 at the rate of \$14.45 per hour.

CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Angela Keltner, Special Collections Clerk, full-time, Grade 05, Special Collections, Main Library, from Information Services Assistant, substitute, New Lebanon Branch Library, effective August 6, 2017 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Julie Buchanan, Programming Manager, full-time, Grade S07, Youth Services, Main Library, from Julie Buchanan, Programming Manager, full-time, Grade S07, Public Services Administration, Main Library, effective September 3, 2017 at the rate of \$25.7268 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective August 20, 2017 at the rate of \$11.98 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Hannah Pigg, Library Aide, Brookville Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective September 3, 2017.

LEAVE WITHOUT PAY

Dinah Bremer, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective June 12, 2017 for 328 hours for extended medical leave.

Kathleen Co, Patron Services Assistant, ½-time, Grade 05, Miami Township Branch Library, effective September 9, 2017 for 20 hours for vacation.

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective August 28, 2017 for 40 hours for vacation.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CE5, External Relations, Main Library, effective July 27, 2017 for 16 hours for vacation.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective August 26, 2017 for 40 hours for vacation.

PROMOTION

Lori Rotterman, Information Services Assistant, full-time, Grade 08, Special Collections, Main Library, from Special Collections Clerk, full-time, Grade 05, Special Collections, Main Library, effective July 23, 2017 at the rate of \$17.91 per hour.

Christina Sanders, Accounting Manager, full-time, Grade S07, Finance, Main Library, from Accountant, full-time, Grade 11, Finance, Main Library, effective September 17, 2017 at the rate of \$25.4808 per hour.

PROMOTION, CHANGE IN LOCATION

Gregg Havey, Main Library Administrative Manager, full-time, Grade S06, Main Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective August 20, 2017 at the rate of \$23.5973 per hour.

Mariah Johnson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch, effective October 15, 2017 at the rate of \$17.03 per hour.

RESIGNATION

Christine Gaffney, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective July 27, 2017 at the rate of \$23.12 per hour.

Nancy Madden, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective, August 14, 2017 at the rate of \$33.6731 per hour.

Megan Patsch, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective July 19, 2017 at the rate of \$13.93 per hour.

Michael Reisz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective September 8, 2017 at the rate of \$15.05 per hour.

Zachary Roberts, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective March 11, 2017 at the rate of \$11.60 per hour.

S. H. Subramanian, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective July 7, 2017 at the rate of \$11.60 per hour.

RETIREMENT

Carl Bach, Maintenance Manager, full-time, Grade S08, Facilities, Operations Center, effective September 30, 2017 after more than 14 years of service.

2017 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Dayton, OH from October 4, 2017 until October 6, 2017. The Board authorized reimbursement in an amount up to \$175.00 for registration for OLC members who chose to attend the conference. Travel, accommodations, and meal expenses incurred by those attending will not be reimbursed.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Ashlee Hammond, Patron Services Assistant, Westwood 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 Program Guidelines:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "The Information Landscape", Kent State University, 2.0 credit hours, at a cost of \$1,054.00, the course "Information Institutions and Professions", Kent State University, 3.0 credit hours at a cost of \$1581.00, and the course "Library Materials and Services for Young Children" Kent State University, 3.0 credit hours at a cost of \$1581.00 for a total of \$4,216.00.

Karah Power, Information Services Assistant, Outreach Services, for the course "Designing Successful Grant Projects for Libraries", Kent State University, 1.0 credit hours, at a cost of \$527.00, the course "Research and Assessment in Library and Information Science", Kent State University, 3.0 credit hours at a cost of \$1581.00, and the course "Preservation and Conservation of Heritage Materials" Kent State University, 3.0 credit hours at a cost of \$1581.00 for a total of \$3,689.00.

Ayes: All
Nays: None

ENDORSEMENT OF THE HUMAN SERVICES LEVY

Andrea Hoff, Director of Prevention and Early Intervention Division of the Montgomery County Alcohol Drug Addiction & Mental Health Services addressed the Board regarding the Human Services Levy on the November 7, 2017 ballot.

On a motion by Mr. Kennebrew, seconded by Mr. Bower, the Board endorsed the Human Services Levey.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Andy Burton from Ohio Carry addressed the Board regarding his concerns about the Weapons on Library policy.

Ms. Holihan arrived at the meeting at 4:24 p.m.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Bower, seconded by Ms. Johnson, the July and August 2017 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 role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018; and

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

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

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

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,379,235	1.75
Bond Fund	\$10,158,357	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 Ms. Johnson, seconded by Mr. Bower, the Board adopted the resolution.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

OPERS PICKUP RESOLUTION

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board adopted the 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: As of September 20, 2017 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 only to the Executive Director of the Dayton Metro Library, who is a member of OPERS.

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

EXECUTIVE DIRECTOR’S REPORT

Rachel Gut, Deputy Executive Director, gave an overview of the successes from the 2017 Summer Challenge.

Jill Billman Royer from Burgess & Burgess shared the results of the Community Research the firm complete about the new branch libraries and the community and staff’s response to them.

The Executive Director shared that the Ohio Library Council’s annual convention is being held in Dayton this year and invited Trustees to a reception at the Main Library on Thursday, October 5, 2017.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Not much has changed since the last report, contractors are continuing to work on punch list items at Main.

WEAPONS ON LIBRARY PROPERTY POLICY

This policy was updated to accommodate changes to Ohio Law involving concealed carry.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board approved the Weapons on Library Property policy as presented in the Board Materials.

Ayes: All
Nays: None

Mr. Bower left the meeting at 5:37 p.m.

BORROWING PRIVILEGES AND SCHEDULE OF CHARGES POLICY

This policy was updated to help eliminate the amount of cash needed to be exchanged between patrons and staff.

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board approved the Borrowing Privileges and schedule of charges policy as presented in the Board Materials.

Ayes: All
Nays: None

NEW BUSINESS

The President congratulated Library staff on the successful opening of the new Main Library.

The President also shared that she had attended a “Stepping Up Your Governance Game” seminar and passed out a report on of her observations and takeaways.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director 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 19, 2016 at 4:00 p.m. at the Trotwood Branch Library, 651 E. Main St, Trotwood, OH 45426The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, October 9, 2017 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, October 18, 2017 at 4:00 p.m. at the Main 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) of the Ohio Revised Code to discuss the property acquisition.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:58 p.m. and returned to open session at 6:24 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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. Kennebrew, seconded by Ms. Holihan, the Board adjourned at 6:24 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 18, 2017, 4:15 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan (In at 5:05pm), Elaine Johnson,
Carl Kennebrew (Out at 5:25pm), Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:19 p.m.

The President appointed Ms. Johnson to serve as Secretary Pro-Tem.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of September 20, 2017, and the facilities meeting of October 9, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Stephanie Cossell, Children Services Librarian, Miamisburg Branch Library, to attend “SWON Summer Reading Workshop” being held at the Miami Township Branch on September 12, 2107. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Ian Kinser, Teen Services Librarian, Vandalia Branch Library, to attend “Teen Think Tank” being held in Sidney, OH on September 15, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, and Desiree Davey, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend “OHIO IUG” being held in Columbus, OH on September 22, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to participate in “The Newbery Medal: Past, Present, and Future” online course being sponsored by ALSC on September 25, 2017 through November 3, 2017. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Providing Services to People Living with Alzheimer’s” webinar being sponsored by ALA on September 26, 2017. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, to participate in “You Can Do It – Coaching & Supervising Library Employees” webinar being sponsored by LLAMA on September 27, 2017. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Dayton, OH on September 28, 2017. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Dayton, OH on September 28, 2017. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Jill Proudfoot, Information Services Assistant, Kettering Moraine Branch Library, to participate in “No Budget? No Problem!” webinar being sponsored by OLC on October 12, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, to attend “Chamber of Commerce Breakfast Briefing Series” being held in Dayton, OH on October 13, 2017. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Workplace Diversity and Inclusion Forum” being held at Sinclair on October 18, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “2017 Excellence in Eldercare Symposium” being held in Dayton, OH on October 20, 2017. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Jamie McQuinn, Special Collections Manager, Special Collections, Main Library, to attend “TedXDayton” being held at the Victoria Theatre on October 20, 2017. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, Kimberly Bishop, Branch Library Manager, Huber Heights Branch Library, Julie Buchanan, Programming Manager, Youth Services, Main Library, Jennifer Buckner, Children Services Librarian, Kettering Moraine Branch Library, Allison Dugan, Information Service Librarian, Information Services, Main Library, Melissa Groveman, Information Services Librarian, Information Services, Main Library, Allison Knight, Children Services Librarian, Outreach Services, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “OLC Leadership Conference” being held in Columbus, OH on November 9, 2017. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Impact Ohio” being held at Sinclair on November 9, 2017. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “ALA Midwinter” being held in Denver, CO on February 9, 2018 through February 13, 2018. It is further recommended that registration in the amount of \$230.00, airfare in an amount not to exceed \$450.00, lodging in an amount not to exceed \$570.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operations Center, attend “Facility Dude Conference” being held in San Diego, CA on March 18, 2018 through March 21, 2018. It is further recommended that registration and lodging combined in the amount of \$1635.00, airfare in an amount not to exceed \$450.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Aubrey Belter, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective October 1, 2017 at the rate of \$15.56 per hour.

April Crunkleton, Patron Services Assistant, substitute, Grade Sub 05, Borrower Services, Main Library, effective October 1, 2017 at the rate of \$10.04 per hour.

Christopher Erb, Patron Services Assistant, substitute, Grade Sub 05, Borrower Services, Main Library, effective October 1, 2017 at the rate of \$10.04 per hour.

Margaret Lozano, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective October 1, 2017 at the rate of \$14.74 per hour.

Erin McKenzie, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective October 1, 2017 at the rate of \$11.60 per hour.

LEAVE WITHOUT PAY

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective sometime in November for 338 hours for maternity leave.

REHIRE AS SUBSTITUTE

Katie Hoskinson-Burks, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective October 1, 2017 at the rate of \$11.66 per hour.

RESIGNATION

Courtney DeFrain, Patron Services Assistant, 2/5-time, Grade 05, Northmont Branch Library, effective October 28, 2017 at the rate of \$16.24 per hour.

Rebecca Beatty, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective October 14, 2017 at the rate of \$23.12 per hour.

James Hicks, Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective October 31, 2017 at the rate of \$20.36 per hour.

Katie Hoskinson-Burks, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective September 30, 2017 at the rate of \$17.21 per hour.

Cynthia McNally, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective July 10, 2017 at the rate of \$13.85 per hour.

Cynthia Simerlink, Staff Development Coordinator, full-time, Grade 12, Human Resources, Operations Center, effective November 1, 2017 at the rate of \$30.95 per hour.

RETIREMENT

Christine Grillot, Patron Services Assistant, 3/5-time, Grade 05, Northwest Branch Library, effective November 30, 2017 after more than 20 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Joe Dranschak from Historical Society of Vandalia-Butler addressed the Board to ask that Library pay for a sign recognizing the former site of the Vandalia United Brethren Church Cemetery located where the Library demolished the old Vandalia-Butler Schools Administrative building. He provided a letter with the request and asked that the Board add this discussion to the next meeting's agenda and approve the cost as part of the Library's budget.

Al Washington addressed the Board regarding his belief that the Diversity and Inclusion plan regarding the Facilities plan is not effective. He would like the Board to revisit the policy, scrap the plan, and get "pros" to do it right.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Johnson, seconded by Ms. Merz, the September 2017 Financial Report was approved by the Board.

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)(3) of the Ohio Revised Code to discuss the conference with an attorney.

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the Board entered into Executive session at 4:41 p.m.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

Ms. Holihan joined the meeting at 5:05 p.m.

Mr. Kennebrew left the meeting at 5:25 p.m.

The Board returned to open session at 5:32 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.

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, gave a presentation to the Board about the purpose of the Opportunity Spaces and how they have been used since the new branches have opened.

The Executive Director shared his newly revised work plan to make it easier to track progress.

The Executive Director also reminded the Board of the upcoming Staff Development day for the Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. The Groundbreaking for the Southeast Branch will be on October 26, 2017 at 3:00 p.m.

APPROVAL OF ART DONATIONS

The Reimagining Works Committee reviewed and recommended the acceptance of two pieces of artwork that were donated to the Library.

The first piece is a painting by M.B. Hopkins titled *Huddled Masses*, which will be displayed in the New Americans section of the Main Library.

The second piece is a painting by Loretta Puncer titled *Surface*, which will be displayed near the Group Study Rooms on the second floor of the Main Library

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the two art donations.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2018 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2018. The approved meeting dates for 2018 are as follows:

January 24, 2018	July 18, 2018
February 21, 2018	August – no meeting
March 21, 2018	September 19, 2018
April 18, 2018	October 17, 2018
May 16, 2018	November 14, 2018
June 20, 2018	December 19, 2018

Additionally, the Board needed to establish a calendar of facilities meetings for 2018. The approved meeting dates for 2018 are as follows:

January 16, 2018 (Tuesday)	July 9, 2018
February 12, 2018	August – no meeting
March 12, 2018	September 10, 2018
April 9, 2018	October 8, 2018
May 7, 2018	November 5, 2018
June 11, 2018	December 10, 2018

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed Board and facilities meeting dates for 2018.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 6, 2017 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 15, 2017 at 4:00 p.m. in the Board Room at the Main 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) of the Ohio Revised Code to discuss the property acquisition.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board entered into Executive session at 6:13 p.m.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board returned to open session at 7:04 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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

There being no further business to discuss, the Board adjourned at 7:04 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 15, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of October 18, 2017, and the facilities meeting of November 6, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “How Libraries can use Literature to Support Family Engagement in Children’s Social and Emotional Learning” webinar being sponsored by ALSC. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Closing the Word Gap: How a Museum/Library/Research Partnership Created Community Impact through Parent Education” webinar being sponsored by ALSC. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Sarah Ewry, Senior Copy Cataloger, Cataloging, Operations Center, Deborah Hathaway, Cataloging Manager, Cataloging, Operations Center, and Janelle, Senior Copy Cataloger, Cataloging, Operations Center, to participate in “Introduction to Python and PyMARC Part 1 & 2” webinar being sponsored by ALCTS. It is further recommended that registration in the amount of \$206.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to participate in “What’s Your Story? Evidence-Based Advocacy” webinar being sponsored by LLAMA on October 25, 2017. It is further recommended that registration in the amount of \$59.00 be reimbursed by the Board.

Kelly Fullan, Children Services Librarian, Huber Heights Branch Library, to participate in “Making Your Library Work for Homeschoolers” webinar course being sponsored by ALA on October 25, 2017. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “OLC Leadership Conference” being held in Columbus, OH on November 9, 2107. It is further recommended that registration in the amount of \$30.00 and mileage in an amount not to exceed \$86.67 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Breakfast Briefing: Delivering Value Today” being held in Dayton, OH on November 10, 2017. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Darryn Presley, Information Services Assistant, West Carrollton Branch Library, to attend “RightClick 2017: The Library IT Idea Exchange Conference” being held in Columbus, OH on November 15, 2017. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “The Caldecott Medal: Understanding Distinguished Art in Picture Books” being sponsored by ALSC on January 8, 2018 through February 16, 2018. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “ALA Midwinter” being held in Denver, CO on February 9, 2017 through February 13, 2018. It is

further recommended that registration in the amount of \$230.00 each, airfare in an amount not to exceed \$450.00 each, lodging in an amount not to exceed \$570.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in "Organization and Management of Collections" online course being sponsored by UW Madison on February 12, 2108 through May 6, 2018. It is further recommended that registration in the amount of \$373.50 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Sarah Beavers, Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective October 29, 2017 at the rate of \$15.56 per hour.

Roy DeFrain, Patron Services Assistant, substitute, Grade Sub 05, East Branch Library, effective October 15, 2017 at the rate of \$10.04 per hour.

Caitlin O'Mara, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective November 12, 2017 at the rate of \$14.74 per hour.

REHIRE AS SUBSTITUTE

Courtney DeFrain, Information Services Assistant, substitute, Grade Sub 08, Northmont Branch Library, effective October 29, 2017 at the rate of \$12.21 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub 05, Northmont Branch Library, effective October 29, 2017 at the rate of \$10.04 per hour.

RESIGNATION

Cynthia Butcher, Interim Branch Library Manager, substitute, Grade Sub S08, East Branch Library, effective November 25, 2017 at the rate of \$40.4546 per hour.

Benjamin Thornber, Patron Services Assistant, 4/5-time, Grade Sub 05, Northmont Branch Library, effective October 28, 2017 at the rate of \$14.74 per hour.

Martin Vukson, Patron Services Assistant, substitute, Grade 05, Information Services, Main Library, effective May 13, 2017 at the rate of \$10.04 per hour.

Gretchen Yonata, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective November 11, 2017 at the rate of \$25.34 per hour.

RETIREMENT

Stella Jackson, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective November 30, 2017 after more than 50 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

David Esrati addressed the Board regarding his removal from the Library on August 19th.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2017 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the October 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2018

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2018, and

WHEREAS, these funds will be used for current operating expenses throughout 2018, 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. Hayde, Aye

Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION

Marc Reynolds of Marsh & McLennan reviewed the proposed 2017-2018 rates for Property, Liability and Blanket Insurance coverage.

Policy	2016	2017
Executive (Directors & Officers Liability and Employment Practices Liability)	10,853	11,092
Equipment Breakdown and Mechanical (Boiler)	3,180	3,980
Package (Liability and Property)	131,193	137,898
TOTAL	\$145,226	\$152,970

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$152,970.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director and the Board had a discussion regarding the combined visioning session between the three Library Board and select members of staff. They discussed what next steps should be taken in order to help align all the Boards towards the strategic vision of the Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Punch list items are being worked on at the same time claims for the Main Library are being settled.

RESOLUTION TO DELCARE URGENT NECESSITY FOR REPAIR OF GENTILE ROOF

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

WHEREAS, the Dayton Metro Library's Gentile Building roof began excessive leaking during heavy rain conditions on Sunday November 5, 2017; and

WHEREAS, immediate repair of the roof is needed to prevent damage to the building's interior, and damage and loss of collections, furnishings, equipment, and supplies in storage at the site; and

WHEREAS, LWC Architects, Inc. had previously documented the condition of the roof as near its end of useful life and had recommended to the Dayton Metro Library the need to complete a repair of the roof; and

WHEREAS, Enterprise Roofing and Sheet Metal has inspected and provided a recommendation as to the required work on this roof, and is capable of providing and installing an additional roof layer in a timely manner at a cost of \$132,475;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3375.41 an urgent necessity exists necessitating the award of a contract to Enterprise Roofing and Sheet Metal for the emergency repair of the Gentile Building Roof for an amount not to exceed \$132,475 with moneys to be paid from the Library's 401 Building and Repair fund.

Ayes: All
Nays: None

PAY FOR PERFORMANCE MOU

The Collective Bargaining Agreement (CBA) between the Dayton Metro Library and the Dayton Metro Library Staff Association (DMLSA) approved by the Board and effective July 1, 2015 included a provision to incorporate pay for performance in the third year of the contract. The CBA provided \$50,000 to be distributed through a Pay for Performance system recommended by the Executive Director and agreed to by the DMLSA.

A Memorandum of Understanding (MOU) was negotiated with the DMLSA based upon a program developed by the administration and ratified by the DMLSA membership on October 22, 2017.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the Memorandum of Understanding with between DML and DMLSA.

Ayes: All
Nays: None

2018 HEALTH DENTAL AND VISION INSURANCE

The Executive Director recommended no change in health, dental, and vision insurance carriers for plan year 2018 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	\$780.06	0%
Family	\$1723.92	0%

Plan	HRA Rate	% change
Single	\$840.40	0%
Family	\$1857.29	0%

Plan	Dental Rate	% change
Single	\$26.03	0%
Family	\$109.65	0%

Plan	Vision Rate	% change
Single	\$5.54	0%
Family	\$13.47	0%

On a motion by Ms. Johnson, seconded by Ms. Holihan, the 2018 health, dental, and vision insurance rates were approved by the Board.

Ayes: All
Nays: None

2018 SECURITY SERVICES

The annual security services contract with G4S Security Services has been scheduled to expire on December 31, 2017. For 2018 services, Dayton Metro Library sought proposals from qualified security firms. Proposals were received from four firms. Using rate tables provided by each firm, the following 2018 cost estimates were developed:

<u>Firm</u>	<u>Proposed Base Rate</u>	<u>Annual Phones Costs</u> <u>Annual Vehicle Costs</u>	<u>Total</u>
<i>US Security</i>	\$1,044,824 (Exclusive of Overtime upcharges)	\$28,608 \$14,400	\$1,087,832
<i>Aegis (No Dayton office)</i>	\$1,062,517	(Does not provide either phone or vehicles)	\$1,062,517
<i>G4S</i>	\$1,263,863	\$7,200 (Does not provide vehicles)	\$1,271,063
<i>US Protection Service, LLC</i>	\$1,111,411	\$3,600, (Vehicles included)	\$1,115,011

The proposals were evaluated based upon criteria that included base rate costs, local office support, experience with contracts of similar size and nature of Dayton Metro Library, requirement of cell phones for communication between library sites, and reference interviews.

Following discussions with Deputy Executive Director Rachel Gut and Security Manager Heather McClure, it was determined that a contract for 2018 security services should be awarded to US Protection Services. While US Protection Service's base bid is above two other vendors, its proposal met all criteria and their proposal specified officers with a higher minimum level of experience and education when compared to the other service providers.

The Library's current security service provider G4S was informed November 1st of the above recommendation and on November 9th, G4S exercised its rights under the existing contract providing notice of termination effective December 9th.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board approved the negotiated contract with US Protection Services for 2018 base security services costs and direct support costs in the amount of \$1,115,011, exclusive of authorized overtime services, to begin in December 2017.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Margot Merz and Arlinda Vaughn in order to present a 2018 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2017. The slate will be presented at the December 2017 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 2018. Mr. Carl Kennebrew has served on the Board for two years, fulfilling an unexpired term, and is eligible for reappointment.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 11, 2017 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 20, 2017 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:28 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 20, 2017, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz, Arlin Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Holihan, the minutes of the Board meeting of November 15, 2017, and the facilities meeting of December 11, 2017 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, 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:

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Shanna Novak, Catalog Librarian, Cataloging, Operations Center, to participate in “NACO, Authority Control, and Identity Management” webinar being sponsored by ALCTS on December 6, 2017. It is further recommended that registration in the amount of \$43.00 each be reimbursed by the Board.

Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, to participate in “Managing Space, Managing Expectations” webinar being sponsored by OLC on December 7, 2017. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to participate in “The Caldecott Medal: Understanding Distinguished Art in Picture Books” online course being sponsored by ALSC on January 8, 2018 through February 16, 2018. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

Kristen Allen Vogel, Information Services Librarian, Information Services, Main Library, to attend “ALA Midwinter” being held in Denver, CO on February 9, 2017 through February 13, 2018. It is further recommended that registration in the amount of \$230.00, airfare in an amount not to exceed \$450.00, lodging in an amount not to exceed \$570.00, 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

Mariah Busher, Patron Services Librarian, 1/2-time, Grade 05, Trotwood Branch Library, effective December 10, 2017 at the rate of \$14.74 per hour.

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective December 10, 2017 at the rate of \$22.91 per hour.

Dani Gustavich, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub 08, New Lebanon Branch Library, effective November 26, 2017 at the rate of \$11.60 per hour.

PROMOTION, CHANGE IN HOURS

Ariya Arnold, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective December 10, 2017 at the rate of \$17.03 per hour.

PROMOTION, CHANGE IN LOCATION

Kristina Richey, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

RESIGNATION

Tom Barstow, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective November 24, 2017 at the rate of \$22.43 per hour.

Jasmine Favers, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective November 25, 2017 at the rate of \$15.53 per hour.

RETIREMENT

Judith Ernst, Senior Patron Services Assistant, full-time, Grade 06, Brookville Branch Library, effective January 6, 2018 after more than 30 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Darryn Reams, Information Services Assistant, West Carrollton Branch Library, in order to attend Kent State University School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Amy Schutte, Information Services Assistant, Wilmington- Stroop Branch Library, in order to attend Kent State University School of Library and Information Science.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for November 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Friday, October 13, 2017 Public Library Funds were received in the amount of \$1,184,862.69. All of these funds were deposited into the general checking account for operations.

On Wednesday, October 18, 2017, a Manufactured Homes Rollback payment from the State of Ohio was received in the amount of \$2,597.92. Of this total, \$1,373.64 was used for operations and \$1,224.28 was deposited in the Debt Service Fund.

On Tuesday, October 31, 2017, a Homestead Manufactured Homes Exempt payment from the State of Ohio was received in the amount of \$8,034.86. Of this total, \$4,248.06 was used for operations and \$3,786.80 was deposited in the Debt Service Fund.

On Wednesday, November 15, 2017 Public Library Funds were received in the amount of \$1,235,613.59. Of these funds, \$700,000 were deposited with StarOhio, the remaining \$535,613.59 of these funds were deposited into the general checking account for operations.

On Tuesday, December 5, 2017, a RE Tax Rollback payment from the State of Ohio was received in the amount of \$1,412,865.50. Of this total, \$746,978.71 was used for operations and \$665,886.79 was deposited in the Debt Service Fund.

On a motion by Mr. Bower, seconded by Ms. Holihan, the November 2017 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2017 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2017 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Merz, seconded by Ms. Johnson, the following amended appropriation allocations for fiscal year ending December 31, 2017:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$20,632,887	\$20,732,887	\$100,000
2000 – Supplies	830,105	830,105	-

3000 - Purchased Services	5,576,546	5,776,546	\$200,000
4000 - Library Materials & Information	4,408,583	4,508,583	\$100,000
5000 - Capital Outlay	1,284,866	884,866	(\$400,000)
6000 - Debt Service	0	0	-
7000 - Other Objects	179,537	179,537	-
8000 - Contingency	0	0	-
9000 - Transfer to other funds	<u>54,219</u>	<u>54,219</u>	-
Total	<u>\$32,966,743</u>	<u>\$32,966,743</u>	<u>-</u>
<u>Sustainability Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$9,000</u>	<u>\$10,000</u>	<u>\$ 1,000</u>
Total	<u>\$ 9,000</u>	<u>\$10,000</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>	
Total	<u>\$1,500</u>	<u>\$1,500</u>	
<u>Facilities Enhancement Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	<u>\$500</u>	<u>\$500</u>	-
3000 - Purchased Services	<u>\$551,891</u>	<u>551,891</u>	-
5000 - Capital Outlay	<u>200,000</u>	<u>200,000</u>	-
Total	<u>\$752,391</u>	<u>\$752,391</u>	<u>\$0</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$170,000</u>	<u>\$170,000</u>	\$ -
6000 - Debt Service	<u>\$11,630,000</u>	<u>\$11,630,000</u>	-
Total	<u>\$11,800,000</u>	<u>\$11,800,000</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$353,905</u>	<u>\$353,905</u>	\$-
5000 - Capital Outlay	<u>\$11,000,000</u>	<u>\$11,000,000</u>	-
Total	<u>\$11,353,905</u>	<u>\$11,353,905</u>	<u>\$ -</u>

<u>Computer Co-Op Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 300	\$ 300	\$
5000 - Capital Outlay	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<i>Total</i>	<u>\$ 100,300</u>	<u>\$ 100,300</u>	<u>\$</u>
<u>Taxable Construction Fund</u>			
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	\$25,000	25,000	-
3000 - Purchased Services	\$12,000,000	\$12,000,000	\$-
5000 - Capital Outlay	\$40,000,000	\$40,000,000	-
<i>Total</i>	<u>\$ 52,025,000</u>	<u>\$52,025,000</u>	<u>\$0</u>
<u>Tax Exempt Construction Fund</u>			
<u>Tax Exempt Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies	\$10,697	\$45,697	\$ 35,000
3000 - Purchased Services	\$8,541,986	\$8,541,986	-
5000 - Capital Outlay	\$35,072,669	\$35,072,669	-
7000 - Other Objects	0	\$6,000	6,000
<i>Total</i>	<u>\$43,625,352</u>	<u>\$43,666,352</u>	<u>\$41,000</u>
<u>Trust Fund</u>			
<u>Trust Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 500	\$ 500	\$ 0
<i>Total</i>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 0</u>
<u>Endowment Fund</u>			
<u>Endowment Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 250	\$ 250	\$ 0
<i>Total</i>	<u>\$ 250</u>	<u>\$ 250</u>	<u>\$ 0</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. This fund will provide for future payouts of Sick/Vacation balances upon employee retirements. Therefore, it is appropriate to transfer funds from the General Fund to the Future Employee Compensation Fund in 2017.

Beginning Balance January 1, 2017	\$1,663,633.30
<i>Plus: Earnings through November 30, 2017</i>	10,140.94
<i>Less: Investment fees through November 30, 2017</i>	(1,148.92)
<i>Less: Encumbrances</i>	0
Balance through November 30, 2017	<u>\$1,672,625.32</u>
<u>Current Obligation</u>	
Vacation Accrual	\$843,813.77
Compensatory Time Accrual	76,129.24
25% of Sick Leave (Eligible Retirees)	438,660.11
3/11 of Current Payroll	<u>150,715.18</u>
Current Payroll expenditure obligation	\$1,509,318.30
Compensation tax liability (2% Medicare/Workers Comp)	<u>30,186.37</u>
Total current obligation	<u>\$1,539,504.67</u>
Requested Transfer from the General Fund to the Future Employee Compensation Fund	<u>\$0</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 100% or **\$385,000.00**.

Beginning Balance January 1, 2017	\$331,434.94
<i>Less: 2017 Expenditures through November 30, 2017</i>	(\$228.89)
<i>Plus: Earnings through November 30, 2017</i>	2,020.33
<i>Less: 2017 Encumbrances</i>	<u>0</u>
Unencumbered Balance through November 30, 2017	333,226.38
Unencumbered Fund Objective for December 31, 2017	<u>\$385,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u>\$51,773.62</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 115 days of regular operating expenditures in the Sustainability Fund at December 31, 2017.

Beginning Balance January 1, 2017	\$9,367,181.12
<i>Plus: Earnings through November 30, 2017</i>	57,099.16
<i>Plus: Estimated Earnings December 2017</i>	0
<i>Less: Investment fees through November 30, 2017</i>	(\$6,469.07)
<i>Less: 2017 Encumbrances</i>	(0)

Requested Transfer to Sustainability Fund from General Fund	\$0
<i>Projected Sustainability Fund Balance, December 31, 2017</i>	<u>\$9,417,811.21</u>

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

Beginning Balance January 1, 2017	\$906,516.31
<i>Plus: Earnings through November 30, 2017</i>	7,783.19
<i>Plus: Estimated Earnings December 2017</i>	0
<i>Less: Disbursements through November 30, 2017</i>	(\$172,350.71)
<i>Less: Encumbrances, December 2017</i>	(\$164,500.00)
<i>Projected Facilities Enhancement Fund Balance, December 31, 2017</i>	<u>\$577,448.79</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, 2017	\$11,222,392.72
<i>Less: 2017 Expenditures through November 30, 2017</i>	(\$53,512.92)
<i>Plus: Earnings through November 30, 2017</i>	\$101,363.54
<i>Plus: Estimated Earnings December 2017</i>	\$0
<i>Less: 2017 Encumbrances</i>	(\$167,025.10)
<i>Projected Building and Repair Fund Balance, December 31, 2017</i>	<u>\$11,103,218.24</u>

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the transfer of \$51,773.62 to meet the objective of the Computer Co-Op Fund. No action was taken for the Future Employee Compensation, Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

TEMPORARY 2018 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 2018.

GENERAL FUND

1000 – Salaries & Benefits	\$21,303,453
2000 - Supplies	781,336
3000 - Purchased Services	5,907,087
4000 – Library Materials & Information	3,911,241
5000 - Capital Outlay	1,712,968
6000 - Debt Service	-
7000 - Other Objects	193,915
8000 – Contingency	0
9000 – Transfer Out	55,000

Total General Fund Appropriations **\$33,865,000**

SUSTAINABILITY FUND

3000 - Purchased Services	<u>\$11,000</u>
Total Sustainability Fund Appropriations	<u>\$11,000</u>

FACILITIES ENHANCEMENT FUND

2000 - Supplies	\$500
3000 - Purchased Services	404,500
5000 - Capital Outlay	<u>185,000</u>
Total Facilities Fund Appropriations	<u>\$590,000</u>

FUTURE EMPLOYEE COMPENSATION FUND

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

DEBT SERVICES FUND

3000 - Purchased Services	\$175,000
6000 - Debt Services	<u>11,650,305</u>
Total Debt Services Fund Appropriations	<u>\$11,825,305</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$227,000
5000 - Capital Outlay	<u>10,000,000</u>
Total Building and Repair Fund Appropriations	<u>\$10,227,000</u>

COMPUTER CO-OP FUND

3000 - Purchased Services	\$350
5000 - Capital Outlay	<u>384,650</u>
Total Computer Co-Op Fund Appropriations	<u>\$385,000</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$85,000
3000 - Purchased Services	12,000,000
5000 - Capital Outlay	<u>41,000,000</u>
Total Taxable Construction Fund Appropriations	<u>\$53,085,000</u>

TAX EXEMPT CONSTRUCTION FUND

2000 - Supplies	\$15,000
3000 - Purchased Services	\$1,145,000
5000 - Capital Outlay	9,840,000
7000 - Other Objects	<u>0</u>
Total Tax Exempt Construction Fund Appropriations	<u>\$11,000,000</u>

TRUST FUND

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

ENDOWMENT FUND

3000 - Purchased Services	<u>\$350</u>
Total Endowment Fund Appropriations	<u>\$350</u>
Total All Funds Appropriations	<u>\$120,990,655</u>

On a motion by Mr. Johnson, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2018 General Fund in the amount of \$33,865,000, the Sustainability Fund in the amount of \$11,000, the Facilities Enhancement Fund in the amount of \$590,000, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,825,305, the Building & Repair Fund in the amount of \$10,227,000, the Computer Co-Op Fund in the amount of \$385,000, the Taxable Construction Fund in the amount of \$53,085,000, the Tax Exempt Construction Fund in the amount of \$11,000,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$350.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared a list of successes for the Library from 2017 with the Board.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. There has been very little change in the budget, but he will be presenting a budget recalibration at the February Board meeting.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed schedule is approximately 2.5% above current rates, rounded to the nearest nickel:

**Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2018**

Current Rate	\$8.50	\$8.70	\$9.05	\$9.50
New Rate	\$8.75	\$9.00	\$9.35	\$9.75

The proposed Substitute Pay Schedule includes increases of 2.5% for each employee over current rates:

**DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2018**

Grade	Minimum	Maximum
Sub 01	\$8.96	\$10.70
Sub 02	\$9.22	\$11.01
Sub 03	\$9.51	\$11.36
Sub 04	\$9.85	\$11.76
Sub 05	\$10.29	\$12.28
Sub 06	\$10.73	\$12.81
Sub 07	\$11.29	\$13.48
Sub 08	\$11.89	\$14.20
Sub 09	\$12.57	\$15.00
Sub 10	\$13.38	\$15.97
Sub 11	\$14.28	\$17.05
Sub 12	\$15.35	\$18.32
Professional Offset		\$1.67

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2018.

Ayes: All
Nays: None

AMMENDMENT TO MANGERIAL AND CONFIDENTIAL STAFF COMPENSATION PLAN

The Dayton Metro Library Board of Trustees approved the 2017 Managerial and Confidential Employee Compensation Plan in June 2017. It stated the Board may authorize a pay for performance plan.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the 2017 Pay for Performance Plan as distributed with the Agenda. The cost of the plan is \$20,000 or equivalent to 0.5% of the amount budgeted for 2017 Managerial and Confidential Employees.

Ayes: All
Nays: None

APPROVAL OF PHOTOGRAPHY IN THE LIBRARY POLICY

The opening of new facilities has resulted in an increase in the amount and the range of photography and videography being conducted in the Library. The Executive Director recommended the Board approve a policy to assist managers in determining when permissions should be required and when permissions might be limited or restricted. The proposed draft policy is distributed with the agenda.

On a motion by Ms. Johnson, seconded by Ms. Merz, the policy as distributed in the Board materials was approved.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President indicated that a nominating committee consisting of Margot Merz and Arlinda Vaughn was appointed at the November 15, 2017 Board meeting in order to present a 2018 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Vaughn on behalf of the committee as follows:

Barbara Hayde – President
Elaine Johnson – Vice President
Glenn Bower – Secretary

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

On a motion by Ms. Vaughn, seconded by Mr. Mrez, the Board elected the slate of officers as presented.

Ayes: All
Nays: None

President Hayde 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 Ms. Merz, seconded by Ms. Holihan, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

Ms. Vaughn on behalf of the committee also indicated that Mr. Kennebrew should be recommended for reappointment to the Montgomery County Commissioners to fill the vacancy in May 2018.

On a motion by Ms. Vaughn, seconded by Ms. Holihan, the Board approved the recommendation of reappointment of Carl Kennebrew by the Montgomery County Commissioners.

Ayes: All
Nays: None

NEW BUSINESS

The President asked for an Executive Session to be put on the agenda for the January meeting to discuss the Executive Director's metrics.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2018 at 4:00 p.m. in the Board Room at the Main Library.

The January 2018 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 16, 2018 at 4:00 p.m. in the Board Room at the Main Library. The meeting was moved to back from Monday due to the holiday.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:04 p.m.

Ayes: All
Nays: None