

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., March 19, 2008

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

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Mr. Gillispie, the following items were approved by the Board:

- A. Minutes of the Board Meeting of February 27, 2008.
- B. The Executive Director approved the following investments:

On Thursday, February 28, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$1,802,793.95. It was determined that \$452,793.95 was needed for current operating expenses. The remaining amount of \$1,350,000.00 was invested in the high balance savings account yielding 3.46%.

On Thursday, March 6, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$589,872.79. It was determined that \$89,872.79 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the high balance savings account yielding 3.34%.

On Friday, March 14, 2008, the Local Government Funds for March 2008 were received in the amount of \$1,182,244.76. It was determined that \$182,244.76 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the high balance savings account yielding 3.18%.

- C. Workshop Hours (included in Consent Agenda Addendum, page 6)
- D. Personnel Actions (included in Consent Agenda Addendum, page 6 & 7)

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

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through February 29, 2008. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the monthly Financial Report for February 2008 was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation statistics for February 2008 increased by 16.9% over February 2007. He said that nearly every agency had increased circulation by more than 10%, with some increases reaching over 50%. He then explained that renewal counts were included in most library circulation statistics, and through the convenience of the web catalog, there had been a large increase in the number of patrons renewing items online. However, actual first time checkouts also showed increases of more than 6%. He also said that a high percentage of circulation comes from reserves made by patrons.

The Executive Director told Trustees that he had received official “Notice with Intent to Negotiate” from the Dayton Metro Library Staff Association.

Mark Willis updated the Board of Trustees with information about the Big Read 2008. He explained that the Library’s website has a listing of more than 30 book discussions occurring throughout the community between March 6<sup>th</sup> and May 3<sup>rd</sup>. Mark told Trustees that Firoozeh Dumas, author of the Big Read 2008 choice *Funny in Farsi*, will visit Dayton on May 2<sup>nd</sup> and 3<sup>rd</sup>. The event on May 3<sup>rd</sup> at Books and Company at the Greene is free to the public, however there will be a charge for the event at the Dayton Masonic Center on May 2<sup>nd</sup>.

#### FINAL APPROPRIATION RESOLUTION

As distributed to Trustees prior to the meeting a draft Final Appropriation Resolution for 2008 was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission. The Executive Director explained that the 2008 Final Appropriation resolution is reported at the major object level, but monthly financial reporting will continue to be reported at the basic account level.

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

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that to provide for the Trustees, during the fiscal year ending December 31, 2008, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made and during the said year.

	<b>Final Appropriation for 2008</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and Benefits	\$19,836,000
2000 - Supplies	\$600,080
3000 - Purchased and Contracted Services	\$4,519,000
4000 - Library Materials & Information	\$5,000,000
5000 - Capital Outlay	\$2,209,955
6000 - Debt Service	\$0
7000 - Other Objects	\$82,000
8000 - Contingency	\$900,000
9000 - Transfers to other funds	\$3,000,000
<b>Total General Fund Appropriations</b>	<b>\$36,147,035</b>
<b><u>SPECIAL REVENUE FUND</u></b>	
1000 - Salaries and Benefits	\$1,553,590
<b>Total Special Revenue Fund Appropriations</b>	<b>\$1,553,590</b>
<b><u>BUILDING &amp; REPAIR FUND</u></b>	
3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$11,149,476
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$11,499,476</b>
<b><u>COMPUTER CO-OP FUND</u></b>	
5000 - Capital Outlay	\$335,014
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$335,014</b>
<b><u>TRUST FUND</u></b>	
3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$130,500
5000 - Capital Outlay	\$40,000
<b>Total Trust Fund</b>	<b>\$170,500</b>

**ENDOWMENT FUND**

4000 - Library Materials & Information	\$6,000
5000 - Capital Outlay	\$1,500
<b>Total Endowment Fund</b>	<b>\$7,500</b>
<b>Total All Funds Appropriations</b>	<b>\$49,713,115</b>

A roll call vote was taken as follows:

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

**HEALTH INSURANCE BENEFITS**

At the February meeting the Executive Director discussed a memorandum of understanding (MOU) with the DMLSA to modify Article 44 of the Collective Bargaining Agreement to cap Library expenditures to an amount equal to the Library’s Lumenos high deductible insurance plan with the employer provided Health Reimbursement Account (HRA). He explained that the MOU would further provide to each bargaining unit member up to \$25 per month for wellness program expenditures or a supplemental insurance plan developed by the Library’s Labor Management Committee. At that meeting, the Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. The Executive Director explained to the Board that he had not received a signed copy of the document, although the Dayton Metro Library Staff Association had voted to approve the MOU. The Board of Trustees took no action.

**LIBRARY RULES OF CONDUCT**

Included in the Board folder was a copy of the present Library Rules of Conduct as well as a revised draft of the Library Rules of Conduct for discussion by the Trustees. Mr. Gillispie told Board members that he would like to discuss a politically insensitive topic. He said he felt the downtown library seems to have become a daytime shelter for homeless individuals, and that the Library suffers because of this. Mr. Gillispie suggested engaging in dialogue with various agencies such as the “Homeless Shelter Policy Board”. He said there may be “Best Practices” throughout the country in which this issue had been dealt with. Mr. Kambitsch said that the problem had been discussed at length, and at the Main Library, the limited amount of seating made the situation more acute. He explained that some of the changes to the Rules of Conduct had attempted to adopt “Best Practices” that were being used by other libraries. He said that there is a real challenge in determining who is homeless, and said he was more than willing to follow-up with agencies that might provide a better alternative. Mr. Turner asked about constitutional issues. He suggested time limitations using a pass system. Ms. Katsuyama said she felt it would be very difficult to determine who might be a homeless patron. She suggested the possibility of offering some type of social services within the Library. Mark Willis said that some of the patrons who frequent the Main Library do not want to be involved in social services offered by outside agencies. Ms. Hayde asked if the draft was still under discussion. The Executive

Director said yes, and that it would be discussed further at the Manager's Meeting, and at the April Board Meeting.

### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, read a statement to the Board concerning the upcoming negotiations between DMLSA and the Library. She said meetings would be scheduled in the near future. She told Trustees that the most important issue concerning bargaining unit members at this time was compensation. She explained that Staff Association members feel compensation has lagged behind inflation and hopes that the Library will work with the Union to remedy the situation.

### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. A letter to the Executive Director dated February 29, 2008 from the Goodwill Easter Seals Miami Valley thanking the Library for contributing more than 80 computers as well as various mice and keyboards which will be used to support Goodwill's mission of empowering people with disabilities and other needs to achieve independence and enhance their lives.

### NEW BUSINESS

The Executive Director told the Trustees that the term of Dr. Allan Spetter will expire in May, 2008. He told Board members he would like their input on a way to recognize Dr. Spetter for his long service to the Library Board of Trustees. Board members offered several suggestions, and Mr. Kambitsch thanked them for their ideas.

Mr. Gillispie asked how Board members were appointed and said he knew of an excellent candidate who might fill Dr. Spetter's vacancy. The Executive Director said he would encourage Trustees to offer names of candidates who might serve on the Board.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 9, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss a personnel issue 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. A roll call vote was taken as follows:

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

The Board entered Executive Session at 5:08 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library.

#### ADJOURNMENT

The Board adjourned at 5:36 p.m.

#### CONSENT AGENDA ADDENDUM

##### C. WORKSHOP HOURS

Joseph Greenward, Adult Services Division Manager, Main Library, to participate in the "PLA Virtual Conference" on March 27-28, 2008. It is further recommended that registration in the amount of \$200.00 be paid by the Board.

Tim Capehart, Reference Librarian, Adult Services Division, Main Library, to attend the McConnell Youth Literature Conference in Lexington, Kentucky on February 29 - March 1, 2008. It is further recommended that lodging for one night be reimbursed by the Board in an amount not to exceed \$141.78 and mileage be reimbursed by the Board in an amount not to exceed \$136.35.

Revision to amount paid for workshop listed in February 27, 2008 Board of Trustees minutes: Andrea Christman, Catalog Librarian, and Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library to attend "Choosing Our Tools For Tomorrow" in Perrysville, Ohio on April 1, 2008. It is further recommended that registration in the amount of \$125.00 for Tabitha Litteral be paid by the Board, registration in the amount of \$75.00 for Andrea Christman be paid by the Board, mileage be reimbursed in an amount not to exceed \$151.50 and lodging for one night be reimbursed in an amount not to exceed \$111.62.

##### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Karen Findlay, Assistant Branch Library Manager, full time, Grade S06, Step A, Huber Heights Branch Library, effective March 30, 2008 at the rate of \$20.7362 per hour.

Raymond Lee, Reference Assistant, full time, Grade 8, Step A, Brookville Branch Library, effective March 30, 2008 at the rate of \$13.97 per hour.

It is recommended that the following promotion be accepted:

Francesca Hary, from Reference Librarian, hourly substitute, Grade 11, Step G, Adult Services Division, Main Library to Branch Library Manager, full time, Grade S08, Step B, Burkhardt Branch Library, effective April 27, 2008 at the rate of \$24.5578 per hour.

Bonnie Simmons, from Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, to Reference Librarian, full time, Grade 11, Step A, Adult Services Division, Main Library, effective March 30, 2008 at the rate of \$18.84 per hour.

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

Carlette Baynum, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Audio Visual Division, Main Library, to Library Technical Assistant I, full time, Grade 4, Step A, Kettering Moraine Branch, effective March 30, 2008 at the rate of \$11.57 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Donald Niess, Jr., Library Aide, West Carrollton Branch, effective May 19, 2008 at the rate of \$7.00 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, EC Doren Branch Library, effective May 29, 2008, at the rate of \$10.44 per hour.

It is recommended that the following retirement be accepted:

Mary Lou Sendral, Library Technical Assistant III, full time, Grade 6, Step L, EC Doren Branch Library, effective March 29, 2008, at the rate of \$17.46 per hour after more than 15 years of service.

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

Tonya Minge, Clerk, Grade 4, Step I, Office of Collection Development, Main Library, effective February 28, 2008 for 70.0 hours for personal reasons.