

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 22, 2014, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Childs, the minutes of the meeting of December 18, 2013 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in the “Grief Inside & Outside Libraries: your Unique Role” webinar sponsored by OLC being held on January 23, 2014. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Joan Gagan, Children’s Librarian, Northmont Branch Library, to participate in the “Storytime Shenanigans” eCourse sponsored by ALSC being held January 20, 2014 through February 10, 2014. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Gretchen Yonata, Teen Librarian, Kettering-Moraine Branch Library, to participate in the “Collaborating with Teens to Build Better Library Programs” eCourse sponsored by ALA being held February 3, 2014 through February 28, 2014. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach, to participate in the “SWON Summer Reading Program ” workshop being held in Centerville, OH on March 4, 2014. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Chuck Duritsch, External Relations Manager, full-time, Grade S08, External Relations Office, Main Library, effective January 5, 2014 at the rate of \$33.65 per hour.

CHANGE IN HOURS

Teresa Adkins, Library Technical Assistant I, full-time, Grade 04, Vandalia Branch Library, from Library Technical Assistant I, 3/5-time, Vandalia Branch Library, effective December 29, 2013 at the rate of \$13.50 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Donika Jewett, Library Technical Assistant I, 3/5-time, Grade 04, Trotwood Branch Library, from Library Technical Assistant I, substitute, Westwood Branch Library, effective December 29, 2013 at the rate of \$12.90 per hour.

Carolyn Roberts, Children’s Librarian, full-time, Grade 11, East Branch Library, from Reference Librarian, substitute, Belmont Branch Library, effective January 12, 2014 at the rate of \$21.00 per hour.

LEAVE WITHOUT PAY

Marla Bremer, Library Technical Assistant I, 3/5-time, Grade 04, Circulation, Main Library, effective December 16, 2013 for 11.31 hours for personal reasons.

PROMOTION, CHANGE IN HOURS AND CHANGE IN LOCATION

Darryn Presley, Library Technical Assistant III, full time, Grade 06, Westwood Branch Library, from Library Technical Assistant I, 3/5-time, West Carrollton Branch Library, effective January 12, 2014 at the rate of \$14.48 per hour.

RESIGNATION

Ana Long, Library Technical Assistant I, full-time, Grade 04, Dayton View Branch Library, effective January 10, 2014 at the rate of \$12.71 per hour.

TUITION REIMBURSEMENT

The Board authorized \$15,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2014 to be awarded in accordance with the Staff Development Program.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Christine Gaffney, Library Technical Assistant I, Circulation, Main Library, in order to attend the University of Pittsburgh School of Library and Information Science.

TUITION REIMBURSEMENT

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

Desiree Davey, ILS Specialist, IT Services, Main Library, for the course "Management of Libraries and Information Centers", Kent State University, 3.0 credit hours at a cost of \$1455.00.

Desiree Davey, ILS Specialist, IT Services, Main Library, for the course "Network & Software Resources for Information Systems", Kent State University, 3.0 credit hours at a cost of \$1455.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course "The Public Library", Kent State University, 3.0 credit hours at a cost of \$1455.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course "Management of Libraries and Information Centers", Kent State University, 3.0 credit hours at a cost of \$1455.00.

Christina Sanders, Accounting Clerk I, Finance Office, Main Library, for the course "Information Technology for the Library and Information Professionals", Kent State University, 3.0 credit hours at a cost of \$1455.00.

Christina Sanders, Accounting Clerk I, Finance Office, Main Library, for the course "The Public Library", Kent State University, 3.0 credit hours at a cost of \$1455.00.

Cindy Simerlink, Training Specialist, Human Resources, Main Library, for the course "Training and Development", Wright State University, 3.0 credit hours at a cost of \$1168.00.

Carla Sullenberger, Library Technical Assistant III, Huber Heights Branch Library, for the course "Information Sources and Reference Services", Kent State University, 3.0 credit hours at a cost of \$1455.00.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

Dan Reke, Fiscal Officer/Finance Office Manager, updated the Board on December 2013 Financial Report which was included in the Board folder. He indicated that the Total General Fund Revenue ended .2% higher than forecasted.

The Executive Director approved the following investments:

On Wednesday, January 15, 2014 the Public Library Funds for December 2013 were received in the amount of \$1,195,942.77. It was determined that the total amount would be needed for current operations.

On Tuesday, December 24, 2014 the December Tangible Personal Property Loss Reimbursement of \$203,046.34 and the Homestead Exemption Settlement of \$7,162.11 were received. It was determined that the total amount would be needed for current operations.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing to report in lieu of spending more time on the Libraries for a Smarter Future Update.

COMMUNITY INCLUSION PLAN

In December, the Board approved a Community Inclusion Policy Resolution. The Executive Director reported that the Library and its construction managers SKANSKA/ATCS in conjunction with the City of Dayton Human Relations Council, the Dayton Area Chamber of Commerce Minority Business Partnership, and Montgomery County Economic Development worked together to develop an inclusion plan that called for strong minority, women-owned, and local business participation in the Board's bond issue program. The Executive Director invited Catherine Crosby, Director of the Human Relations Council, and Belinda Mathews Stenson from the Minority Business Partnership to address the Board in support of the plan. Both commented in support of the plan's targets and the shared responsibility for achieving the desired outcomes articulated in the plan.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the Community Inclusion Plan as presented by the Executive Director.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date. The Executive Director then updated the Board on current designs of the new facilities.

CORRESPONDENCE

No correspondences were discussed at the meeting.

NEW BUSINESS

The President notified the Board members that a regular Facilities Meeting will be held on the Monday prior to the Board meeting as the Facilities plan progresses. Having the meetings announced gives the Board the ability to participate in more detailed meetings that discuss only the Facilities Plan. The discussions at these meetings will be reported back to the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, February 19, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:09 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE ORIENTATION OF THE BOARD OF TRUSTEES

Friday, February 7, 2014, 12:30 p.m.

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

PRESIDING: Barbara Hayde, President- Pro-Tem

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

Ms. Hayde called the meeting to order at 12:30 p.m.

ELECTION OF PRESIDENT PRO-TEM

On a motion by Margot Merz, and seconded by Joe Oehlers, the Board elected Ms. Hayde to serve as President Pro-Tem.

Ayes: All
Nays: None

ORIENTATION

The President Pro-Tem asked the Executive Director to begin the Orientation for the Board of Trustees.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Donna Childs, the Board adjourned at 2:20 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 19, 2014, 4:00 p.m.

PRESENT: Margot Merz, Barbara Hayde, Jeanne Holihan, Joseph Oehlers,
Annesea Cheek, Bert Cream

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the meeting of January 22, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Elaine Fultz, Teen Specialist, Youth Services, Main Library, to participate in the “Collaborating with Teens to Build Better Library Programs” eCourse sponsored by ALA being held February 3, 2014 through March 3, 2014. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Gretchen Yonata, Teen Librarian, Kettering-Moraine Branch Library, to participate in the “Summer Reading Workshops” webinar sponsored by SWON being held February 4, 2014 through February 18, 2014. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Allison Dugan, Reference Librarian, Adult Services Division, Main Library, to attend the “AAF Dayton February Monthly Meeting” being held February 6, 2014 at Sinclair Community College. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Cynthia Simerlink, Training Specialist, Human Resources, Main Library, and Ann Riegle, Training Assistant, Human Resources, Main Library to participate in the “Integrating iPads and Tablets into Library Services” webinar sponsored by ALA being held February 13, 2014 through February 20, 2014. It is further recommended that registration in the amount of \$115.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend the “Families Learning Summit & National Conference on Family Literacy” being held February 17, 2014 through February 19, 2014 in Washington, DC. It is further recommended that registration in the amount of \$475.00, airfare in an amount not to exceed \$300.00, ground transportation in an amount not to exceed \$150.00, lodging in an amount not to exceed \$550.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Cynthia Simerlink, Training Specialist, Human Resources, Main Library, and Ann Riegle, Training Assistant, Human Resources, Main Library to participate in the “The Developing Mind Project” webinar sponsored by Urban Libraries Council being held February 20, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Fred Kirchner, Teen Librarian, Wilmington-Stroop Branch Library, to attend the “Teen & Tween Think Tank” being held February 28, 2014 at the Piqua Public Library. It is further recommended that registration in the amount of \$15.00 and mileage in an amount not to exceed \$37.07 be reimbursed by the Board.

Isaac Fry, Reference Assistant, Miami Township Branch Library, Allison Knight, Children’s Librarian, Trotwood Branch Library, Lisa Loftin, Children’s Librarian, Miami Township Branch Library, and Jennifer Reis, Children’s Librarian, Miamisburg Branch Library to attend the “Summer Reading Workshop: STEM II” being held March 4, 2014 at the Centerville Public Library. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Youth Services, Main Library, to attend the “School & Public Libraries” meeting being held March 8, 2014 at the State Library. It is further recommended that registration in the amount of \$75.00 and mileage in an amount not to exceed \$87.92 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend the “Eat/Play/Grow Museum and Library Collaboration” meeting being held March 12, 2014 at the Children’s Museum of Indianapolis. It is further recommended that mileage in the amount of \$131.08 be reimbursed by the Board.

Shawna Woodard, Reference Librarian, Magazine & Special Collections, Main Library to attend “StoryCorps @ Your Library” preconference session being held March 14, 2014 in Indianapolis, IN. It is further recommended that registration in the amount of \$125.00 and mileage in an amount not to exceed \$132.16 be reimbursed by the Board.

Barbara Kuhns, Assistant Director for Information Technology Systems, IT Services, Main Library, Rhonda Harvey, Senior Systems Technician, IT Services, Main Library, and Tim Osterday, Systems Technician, IT Services, Main Library, to attend the “PLA Conference Vendor Exhibit” being held March 13, 2014 in Indianapolis, IN. It is further recommended that registration in the amount of \$25.00 each and mileage in an amount not to exceed \$132.16 to Rhonda Harvey be reimbursed by the Board.

Desiree Davey, Integrated Systems Specialist, IT Services, Main Library, David Ramsey, Web Specialist, IT Services, Main Library, Erin Abney, Web Specialist, IT Services, Main Library, Daniel Knight, IT Infrastructure Specialist, IT Services, Main Library, and Rob Bailey, Mircocomp Specialist, IT Services, Main Library, to attend the “PLA Conference Vendor Exhibit” being held March 14, 2014 in Indianapolis, IN. It is further recommended that registration in the amount of \$25.00 each and mileage in an amount not to exceed \$132.16 to Desiree Davey be reimbursed by the Board.

Cynthia Simerlink, Training Specialist, Human Resources, Main Library, and Ann Riegle, Training Assistant, Human Resources, Main Library to participate in the “Creating a Digital Media Space for Today’s Teens” webinar sponsored by ALA being held March 20, 2014 through March 27, 2014. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend “V. Hamilton Conference on Multicultural Literature for Youth” being held on April, 3, 2014 through April 4, 2014 at Kent State University. It is further recommended that registration in the amount of \$ 150.00, mileage in an amount not to exceed \$238.00, lodging in the amount of \$91.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Cindi Chibis, Human Resources Manager, Human Resources, Main Library, to attend Frank Gates Safety Training” being held May 13, 2014 in Franklin, OH. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Stephanie Baldwin, Shipping & Receiving Clerk, 3/5-time, Grade 03, Acquisition Division, Main Library, effective January 26, 2014 at the rate of \$12.46 per hour.

Jennifer St. Onge, Teen Librarian, full-time, Grade 11, Huber Heights Branch Library, effective February 23, 2014 at the rate of \$21.00 per hour.

CHANGE IN LOCATION

Christine Gaffney, Library Technical Assistant I, 3/5-time, Grade 04, Main Children's Room, Main Library, from Library Technical Assistant I, 3/5-time, Circulation Division, Main Library, effective February 9, 2014 at the rate of \$12.90 per hour.

LEAVE WITHOUT PAY

Susan Ellis, Custodian I, full-time, Grade 02, Facilities, Main Library, effective January 24, 2014 for 3.6 hours for change in schedule.

PROMOTION AND CHANGE IN LOCATION

Noelle Landis, Teen Librarian, full-time, Grade 11, VandaliaBranch Library, from Reference Assistant, full-time, Belmont Branch Library, effective February 9, 2014 at the rate of \$21.00 per hour.

REHIRE AS SUBSTITUTE

Jessica Williams, Library Technical Assistant I, substitute, Grade Sub04, Miamisburg Branch Library, effective February 9, 2014 at the rate of \$9.10 per hour.

RETIREMENT

Karen Foster, Systems Technician, full-time, Grade 08, IT Services, Main Library, effective March 31, 2014 after more than 25 years of service.

TUITION REIMBURSEMENT

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

Christine Gaffney, Library Technical Assistant I, Main Children's Room, Main Library, for the course "Resources for Young Adults", University of Pittsburgh, 3.0 credit hours, at a cost of \$4345.00.

2014 PLA NATIONAL CONFERENCE

In December 2013, the Board approved reimbursement amounts for the PLA National Conference will be held in Indianapolis, IN from March 12-15, 2014. Due to the increased attendance in the management staff, the Board approved the increase for the allotment approved for managerial and confidential staff to \$6492.96 to be divided among attendees in that category.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association, addressed the Trustees concerning criteria regarding the closing of the Library as it relates to severe weather.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, pointed out that the forecast is the same as the appropriations approved in the December board meeting. Year to date, the revenues are slightly better than the same time last year due to higher property taxes. Overall the expenses are lower than this time last year.

The Executive Director approved the following investments:

On Thursday, February 13, 2014 the Public Library Funds for February 2014 were received in the amount of \$1,469,282.27. It was determined that the total amount would be needed for current operations.

On Friday, February 14, 2014 a Property Tax Advance was received of \$1,469,282.27. \$1,143,064.62 of that is for debt service and was deposited into the Huntington Managed Account for Debt Service. \$400,000 was deposited into the 5/3rd MaxSaver account, and the remainder of \$882,823.97 was deposited in STAR Ohio Plus.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reminded the Board about the OLC Legislative Day on April 2nd, and asked that any Trustee attend if able. The main topic of discussion will be the annual budget for libraries and any support would be appreciated.

Cindi Chibis, Human Resources Manager, described a new training program that all public services managers will be participating in through Sinclair's Workforce Development program. This program consists of managers taking a survey and then they will be matched with a coach to review the results and creating individual development plans. There will also be classroom training to focus on topics the public managers felt they needed more training.

Tish Wilson, Assistant Director for Youth Services, briefed the Board on the 2104 Summer Reading Club program. Some new strategies are being developed to increase participation, especially in urban branches. One of the major hurdles is that many kids in urban areas do not have an active library card. One strategy is to develop a special card that allows children to check out a fixed number of children's books with out needing the parent to sign for the card. This year the programs will be a STEM/Science focus.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director gave a brief summary of what was discussed at the Facilities Meeting on Monday, February 17.

Jayne Klouse, Facilities Consultant, shared with the Board some tentative dates related to kick off events for Segment One building projects.

E.C. DOREN BRANCH RENOVATION PROJECT

The Executive Director commented that due to some imperfections in the bidding process that may require a rebid, at this time there was not recommendation of award for the E.C. Doren Branch project.

NEW BUSINESS

There was no new business.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next Facilities Meeting will be held Monday, March 17, 2014 at 1:00 p.m. in the Main Library Board Room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 19, 2014 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Cream, the Board adjourned at 4:47.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 26, 2014, 2:00 p.m.

PRESENT: Margot Merz, Donna Childs, Jeanne Holihan,
Annese Cheek, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

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

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

E.C. DOREN BRANCH AWARD OF CONTRACT

On January 9, 2014 SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the renovations and improvements of the E. C. Doren branch. Nine (9) bids for were received by the bid due date January 28, 2014 at 12:00 noon.

<u>Bidder</u>	<u>Amount</u>
Lewaro Construction, Inc	\$899,000
RL Fender Construction	\$986,916
Staffco Construction, Inc.	\$1,046,000
Triton Services	\$1,047,419
Solica Construction	\$1,071,833
Bilbrey Construction	\$1,140,557
G/C Contracting	\$1,158,000
Becker Construction	\$1,203,475

Wise Construction

\$1,303,016

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz the Board awarded Lewaro Construction, Inc the contract for renovations and improvements of the E.C. Doren branch for an amount not to exceed \$899,000.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Childs, the Board adjourned at 2:20 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 19, 2014, 4:00 p.m.

PRESENT: Margot Merz, Donna Childs, Jeanne Holihan,
Joseph Oehlers, Annesa Cheek, Bert Cream

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Childs, seconded by Mr. Oehlers, the minutes of the orientation meeting of February 7, 2014 were approved by the Board.

Ayes: All
Nays: None

On a motion by Ms. Merz, seconded by Mr. Cream, the minutes of the facilities meeting of February 17, 2014 were approved by the Board.

Ayes: All
Nays: None

On a motion by Mr. Oehlers, seconded by Ms. Merz, the minutes of the meeting of February 19, 2014 were approved by the Board.

Ayes: All
Nays: None

On a motion by Mr. Oehlers, seconded by Mr. Cream, the minutes of the special meeting of February 26, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Deborah Hathaway, Catalog Division Manager, Catalog Department, Main Library, Tabitha Litteral, Catalog Librarian, Catalog Department, Main Library, Shana Novak, Catalog Librarian, Catalog Department, Main Library, and Alyssa Briggs, Catalog Librarian, Catalog Department, Main Library, to attend the "PLA Conference Vendor Exhibit" being held March 14, 2014 in Indianapolis, IN. It is further recommended that registration in the amount of \$25.00 each and mileage in an amount not to exceed \$132.16 to Deborah Hathaway be reimbursed by the Board.

Lorinda Rotterman, Clerk II, Magazine & Special Collections, Main Library, to participate in the "There Ain't Anything in This World That Sells a Book" webinar sponsored by OLC being held March 20, 2014. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, and Rachel Gut, Outreach Services Manager, Outreach Services, to attend "Diversity & Inclusion" program being held March 21, 2014 in Dayton, OH. It is further recommended that registration in the amount of \$10.00 each be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in the "Ipad, Tablets, and Gadgets in the Library" eCourse sponsored by ALA being held March 31, 2014 through May 9, 2014. It is further recommended that registration in the amount of \$250.00 be reimbursed by the Board.

Jared Baldwin, Reference Librarian, Adult Services Division, Main Library, Kim Bautz, Children's Librarian, Outreach Services, Lisa Nabel, Youth Services Materials Selection Specialist, Office of Collection Development, Main Library, and Jennifer Spillman, ADS Division Manager, Adult Services Division, Main Library, to attend the

“OLC Southwest Chapter Conference” being held April 3, 2014. It is further recommended that registration in the amount of \$42.50 each be reimbursed by the Board and mileage in an amount not to exceed \$31.82 be reimbursed to Kim Bautz.

Carolyn Roberts, Children’s Librarian, East Branch Library, to attend “Pop It! Move It! Use It!” program being held May 1-2, 2014 at Kent State University. It is further recommended that registration in the amount of \$75.00, mileage in an amount not to exceed \$238.00, lodging in the amount of \$91.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources Department, Main Library, to attend “Fact Gathering Techniques for Incident Investigations” program being held June 25, 2014 in Dayton, OH. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Kenneth Conrad, Systems Manager, full-time, Grade S09, IT Services, Main Library, effective March 9, 2014 at the rate of \$28.70 per hour.

Emily Hackett, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective February 23, 2014 at the rate of \$17.30 per hour.

Peter Kilkelly, Teen Librarian, full-time, Grade 11, Ft. McKinley Branch Library, effective March 9, 2014 at the rate of \$21.00 per hour.

Jayne Klose, Community Engagement Manager, full-time, Grade 08, Executive Offices, Main Library, effective February 23, 2014 at the rate of \$33.65 per hour.

Martha Rice, Reference Librarian, substitute, Grade Sub11, Magazines & Special Collections, Main Library, effective March 9, 2014 at the rate of \$17.30 per hour.

Drew Wichterman, Reference Assistant, full-time, Grade 08, West Carrollton Branch Library, effective March 9, 2014 at the rate of \$15.58 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Melissa Place, Systems Technician, full-time, Grade 08, IT Services, Main Library, from Reference Assistant, full-time, Dayton View Branch Library, effective March 30, 2014 at the rate of \$16.04 per hour.

PROMOTION, CHANGE IN HOUR, CHANGE IN LOCATION

Candice Jeske, Reference Assistant, full time, Grade 08, Belmont Branch Library, from Library Technical Assistant I, substitute, East Branch Library, effective March 9, 2014 at the rate of \$15.58 per hour.

REHIRE AS SUBSTITUTE

Doris Pettit, Reference Librarian, substitute, Grade Sub11, Branch & Extension Services, Main Library, effective March 9, 2014 at the rate of \$17.30 per hour.

RESIGNATION

Rachael Clukey, Children's Librarian, substitute, Grade Sub11, Children's Room, Main Library, effective March 22, 2014 at the rate of \$14.74 per hour.

Ora Mayo, Library Technical Assistant I, substitute, Grade Sub04, Westwood Branch Library, effective November 21, 2013 at the rate of \$9.37 per hour.

RETIREMENT

Beverly Marshall, Library Technical Assistant I, 1/2-time, Grade 04, Trotwood Branch Library, effective April 30, 2014 after more than 21 years of service.

RETURN TO ORIGINAL POSITION

Janelle Oren, Copy Cataloger I, full time, Grade 07, Cataloging Division, Main Library, from Copy Cataloger II, full time, Grade 08, Cataloging Division, Main Library, effective February 23, 2014 at the rate of \$20.48 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:

Christine Gaffney, Library Technical Assistant I, Main Children's Room, Main Library, for the course "Resources for Young Adults", University of Pittsburgh, 3.0 credit hours, at a cost of \$4345.00.

AMERICAN LIBRARY ASSOCIATION

The 2014 ALA Annual Conference will be held in Las Vegas, Nevada, from June 26 until July 1, 2014. It is recommended that the Board authorize payment of the advance registration fee of \$235.00, \$390.00 reimbursement for lodging, \$575.00 reimbursement for airfare, \$50.00 reimbursement for transportation and \$120.00 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,110.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$4,110.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, made a few comments about the revenues. The PLF is up by \$46,000 year-to-date from last year; however the projections for the year are expected to go down. The Property Taxes are currently up but are expected to remain flat for the year.

The Executive Director approved the following investments:

On Friday, March 14, 2014 Public Library Funds were received in the amount of \$792,061.23, and it was determined that all of it is needed for current operations.

On a motion by Mr. Oehlers, seconded by Mr. Cream, the February 2014 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 2014 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Mr. Oehlers, seconded by Ms. Childs 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, 2014, 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
2014*

GENERAL FUND

<i>1000 - Salaries and Benefits</i>	<i>\$18,745,282</i>
<i>2000 - Supplies</i>	<i>\$778,960</i>
<i>3000 - Purchased and Contracted Services</i>	<i>\$4,716,146</i>

4000 - Library Materials & Information	\$3,488,070
5000 - Capital Outlay	\$1,069,665
6000 - Debt Service	\$0
7000 - Other Objects	\$134,701
8000 - Contingency	\$200,000
9000 - Transfers to other funds	\$100,000
Total General Fund Appropriations	\$ 29,232,824

Facilities Enhancement Fund

5000 - Capital Outlay	\$1,311,444
Total Special Revenue Fund Appropriations	\$1,311,444

SPECIAL REVENUE FUND

1000 - Salaries and Benefits	\$0
3000 - Purchased and Contracted Services	\$1,102
Total Special Revenue Fund Appropriations	\$1,102

DEBT SERVICE FUND

3000 - Contracted Services	\$7,078
6000 - Debt Service	\$11,621,464
Total Debt Service Fund Appropriations	\$11,628,542

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$7,270
5000 - Capital Outlay	\$300,000
Total Building & Repair Fund Appropriations	\$307,270

COMPUTER CO-OP FUND

3000 - Contracted Services	\$101
5000 - Capital Outlay	\$41,000
Total Computer Co-Op Fund Appropriations	\$41,101

TAXABLE CONSTRUCTION FUND

3000 - Contracted Services	\$32,975
Total Taxable Construction Fund Appropriations	\$32,975

TAX EXEMPT CONSTRUCTION FUND

3000 - Contracted Services	\$2,337,637
5000 - Capital Outlay	\$22,757,837
7000 - Other Objects	\$30,846
Total Exempt Construction Fund Appropriations	\$25,126,320

TRUST FUND

3000 - Purchased and Contracted Services	\$107
Total Trust Fund Appropriations	\$107

ENDOWMENT FUND

<i>3000 - Purchased and Contracted Services</i>	<u><i>\$157</i></u>
<i>Total Endowment Fund Appropriations</i>	<i>\$157</i>
<i>Total All Funds Appropriations</i>	<i>\$ 67,681,842</i>

A roll call vote was taken as follows:

Ms. Holihan, Aye
 Ms. Cheek, Aye
 Mr. Cream, Aye
 Ms. Merz, Aye
 Mr. Oehlers, Aye
 Ms. Childs, Aye

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director reminded the Board members that the OLC Legislative Day will be occurring on April 2, 2014. The main topic of discussion will be the State budget as it relates to the Public Library Fund.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date. The Executive Director then updated the Board on current progress of the new facilities.

The Board also discussed changing the date of the Facilities meeting to the Monday of the week before the Board meeting as to better be able to report back to the Board in a more timely fashion.

NEW BUSINESS

The President announced to the Board that this meeting would be Ms. Childs’ last as she would be resigning from her seat on the Board. Due to her vacancy, a new Secretary would need to be elected.

The President asked for nominations from the floor, and Ms. Childs nominated Mr. Oehlers to fill the position of Secretary. On a motion by Mr. Childs, seconded by Mr. Cream, the Board elected Mr. Oehlers to the office of Secretary.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next Facilities Meeting will be held Monday, April 7, 2014 at 1:00 p.m. in the Main Library Board Room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 16, 2014 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:50 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 21, 2014, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Cream, the minutes of the meeting of March 19, 2014 and the facilities meeting of April 7, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Karen Findlay, Assistant Branch Manager, Huber Heights Library, to attend the “Miami Valley Gardening Conference” being held March 1, 2014 at Sinclair Community College. It is further recommended that registration in the amount of \$50.00 and mileage in an amount not to exceed \$11.20 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Youth Services, Main Library, Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, and Jayne Klose, Community Engagement Manager, Executive Offices, Main Library to participate in the “Lessons From Learning Labs: Engaging Teens” webinar sponsored by Urban Library Council being held March 24, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Laura Durham, Reference Librarian, Adult Services Division, Main Library, and Janet Grant, Library Technical Assistant III, Wilmington-Stroop Branch Library, to attend the “SWON Spring Staff Training Symposium” being held March 25, 2014 in Kettering, OH. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

Kristen Allen-Vogel, Reference Librarian, Adult Services Division, Main Library, Cathy Hochadel, Teen Librarian, Miamisburg Branch Library, and Michael Nelson, Reference Librarian, Adult Services Division, Main Library, to attend the “OLC Southwest Chapter Conference” being held April 3, 2014 in Wilmington, OH. It is further recommended that registration in the amount of \$42.50 each be reimbursed by the Board.

Isaac Fry, Reference Assistant, Miami Township Branch Library, to attend the “Virginia Hamilton Conference” being held April 3, 2014 through April 4, 2014 at Kent State University. It is further recommended that registration in the amount of \$150.00, lodging in an amount not to exceed \$91.00, meals in the amount not to exceed \$80.00, and mileage in an amount not to exceed \$238.00 be reimbursed by the Board.

Winnie Johnson, Branch Manager, Madden Hills Branch Library, Noland Lester, Branch Manager, Westwood Branch Library, David Slivken, Assistant Director for Main Library Services, Main Library Services, Main Library, and Sharon Taste, Branch Manager, Dayton View Branch Library, to attend the “Neighborhood Leadership Conference” being held on April 11, 2014 at the University of Dayton. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Catalog Division, Main Library, Sarah Ewry, Copy Cataloger II, Catalog Division, Main Library, Deborah Hathaway, Catalog Division Manager, Catalog Division, Main Library, Tabitha Litteral, Catalog Librarian, Catalog Division, Main Library, Teresa Nickels, Copy Cataloger II, Catalog Division, Main Library, Shana Novak, Catalog Librarian, Catalog Division, Main Library, Janelle Oren, Copy Cataloger I, Catalog Division, Main Library, to participate in the “RDA For Music: Popular Music, Jazz, and World Music” webinar sponsored by Music

Library Association being held on April 17, 2014. It is further recommended that registration in the amount of \$180.00 be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Catalog Division, Main Library, Lisa Nabel, Youth Services Materials Selection Specialist, Office of Collection Development, Main Library, Shana Novak, Catalog Librarian, Catalog Division, Main Library, Anthony Stewart, Invoice Clerk, Acquisitions Division, Main Library, to attend the “OLC Technical Services Retreat” being held April 21, 2014 through April 22, 2014 in Lewis Center, OH. It is further recommended that registration in the amount of \$175.00 each, mileage in an amount not to exceed \$100.80 each, lodging in an amount not to exceed \$110.00 each, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Jean Gaffney, Collection Development & Acquisitions Manager, Office of Collection Development, Main Library, to attend the “OLC Technical Services Retreat” being held April 21, 2014 through April 22, 2014 in Lewis Center, OH. It is further recommended that registration in the amount of \$95.00, mileage in an amount not to exceed \$100.80, lodging in an amount not to exceed \$110.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to participate in the “Being an Effective Facilitator” webinar sponsored by ALA being held on April 24, 2014. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Cynthia Simerlink, Training Specialist, Human Resources, Main Library, and Ann Riegle, Training Assistant, Human Resources, Main Library to participate in the “Libraries Lead Summer Learning” webinar sponsored by Urban Library Council being held April 24, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Dan Reke, Fiscal Officer/Finance Manager, Finance Department, Main Library, to attend the “Public Library Fiscal Officer Conference” being held on April 24, 2014 through April 25, 2014 in Lewis Center, OH. It is further recommended that registration in the amount of \$125.00, mileage in an amount not to exceed \$91.84, lodging in an amount not to exceed \$110.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Jennifer Spillman, ADS Division Manager, Adult Services Division, Main Library, to attend “LJ Lead the Change Event” being held on May, 6, 2014 in Parma, OH. It is further recommended that registration in the amount of \$80.00 and mileage in an amount not to exceed \$230.72 be reimbursed by the Board.

Allison Dugan, Reference Librarian, Adult Services Division, Main Library, to attend the “Using Copyright and Licenses to Your Advantage in the Public Library Setting” class being held on May 8, 2014 in Columbus, OH. It is further recommended that registration in the amount of \$120.00 and mileage in an amount not to exceed \$90.72 be reimbursed by the Board.

Fred Kirchner, Teen Librarian, Wilmington-Stroop Branch Library, to attend “Take 5: Take three: An Ohio Youth Services Day” being held in on May 9, 2014 in Akron OH.

It is further recommended that registration in the amount of \$15.00 and mileage in an amount not to exceed \$217.84 be reimbursed by the Board.

Ben Murphy, Adult Materials Selection Specialist, Office of Collection Development, Main Library, to participate in the “African American Fiction: Diversity Behind the Sticker” webinar sponsored by Ohio Library Council being held on June 25, 2014. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Cara Kouse, Branch Manger, Wilmington-Stroop Branch Library, to attend “Def Con” being held on August 7, 2014 through August 10, 2014 in Las Vegas, NV. It is further recommended that registration in the amount of \$200.00, airfare in an amount not to exceed \$540.00, transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$560.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Joshua Ashworth, Technology Development Manager, full-time, Grade S09, IT Services, Main Library, effective April 6, 2014 at the rate of \$30.29 per hour.

Steven Haiar, Library Technical Assistant I, substitute, Grade Sub04, Huber Heights Branch Library, effective March 23, 2014 at the rate of \$9.10 per hour.

Subrina Mower, Library Technical Assistant I, 3/5-time, Grade 04, Circulation, Main Library, effective April 6, 2014 at the rate of \$12.90 per hour.

Martin Vukson, Library Technical Assistant I, substitute, Grade Sub04, Adult Services Division, Main Library, effective March 23, 2014 at the rate of \$9.10 per hour.

CHANGE IN POSITION

Melissa Groveman, Reference Librarian, full-time, Grade 11, Adult Services Division, Main Library, from Assistant Adult Services Division Manager, full-time, Adult Services Division, Main Library, effective April 6, 2014 at the rate of \$22.11 per hour.

PROMOTION

Christina Sanders, Accountant, full-time, Grade 11, Finance Office, Main Library, from Accounting Clerk I, full-time, Finance Office, Main Library, effective April 6, 2014 at the rate of \$18.72 per hour.

RESIGNATION

Alyssa Briggs, Catalog Librarian, full-time, Grade 11, Cataloging Division, Main Library, effective July 4, 2014 at the rate of \$21.00 per hour.

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 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of March 2014.

The Executive Director approved the following investments:

On Friday, April 11, 2014 Public Library Funds were received in the amount of \$954,677.39, and it was determined that all of it is needed for current operations.

On a motion by Mr. Oehlers, seconded by Mr. Cream, the March 2014 Financial Report was approved by the Board.

Ayes: All
Nays: None

INVESTMENT OF BUILDING ENHANCEMENT FUNDS

The Dayton Metro Library has a Depository Agreement with the Huntington National Bank that commenced on January 1, 2013 and continues through January 1, 2018. It covers active, interim and inactive deposits up to \$25,000,000. At this time, the Dayton Metro Library has \$1,311,759 in the Facilities Enhancement Fund (103) which is currently invested in the Fifth Third Max Savers Account which currently yields .15%. Because those funds will be over a period of several years, the Library would like to maximize returns without commingling them with other funds currently invested in managed accounts.

On a motion by Mr. Cream, 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 maximize returns the Finance Office will invest the Facilities Enhancement Fund (103) with the Huntington National Bank and its Institutional Investment Division in all allowable investments under the Ohio Revised Code.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director and Board President Holihan updated the Board members on the OLC Legislative Day that occurred on April 2, 2014. The main topic of discussion was the State budget as it relates to the Public Library Fund. The delegation was able to speak with all but one legislator that oversees the Library’s service area.

COMMUNITY SURVEY

Wright State University Center for Urban and Public Affairs (CUPA) Associate Director Jane Dockery and researcher Dr. Tracey Tichnell, PhD presented results of a survey conducted of resident perceptions of the Dayton Metro Library’s renovation and construction plans.

FACILITIES ART PROJECT

In December 2013, the Board approved the creation of a Building Enhancement Fund from a gift by an anonymous bequest. The Dayton Metro Library issued an RFP to local arts organizations seeking a partner to design and manage a comprehensive art curation and installation program. Two submissions were received and reviewed by a team of staff and trustees. The Dayton Art Institute’s proposal was selected as the one that best met the Library’s intent to enhance library buildings funded through the Libraries for a Smarter Future bond fund.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board approved to enter into a contract with the Dayton Art Institute for professional services for an amount not to exceed \$228,050 to manage its proposed “Re-Imagining Works” project.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The E.C. Doren Branch has begun construction and the Library is still on budget for Segment 1.

OPERATIONS CENTER AWARD OF GENERAL CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the general contract renovations and improvements of the Operations Center. Six (6) bids for were received by the bid due date March 31, 2014.

<u>Bidder</u>	<u>Amount</u>
Imperial Trucking and Contracting, LLC	\$315,000 for Demo Only
RL Fender Construction	\$2,784,460
Bilbrey Construction	\$4,199,000
Becker Construction	\$2,505,400
Staffco Construction, Inc.	\$2,590,000

Solica Construction \$2,469,000

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Oehlers the Board awarded Solica Construction the general contract for renovations and improvements of the Operations Center for an amount not to exceed \$2,469,000.

Ayes: All
Nays: None

OPERATIONS CENTER AWARD OF FIRE SUPPRESSION CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the fire suppression contract renovations and improvements of the Operations Center. One (1) bids for were received by the bid due date March 31, 2014.

<u>Bidder</u>	<u>Amount</u>
Dalmatian Fire	\$144,000

These bids were presented to the Board and on a motion by Mr. Cream seconded by Mr. Oehlers the Board awarded Dalmatian Fire the fire suppression contract for renovations and improvements of the Operations Center for an amount not to exceed \$144,000.

Ayes: All
Nays: None

OPERATIONS CENTER AWARD OF PLUMBING CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the plumbing contract renovations and improvements of the Operations Center. Five (5) bids for were received by the bid due date March 31, 2014.

<u>Bidder</u>	<u>Amount</u>
Mechanical Systems of Dayton	\$208,600
Osterfeld Champion Services, Inc.	\$203,772
Feldkamp Enterprises Inc.	\$289,000
Rieck Services	\$250,000
RL Fender Construction	\$1,392,254 for Combined Mech/Plumbing

These bids were presented to the Board and on a motion by Mr. Oehlers seconded by Mr. Cream the Board awarded Osterfeld Champion Service, Inc. the plumbing contract for renovations and improvements of the Operations Center for an amount not to exceed \$203,772.

Ayes: All
Nays: None

OPERATIONS CENTER AWARD OF MECHANICAL & HVAC CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the mechanical & HVAC contract renovations and improvements of the Operations Center. Four (4) bids for were received by the bid due date March 31, 2014.

<u>Bidder</u>	<u>Amount</u>
Rieck Services	\$1,280,000
Mechanical Systems of Dayton	\$1,202,500
Feldkamp Enterprises Inc.	\$1,225,000
RL Fender Construction	\$1,392,254 for Combined Mech/Plumbing

These bids were presented to the Board and on a motion by Mr. Oehlers seconded by Mr. Cream the Board awarded Mechanical Systems of Dayton the mechanical & HVAC contract for renovations and improvements of the Operations Center for an amount not to exceed \$1,202,500.

Ayes: All
Nays: None

OPERATIONS CENTER AWARD OF ELECTRICAL & TECHNOLOGY CONTRACT

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the electrical & technology contract renovations and improvements of the Operations Center. Four (4) bids for were received by the bid due date March 31, 2014.

<u>Bidder</u>	<u>Amount</u>
Staffco (Saturn Electric)	\$950,000
Chapel Electric Co, LLC	\$917,400
ESI, Inc.	\$792,690
RL Fender Construction	\$885,449

These bids were presented to the Board and on a motion by Ms. Hayde seconded by Ms. Merz the Board awarded ESI, Inc. the electrical & technology contract for renovations and improvements of the Operations Center for an amount not to exceed \$792,690.

Ayes: All
Nays: None

NEW BUSINESS

The President brought up the current Board vacancy. A census of the current Board members was distributed and it was asked that the Board consider what skills they thought would be needed for a new appointee in order to send a recommendation to the County Commissioners.

The President informed the Board that it was National Library Worker's Week and thanked all the staff for all the hard work that they do in the community.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next Facilities Meeting will be held Monday, June 9, 2014 at 1:00 p.m. in the Main Library Board Room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 18, 2014 at 4:00 p.m. in the Main Library Auditorium.

EXECUTIVE SESSION

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:25 p.m. and returned to open session at 6:20 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Oehlers, the Board adjourned at 6:21 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 21, 2014, 4:00 p.m.

PRESENT: Bert Cream, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Cream, seconded by Ms. Hayde, the minutes of the meeting of April 16, 2014 and the facilities meeting of May 12, 2014 were approved by the Board. Ms. Johnson abstained from the vote because she was not present at either meeting.

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:

Kimberly Bishop, Branch Manager, Huber Heights Library, to attend the “OLC Central/Southeast Chapter Conference” being held May1, 2014 in Worthington, OH. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Youth Services, Main Library, to participate in the “Engaging Teens with Digital Media” eCourse sponsored by ALA being held May 5, 2014 through June 1, 2014. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Alyssa Briggs, Catalog Librarian, Catalog Division, Main Library, Tabitha Litteral, Catalog Librarian, Catalog Division, Main Library, Shana Novak, Catalog Librarian, Catalog Division, Main Library, to participate in the “RDA Cataloguing: Basic Serials” webinar sponsored by Minitex/University of Minnesota being held on May 8, 2014. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

William McIntire, Reference Librarian, Magazine & Special Collections, Main Library, to attend the “Ohio Preservation Council Workshop” being held May 9, 2014 at the University of Cincinnati. It is further recommended that registration in the amount of \$50.00 and mileage in an amount not to exceed \$57.12 be reimbursed by the Board.

Jennifer Spillman, ADS Division Manager, Adult Services Division, Main Library, to attend “SWON Spring Membership Meeting & Conference” being held on May 22, 2014 in West Chester, OH. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Allison Dugan, Reference Librarian, Adult Services Division, Main Library, to participate in the “Effective Social Media Strategies for Your Library” online course being sponsored by Infopeople being held on May 27, 2014 through June 23, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Angela Jones, Reference Librarian, Adult Services Division, Main Library, Allison Knight, Children’s Librarian, Trotwood Branch Library, and Melissa Luthman, Library Technical Assistant III, Huber Heights Branch Library, to participate in the “Basic American Sign Language for Library Staff” eCourse sponsored by ALA being held on June 2, 2014 through July 7, 2014. It is further recommended that registration in the amount of \$195.00 each be reimbursed by the Board.

Karen Findlay, Assistant Branch Manager, Huber Heights Branch Library, to participate in the “AFAM Fiction: Diversity Behind the Sticker” webinar sponsored by OLC being held June 25, 2014. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend the “Ohio Library Leadership Conference” being held July 22, 2014 through July 25, 2014 in Columbus, OH. It is further recommended that registration in the amount of \$425.00, mileage in an amount not to exceed \$88.48, lodging in an amount not to

exceed \$ 524.22, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Christina Sanders, Accountant, Finance Office, Main Library, to attend the “CPIM Boot Camp” being held August 6, 2014 in Hamilton, OH. It is further recommended that registration in the amount of \$100.00, and mileage in an amount not to exceed \$46.07 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Carey Bailey-Coffman, Library Technical Assistant I, full-time, Grade 04, Dayton View Branch Library, effective April 20, 2014 at the rate of \$12.90 per hour.

Megan Cooper, External Relations Specialist, full-time, Grade 12, External Relations, Main Library, effective May 18, 2014 at the rate of \$21.34 per hour.

Valerie Fisher, Graphic Designer, full-time, Grade 09, Community Relations, Main Library, effective May 4, 2014 at the rate of \$17.50 per hour.

J. Gregory Havey, Reference Assistant, full-time, Grade 08, Dayton View Branch Library, effective April 20, 2014 at the rate of \$15.58 per hour.

LEAVE WITHOUT PAY

J. Gregory Havey, Reference Assistant, full-time, Grade 08, Dayton View Branch Library, effective June 6, 2014 for 48 hours for vacation.

PROMOTION

Jeffrey Fortescue, Assistant adult Service Division Manager, full-time, Grade S06, Adult Services Division, Main Library, from Business Specialist, full-time, Adult Services Division, Main Library, effective May 18, 2014 at the rate of \$25.53 per hour.

REHIRE AS SUBSTITUTE

Maxine Rendulic, Library Technical Assistant I, substitute, Grade Sub04, Belmont Branch Library, effective April 20, 2014 at the rate of \$9.10 per hour.

Brenda Roberson, Library Technical Assistant I, substitute, Grade Sub04, East Branch Library, effective July 27, 2014 at the rate of \$9.10 per hour.

RESIGNATION

Christine Bolivar, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective November 1, 2013 at the rate of \$14.74 per hour.

Connie Brzozowski, Library Technical Assistant I, substitute, Grade Sub04, Huber Heights Branch Library, effective December 14, 2013 at the rate of \$9.10 per hour.

Jill Clark, Promotions Assistant, substitute, Grade Sub09, Community Relations, Main Library, effective December 28, 2013 at the rate of \$12.32 per hour.

Brook Crowell, Reference Assistant, full-time, Grade 08, Outreach Services, effective May 23, 2014 at the rate of \$16.04 per hour.

Barbara Moore, Children's Librarian, substitute, Grade Sub11, Main Children's Room, Main Library, effective December 20, 2013 at the rate of \$17.30 per hour.

David Ramsey, Web Specialist, full-time, Grade 12, IT Services, Main Library, effective May 23, 2014 at the rate of \$20.72 per hour.

Cindy Wright, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective November 12, 2013 at the rate of \$9.10 per hour.

RETIREMENT

Nicole Eby, Reference Librarian, full-time, Grade 11, Magazines & Special Collections, Main Library, effective May 31, 2014 after more than 28 years of service.

GROUP LIFE INSURANCE RENEWAL

The Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.18/\$1,000 for the period July 1, 2014 through July 1, 2015.

TUITION REIMBURSEMENT

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

Desiree Davey, ILS Specialist, IT Services, Main Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1,425.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course "Information Technology for Library and Information Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

David Hicks, Reference Assistant, West Carrollton Branch Library, for the course “Information Needs, Seeking and Use”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

Jennifer Hicks, Reference Assistant, Outreach Services, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$1,455.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of April 2014. The auditors were present the last three days of April and they are in the process of wrapping the audit up and will be presenting findings to the Board in the June meeting.

The Executive Director approved the following investments:

On Friday, May 13, 2014 Public Library Funds were received in the amount of \$1,311,845.46, and it was determined that all of it is needed for current operations.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

John Fimiani, from Hafenbrack Marketing, shared a sneak peak of the new brand for the Library that will be rolled out later this year.

Barb Kuhns, Assistant Director for Information Technology Services, gave a informative presentation on the progress on the recommendation of the inclusion of RFID and AMH in the new facilities. Board members took the opportunity to ask any outstanding questions they had regarding these systems. A recommendation will be presented to the Board in the June meeting.

Rachel Gut, Outreach Services Manager, shared that the Library recently received a \$87,000 grant from the Del Mar Foundation. It is being used to purchased iPad Minis and iPad Airs for Older Adults, specifically homebound and lobby stop patrons. These devices will be able to be checked out for extended period of time and training will be available for patrons.

Dan Reke, Fiscal Officer/Finance Manager, presented the revenues/expenditures projections for the next 5 years. The Montgomery County Auditors office is wrapping a reevaluation of property values, and the estimate is that the property taxes will decrease by 5% and then after 2015 it will

increase by 1% per year. The Public Library Funds currently budgeted at a 3% decrease for 2014 but are assumed to increase by 1% per year for 2015-2019. The results are that to maintain 60 days of cash in the General Fund, money will need to be transferred from the Sustainability Fund starting in 2016. If not corrected, the Library will eventually use up its Sustainability Fund and cash reserves by 2019.

The Executive Director also shared 3 proclamations the Library recently received. Two were for support of the Summer Reading from both the City of Dayton and Montgomery County. The City of Dayton had a proclamation recognizing the Library's participation in the City of Learners program.

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. Inside construction on the Operations Center has started. Construction on E.C. Doren is well under way and it is still on schedule to be finished and ready to occupy by the end of October. Mimi Township and Northwest bids will need to be awarded in June but the deadline for the regular Board meeting will not be met, so there will be a need to call a special meeting.

The Executive Director updated the Board on the progress of the inclusion plan for the facilities project. So far, the Library is doing well to meet the inclusion goals set by the adoption of the inclusion plan in January 2014.

NEW BUSINESS

The President welcomed Elaine Johnson as a new Board member.

CORRESPONDENCE

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

- The letter from the Executive Director dated April 28, 2014 to Ms. Tammy Dailey regarding her request for reconsideration for the movie Life Blood.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, June 18, 2013 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Cream, seconded by Ms. Merz, the Board adjourned at 5:46 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 25, 2014, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR/DEPUTY FISCAL OFFICER: Tim Kambitsch

Notary Public Ashley Orr administered the Oath of Office to all seven Trustees and the Executive Director.

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Hayde, the minutes of the meeting of May 21, 2014 and the facilities meeting of June 17, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Mimi Morris, Assistant Director of Branch & Extension Services, Main Library, to participate in the "Improving Library Services to People with Disabilities" eCourse sponsored by ALA being held May 19, 2014 through June 15, 2014. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in the "African American Fiction: Diversity Behind the Sticker" webinar sponsored by OLC being held June 25, 2014. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, Carol Macmann, Branch Manager, New Lebanon Branch Library, and Mimi Morris, Assistant Director of Branch & Extension Services, Main Library, to attend the "Creative Aging Affiliate Training Institute" being held July 30, 2014 through August 2, 2014 in Briarcliff, NY. It is further recommended that airfare in an amount not to exceed \$1054.00 total, lodging in an amount not to exceed \$260.00 total, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

John Milstead, Security Manager, Main Library, to attend the "American Society Industrial Security International Seminar" being held September 28, 2014 through October 2, 2014 in Atlanta, GA. It is further recommended that registration in the amount of \$895.00, airfare in an amount not to exceed \$450.00, lodging in an amount not to exceed \$650.00, meals in an amount not to exceed \$200.00, and ground transportation in an amount not to exceed \$100.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

John Callon, Reference Assistant, substitute, Grade Sub 08, Outreach Services, effective June 29, 2014 at the rate of \$10.98 per hour.

Judith Gaines, Reference Assistant, substitute, Grade Sub 08, Outreach Services, effective June 1, 2014 at the rate of \$10.98 per hour.

Sarah Reynolds, Reference Assistant, 1/2-time, Grade 08, Trotwood Branch Library, effective June 29, 2014 at the rate of \$15.82 per hour.

CHANGE IN HOURS

Martha Rice, Reference Librarian, full-time, Grade 11, Magazines & Special Collections, Main Library, from Reference Librarian, substitute, Magazines & Special Collections, Main Library, effective July 13, 2014 at the rate of \$21.32 per hour.

PROMOTION, CHANGE IN POSITION, CHANGE IN LOCATION

Rose Anne Wisemandle, Accounting Clerk I, full time, Grade 05, Finance Office, Main Library, from Library Technical Assistant I, 1/2-time, Burkhardt Branch Library, effective June 15, 2014 at the rate of \$13.48 per hour.

LEAVE WITHOUT PAY

Kristina Scott, Copy Cataloger I, full-time, Grade 07, Catalog Department, Main Library, effective June 9, 2014 for 120 hours for vacation.

REHIRE AS SUBSTITUTE

Nicole Eby, Reference Librarian, substitute, Grade Sub11, Magazines & Special Collections, Main Library, effective August 24, 2014 at the rate of \$17.30 per hour.

RESIGNATION

Leon Bey, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective December 7, 2013 at the rate of \$15.75 per hour.

Adrienne Carabell, Library Technical Assistant I, substitute, Grade Sub04, Miami Township Library, effective March 5, 2014 at the rate of \$9.10 per hour.

Kevin Cretsos, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective December 21, 2013 at the rate of \$14.74 per hour.

Michael Gear, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective December 28, 2013 at the rate of \$14.74 per hour.

Amber Hadley, Reference Librarian, substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective June 27, 2014 at the rate of \$13.19 per hour.

Teresa Leopold, Accounting Clerk I, substitute, Grade Sub05, Finance Office, Main Library, effective November 18, 2013 at the rate of \$11.35 per hour.

TUITION REIMBURSEMENT AGREEMENT

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

TUITION REIMBURSEMENT

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

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course "Tools for Master of Library and Information Science Success", Kent State University, 1.0 credit hours, at a cost of \$485.00.

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course “Information Technology for Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1455.00.

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1455.00.

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1455.00.

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1455.00.

Christine Gaffney, Library Technical Assistant I, Main Children’s Room, Main Library, for the course “Managing and Leading Libraries and Information Services”, University of Pittsburgh, 3.0 credit hours, at a cost of \$4245.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

David Dewberry addressed the Board with questions regarding the Library’s inclusion plans as well as the plans for the Madden Hills Branch.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for May 2014 was included in the Board folder. The Executive Director/Deputy Fiscal Officer went over the financials for the month of May 2014.

The Executive Director approved the following investments:

On Friday, June 13, 2014 Public Library Funds were received in the amount of \$1,342,290.70, and \$500,000 was deposited in our Max Savers account – an interest bearing, cash equivalent - with 5/3rd. The balance will be used for operations.

On Thursday, June 12, 2014, the first half Tangible Personal Property Tax Loss Reimbursement in the amount of \$118,443.70, and it was determined that it will be needed for operations.

On Wednesday, June 5th, the General homestead and rollback payment was received in the amount of \$1,515,579.07. Of that, \$714,291.00 was deposited in the Debt Service Fund. \$801,288.07 was deposited in Max Savers.

On Thursday, June 12, 2014, the June Property Tax Settlement was received in the amount of \$.30. Of that, \$.14 was deposited in the debt service checking account, and the remainder was left in regular checking for operations.

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

Ayes: All
Nays: None

2013 AUDIT

Shanna Baxter, Senior Manager for the accounting firm Clark, Schaefer, Hackett & Company, Certified Public Accountants, reviewed the results of the 2013 audited financial statements. Ms. Baxter indicated that the Dayton Metro Library had no adverse comments and no management letter.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared some of the major events that have been occurring with the Summer Reading Club. The first was National Summer Learning Day, where children from summer camps in the area rode the RTA to the downtown Library to celebrate summer learning. The second event at the Burkhardt Branch had the Summer Reading Club sponsor, Time Warner come to observe the type of programs the Library provides.

RFID AND AUTOMATED MATERIALS HANDLING SYSTEM

Barb Kuhns, Assistant Director for Information Technology Services gave a presentation at the last Board meeting. The Executive Director endorsed her recommendation to proceed with the purchase and installation of these systems over the coming years to coincide with Libraries for a Smarter Future program. An RFQ will be sent out for quotes on the systems.

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. Construction on the new addition to the Main building is scheduled to begin in early October. E.C. Doren is still on schedule to be complete by the end of October.

NORTHWEST BRANCH CONCRETE PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the cast-in-place concrete contract for the Northwest Branch. Two (2) bids for were received by the bid due date June 20, 2014.

<u>Bidder</u>	<u>Amount</u>
Metcon, Ltd	\$545,700
Balsbaugh Excavating, Inc	\$705,000

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Cream the Board awarded Metcon, Ltd the cast-in-place concrete contract for the Northwest Branch for an amount not to exceed \$545,700.

Ayes: All
Nays: None

NORTHWEST BRANCH SITE WORK PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the sitework and utilities contract for the Northwest Branch. Two (2) bids for were received by the bid due date June 20, 2014.

<u>Bidder</u>	<u>Amount</u>
Kelchner, Inc.	\$712,525
Balsbaugh Excavating, Inc.	\$950,200

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Cheek the Board awarded Kelchner, Inc. the site work and utilities contract for the Northwest Branch for an amount not to exceed \$712,525.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director discussed planning Segment 2 projects and the difficulties in land acquisition. The replacement of the branch currently on Burkhardt Ave. with a new facility at a new location has been postponed for this reason. Brookville and Miamisburg branches projects will move up into Segment 2. The Library is in negotiations with the Dayton Design Collaborative to expand the consortium to include John Poe Architects. The Executive Director anticipates the conclusion of contract negotiations for Segment 2 branches by the July regular board meeting.

Jayne Klose, Community Engagement Manager, shared with Board the art project for the E.C. Doren Branch has been selected. Darren Kall will be developing steel cutouts for the garden terrace fence using *Stack in Celebration* as inspiration.

PURCHASE OF PROPERTY

The Executive Director had negotiated a contract to purchase a 1.75 acre portion Parcel #L52 00109 0010, located at 831 West Main Street in New Lebanon, OH from Matthew D. and Lori M. Balsbaugh for the amount of \$52,500.

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

Ayes: All
Nays: None

PURCHASE OF PROPERTY

The Executive Director had negotiated a contract to purchase a 0.592 acre portion of Parcel #K45 02604 0197, located on Lyons Road in Miami Township, OH from the Miami Valley Regional Transportation Authority for the amount of \$135,000.

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

Ayes: All
Nays: None

LEASE OF PROPERTY

In order to maintain basic library service and minimize costs for a temporary location, the Dayton Metro Library will be using 12 parking spaces owned by Miami Township during coming year. A one dollar lease agreement was requested by Miami Township. The Dayton Metro Library will remove any signs and repair any damage caused by the temporary improvements.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the lease of 12 parking spaces owned by Miami Township

Ayes: All
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Ms. Hayde, seconded by Mr. Cream, the Board approved the proposed 2014-2015 Managerial and Confidential Employee Compensation Plan.

Ayes: All
Nays: None

NEW BUSINESS

The President announced that there will be a need for a Special Board meeting in August to approve contracts. The proposed date is Wednesday, August 27th at 4:00 p.m.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next Facilities Meeting will be held Monday, July 7, 2014 at 1:00 p.m. in the Main Library Board Room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 16, 2014 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Cheek, the Board adjourned at 5:36 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 16, 2014, 4:00 p.m.

PRESENT: Annesa Cheek, Bert Cream, Barbra Hayde,
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Barbara Hayde, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Cream, the minutes of the meeting of June 25, 2014 and the facilities meeting of July 7, 2014 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:

Karri Marshall, Branch Manager, West Carrollton Branch Library, and Joy Schwab, Reference Librarian, Adult Services Division, Main Library, to attend “Medicaid Expansion & the ACA Marketplace Round 2” being held at The Jobs Center on August 1, 2014. It is further recommended that registration in an amount of \$10.00 each be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, and Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library to attend the “OLC Outreach Meeting and Retreat” being held August 15, 2014. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Tony Stewart, Invoice Clerk, Acquisitions Department, Main Library to attend the “Facilitation Skills Training” being held at OLC on August 21, 2014. It is further recommended that registration in the amount of \$125.00 and mileage in an amount not to exceed \$90.72 be reimbursed by the Board.

Lisa Nabel, Youth Services Materials Section Specialist, Office of Collection Development, Main Library, to attend the “ALSC National Institute” being held in Oakland, CA on September 18, 2014 through September 20, 2014. It is further recommended that registration in the amount of \$435.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$100.00, lodging in amount not to exceed \$450.00 and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Elaine Fultz, Teen Specialist, Youth Services, Main Library to attend the “YALSA Literatur Symposium” being held in Austin, TX on November 14, 2014 through November 16, 2014. It is further recommended that registration in the amount of \$ 50.00, airfare in an amount not to exceed \$650.00, 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:

APPOINTMENT

John Elkins, Display Artist, substitute, Grade Sub09, Community Relations Office, Main Library, effective July 13, 2014 at the rate of \$13.86 per hour

PROMOTION, CHANGE IN POSITION, CHANGE IN LOCATION

Wesley Saylor, Reference Assistant, full time, Grade 08, Outreach Services, from Library Technical Assistant I, 3/5-time, Vandalia Branch Library, effective July 13, 2014 at the rate of \$15.82 per hour.

LEAVE WITHOUT PAY

Megan Cooper, External Relations Specialist, full time, Grade 12, External Relations Office, Main Library, effective June 11, 2014 for 57 hours for vacation.

RESIGNATION

Carlette Jewell, Display Artist, full time, Grade 09, Community Relations Office, Main Library, effective July 14, 2014 at the rate of \$16.48 per hour.

Jonathan Knight, Reference Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 22, 2014 at the rate of \$16.84 per hour.

Sara Root, Reference Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective May 31, 2014 at the rate of \$14.74 per hour.

RETIREMENT

John Milstead, Security Manager, full time, Grade S08, Security Division, Main Library, effective July 11, 2014 after more than 2 years of service.

2014 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Columbus, OH from October 8-10, 2014. The Executive Director recommends the Board authorize reimbursement in an amount up to \$165.00 for registration, \$370.00 for lodging, \$78.40 for mileage, \$75.00 for parking, and \$120.00 for meals for the following individuals:

- Board members who will attend and the Executive Director
- Staff members who have an elected, program and/or appointed responsibility
- Staff members who DO NOT have an elected, program and/or appointed responsibilities

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2425.20 will be divided amongst those bargaining unit members attending the conference. It is further recommended that \$2425.20 be divided in the same manner amongst those managerial and confidential staff members attending the conference.

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 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of June 2014.

The Executive Director approved the following investments:

On Monday, July 7th 2014 Public Library Funds were received in the amount of \$1,173,733.66. It was determined that all of that will be used for operations and left in general checking.

On Monday, July 7th the August 2014 Real Estate Tax Advance was received in the amount of \$300,906.90 for the current expense levy, and \$268,237.04 for the bond levy. The first amount will be left in checking to be used for operating expenses, and second amount will be deposited in the Library's Huntington Managed Investment Account for future debt service needs.

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

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2015

The Montgomery County Budget Commission has scheduled the 2015 Tax Budget Allocation Meeting for Monday, August 27, 2013 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Mr. Oehlers, seconded by Ms. Cheek 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 2015 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Chuck Duritsch, External Relations Manager, briefed the Board on the new distribution plans for the fall Spotlight Program Guide. Instead of distributing Spotlight in the Dayton Daily Newspaper, the majority of the printed brochures will go to the Branches where patrons will be able to pick them up. Other advertising will include, television spots, internet banner ads, and email distribution.

Kathleen Moore, Early Literacy Specialist, briefed the Board on early literacy outreach activities. Among these is developing a partnership with Passport to Kindergarten by teaching teachers about dialogic reading and building their skills.

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.

PURCHASE OF PROPERTY

The Executive Director had negotiated a contract to purchase a 2.122 acre Lot No. #2345, located in Brookville, OH from the City of Brookville for the amount of \$50,000.

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

Ayes: All
Nays: None

MIAMI TOWNSHIP GENERAL TRADES PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the general trades contract for the Miami Township Branch. One (1) bid was received by the bid due date July 11, 2014.

<u>Bidder</u>	<u>Amount</u>
Solica Construction	\$2,330,000

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson the Board awarded Solica Construction the general trades contract for the Miami Township Branch for an amount not to exceed \$2,330,000.

Ayes: All
Nays: None

MIAMI TOWNSHIP FIRE SUPPRESSION PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the fire suppression contract for the Miami Township Branch. One (1) bid was received by the bid due date July 11, 2014.

<u>Bidder</u>	<u>Amount</u>
Dalmatian Fire, Inc.	\$54,500

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Mr. Cream the Board awarded Dalmatian Fire, Inc. the fire suppression contract for the Miami Township Branch for an amount not to exceed \$54,500.

Ayes: All
Nays: None

MIAMI TOWNSHIP MECHANICAL/HVAC PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the mechanical/HVAC contract for the Miami Township Branch. Five (5) bids were received by the bid due date July 11, 2014.

<u>Bidder</u>	<u>Amount</u>
Mechanical Systems of Dayton	\$350,243
Rieck Services	\$373,300
Frebco Industrial Piping, Inc.	\$398,955
Starco, Inc.	\$455,000
SURE Mechanical	\$493,000

These bids were presented to the Board and on a motion by Ms. Cheek, seconded by Ms. Johnson the Board awarded Mechanical Systems of Dayton the mechanical/HVAC contract for the Miami Township Branch for an amount not to exceed \$350,243.

Ayes: All
Nays: None

MIAMI TOWNSHIP ELECTRICAL PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the electrical contract for the Miami Township Branch. Two (2) bids were received by the bid due date July 11, 2014.

<u>Bidder</u>	<u>Amount</u>
ESI, Inc.	\$392,244
Chapel Electric	\$395,100

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Ms. Merz the Board awarded ESI, Inc. the electrical contract for the Miami Township Branch for an amount not to exceed \$392,244.

Ayes: All
Nays: None

MIAMI TOWNSHIP PLUMBING PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the plumbing contract for the Miami Township Branch. Three (3) bids were received by the bid due date July 11, 2014.

<u>Bidder</u>	<u>Amount</u>
Rieck Services	\$121,400
Starco, Inc.	\$125,000
Frebco Industrial Piping, Inc.	\$126,745

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson the Board awarded Rieck Services the plumbing contract for the Miami Township Branch for an amount not to exceed \$121,400.

Ayes: All
Nays: None

ARCHITECTURAL AGREEMENTS

On a motion by Ms. Johnson, seconded by Mr. Oehlers, the following architectural agreements were approved for Segment II of the Facilities plan contingent on review of legal counsel:

John Poe Architects for architectural design and related services for the construction of a new Brookville branch with fees not to exceed \$370,944.

John Poe Architects for architectural design and related services for the construction of a new New Lebanon branch, with fees not to exceed \$348,549.

Reutschle Architects, Inc. for architectural design and related services for the renovation of the Kettering-Moraine Branch with fees not to exceed \$411,085.

Reutschle Architects, Inc. for the construction of a new Vandalia branch with fees not to exceed \$605,591.

Levin-Porter Associates, Inc. for the construction of a new Miamisburg branch with fees not to exceed \$482,398.

LWC, Inc. for the construction of a new West branch with fees not to exceed \$688,170.

Ayes: All
Nays: None

ADMINISTRATIVE SERVICES AGREEMENT

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

Ayes: All
Nays: None

HAY POSITION AUDIT AND COMPENSATION

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 personnel issues.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:20 p.m. and returned to open session at 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)(2) of the Ohio Revised Code.

On a motion by Ms. Cheek, seconded by Mr. Oehlers, the presented Hay position audit and compensation changes effective as of the pay period that includes July 14, 2014 were approved by the Board. Additionally, compensation philosophy should be developed.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that a Special Meeting of the Board will be held Wednesday, August 27, 2014 at 4:00 p.m. in the Main Library Board Room.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 17, 2014 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT

On a motion by Mr. Cream, seconded by Ms. Merz, the Board adjourned at 5:55 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 27, 2014, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Al Washington addressed the Board with concerns regarding minority participation in the workforce on the Segment I projects of the Facilities plan. He also asked questions regarding enforcement of the inclusion plan.

OPERATIONS CENTER ELEVATORS PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the elevator contract for the Operations Center. Two (2) bids for were received by the bid due date August 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Solica Construction	\$597,000
Otis Elevator Company	\$257,092

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Hayde the Board awarded Otis Elevator Company the elevator contract for the Operations Center for an amount not to exceed \$257,092.

Ayes: All
Nays: None

Later in the meeting a typo was noted in the numbers for the bid amounts. On a motion by Mr. Oehlers, seconded by Ms. Merz the correction was adopted and is reflected in the numbers above.

Ayes: All
Nays: None

MIAMI TOWNSHIP STRUCTURAL STEEL PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the structural steel contract for the Miami Township Branch. Five (5) bids for were received by the bid due date August 26, 2014.

<u>Bidder</u>	<u>Amount</u>
Champion Bridge Company	\$256,241
Lewaro	\$323,410
Orbit	\$375,950
Avenue Fabricating	\$512,545
Vision Steel	\$232,685 (Not Complete)

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Oehlers the Board awarded Champion Bridge Company the structural steel contract for the Miami Township Branch for an amount not to exceed \$256,241.

Ayes: All
Nays: None

MIAMI TOWNSHIP CAST-IN-PLACE CONCRETE PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the cast-in-place concrete contract for the Miami Township Branch. Two (2) bids for were received by the bid due date August 26, 2014.

<u>Bidder</u>	<u>Amount</u>
M&R, LLC	\$249,950

Metcon

\$323,340

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Oehlers the Board awarded M&R, LLC the cast-in-place concrete contract for the Miami Township Branch for an amount not to exceed \$249,950.

Ayes: All
Nays: None

CONSTRUCTION UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. Mr. Oehlers expressed his concern regarding the low number of bid that had been received for several of the projects. SKANSKA/ATCS addressed the concern and provided new method they are planning to use moving forward.

The Executive Director reviewed the inclusion numbers to date for the Segment I projects. It was suggested that some of the partners in creating the inclusion plan start coming to the regular Board meeting to present what they are doing to help the plan move forward and to show community involvement.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 5:14 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 17, 2014, 4:00 p.m.

PRESENT: Annesa Cheek, Bert Cream, Barbra Hayde,
Jeanne Holihan, Elaine Johnson, Margot Merz,

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Cream, the minutes of the meeting of July 16, 2014, the facilities meeting of August 18, 2014, and the special meeting of August 27, 2014 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:

A. WORKSHOP HOURS

Josh Ashwoth, Technology Development Manager, IT Services, Main Library, and Desiree Davey, Intergrated Systems Specialist, IT Services, Main Library, to attend "OHPUG 2014" being held in Columbus, OH on August 22, 2014. It is further recommended that registration in the amount of \$19.98 each be reimbursed by the Board.

Cynthia Carpenter, Reference Assistant, Brookville Branch Library, Amanda Kerstiens, Children's Librarian, Brookville Branch Library, and Melissa Sokol, Children's Librarian, Wilmington Stroop Branch Library to attend "Picture Book Read-In" being held in West Chester, OH pm August 26, 2014. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Wesley Saylor, Reference Assistant, Outreach Services, to attend Bookmobile Driver Training, being held at Clark State Truck Driver Training School on August 28, 2014 through August 29, 2014. It is further recommended that registration in the amount of \$450.00 be reimbursed by the Board.

Jennifer Buckner, Children's Librarian, Kettering Moraine Branch Library, and Allison Knight, Children's Librarian, Trotwood Branch Library, to participate in the "Storytime Shenanigans: Building Great Programs" eCourse sponsored by ALA being held September 8, 2014 through September 26, 2014. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Melissa Clark, Reference Assistant, Huber Heights Branch Library, to participate in "The Accidental Public Library Technology Trainer" eCourse sponsored by ALA being held September 8, 2014 through October 3, 2014. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Kim Bautz, Children's Librarian, Outreach Services, to attend "Fostering Life Long Learners" being help at the Cuyahoga County Library on September 18, 2014 through September 19, 2014. It is further recommended that mileage in an amount not to exceed \$123.12, lodging in an amount not to exceed \$126.99, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Fred Kirchner, Teen Librarian, Wilmington-Stroop Branch Library, and Gretchen Yonata, Teen Librarian, Kettering Moraine Branch Library, to attend the "Teen Think Tank" being held in Lima, OH on September 19, 2014. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Megan Cooper, External Relations Specialist, Community Relations, Main Library, and Genevieve Richardson, Non-Profit Resource Specialist, Adult Services Division, Main Library, to attend "Grant Professionals Conference" being held at Antioch University Midwest on September 19, 2014. It is further recommended that registration in amount of \$125.00 be reimbursed to Megan and \$66.50 be reimbursed to Genevieve by the Board.

Genevieve Richardson, Non-Profit Resource Specialist, Adult Services Division, Main Library, to attend "Foundation Center Network Days" being held in Cleveland, OH on October 8, 2014. It is further recommended that mileage in an amount not to exceed \$237.44, parking in an amount not to exceed \$20.00, lodging in an amount not to exceed \$260.00 and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Executive Offices, Main Library, to attend the "Public Innovators Lab for Libraries" being held in Atlanta, GA on October 7, 2014 through October 11, 2014. It is further recommended that registration in the amount of \$1495.00, airfare in an amount not to exceed \$350.00, shuttle fee in an amount not to exceed \$100.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Karri Marshall, Branch Manager, West Carrollton Branch Library, to attend the "Public Innovators Lab for Libraries" being held in Atlanta, GA on October 7, 2014 through October 11, 2014. It is further recommended that registration in the amount of \$995.00, airfare in an amount not to exceed \$350.00, shuttle fee in an amount not to exceed \$100.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Thomas Barstow, Web Specialist, full time, Grade 12, IT Services, Main Library, effective July 27, 2014 at the rate of \$20.42 per hour.

Ashley Hammond, Library Technical Assistant I, substitute, Grade Sub04, Madden Hills Branch Library, effective September 7, 2014 at the rate of \$9.10 per hour.

Molly Millsop, Library Technical Assistant I, Vandalia Branch Library, 3/5-time, Grade 04, effective September 7, 2014 at the rate of 13.10 per hour.

Sara Norman, Catalog Librarian, full time, Grade 11, Cataloging Division, Main Library, effective July 27, 2014 at the rate of \$21.32 per hour.

Jillian Sandy, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective July 27, 2014 at the rate of \$14.74 per hour.

LEAVE WITHOUT PAY

Mary Fenner, Library Technical Assistant I, full time, Grade 04, Dayton View Branch Library, effective August 21, 2014 for 160 hours for personal reasons.

Genevieve Richardson, Non-Profit Resource Specialist, full time, Grade 12, Adult Services Division, Main Library, effective June 18, 2015 for 80 hours to study abroad.

HAY REVIEW PAY RANGE CHANGE

Kenneth Conrad, from Systems Manager, full time, Grade S09, IT Services to Systems Manager full time, Grade S09, IT Services, effective July 13, 2014 at the rate of \$29.57 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Ann Riegle Crichton, Business Specialist, full time, Grade 12, Adult Services Division, Main Library, from Training Assistant, 4/5-time, Grade 8, Human Resources, Main Library, effective August 24, 2014 at the rate of \$22.74 per hour.

RECLASSIFICATION

Kimberly Bishop, from Branch Manager, full time, Grade S08, Huber Heights Branch Library to Branch Manager, full time, Grade S09, Huber Heights Branch Library, effective July 13, 2014 at the rate of \$29.57 per hour.

Cynthia Chibis, from Human Resources Manager, full time, Grade S09, Human Resources Department to Human Resources Manager, full time, Grade S10, Human Resources Department, effective July 13, 2014 at the rate of \$39.72 per hour.

Karen Findlay, from Assistant Branch Manager, full time, Grade S06, Huber Heights Branch Library to Assistant Branch Manager, full time, Grade S07, Huber Heights Branch Library, effective July 13, 2014 at the rate of \$25.27 per hour.

Jean Gaffney, from Acquisitions & Collection Development Manager, full time, Grade S10, Office of Acquisitions & Collection Development to Acquisitions & Collection Development Manager, full time, Grade S11, Office of Acquisitions & Collection Development, effective July 13, 2014 at the rate of \$44.39 per hour.

Teresa Huntley, from Branch Manager, full time, Grade S08, Kettering Moraine Branch Library to Branch Manager, full time, Grade S09, Kettering Moraine Branch Library, effective July 13, 2014 at the rate of \$36.04 per hour.

Cara Kouse, from Branch Manager, full time, Grade S08, Wilmington Stroop Branch Library to Branch Manager, full time, Grade S09, Wilmington Stroop Branch Library, effective July 13, 2014 at the rate of \$29.57 per hour.

Thomas Marchesano, from Director for Library Construction, full time, Grade S12, Project Management to Director for Library Construction, full

time, Grade S13, Project Management, effective July 13, 2014 at the rate of \$50.43 per hour.

Brielle Maynor, from Branch Manager, full time, Grade S08, Miamisburg Branch Library to Branch Manager, full time, Grade S09, Miamisburg Branch Library, effective July 13, 2014 at the rate of \$29.57 per hour.

Mimi Morris, from Assistant Director for Branch & Extension Services, full time, Grade S12, Branch & Extension Services to Assistant Director for Branch & Extension Services, full time, Grade S13, Branch & Extension Services, effective July 13, 2014 at the rate of \$52.99 per hour.

Sandra Prell, from Assistant Branch Manager, full time, Grade S06, Wilmington-Stroop Branch Library to Assistant Branch Manager, full time, Grade S07, Wilmington-Stroop Branch Library, effective July 13, 2014 at the rate of \$24.53 per hour.

REHIRE AS SUBSTITUTE

Nancy Bruck, Reference Librarian, substitute, Grade Sub11, Adult Services Division, Main Library, effective November 30, 2014 at the rate of \$15.75 per hour.

Elaine Fultz, Teen Librarian, substitute, Grade Sub11, Youth Services, Main Library, effective September 7, 2014 at the rate of \$14.74 per hour.

RESIGNATION

Elaine Fultz, Teen Specialist, full time, Grade 12, Youth Services, Main Library, effective August 9, 2014 at the rate of \$22.74 per hour.

Nicholas Lake, Library Technical Assistant I, full time, Grade 04, Miamisburg Branch Library, effective August 18, 2014 at the rate of \$13.50 per hour.

Madison McCray, Library Technical Assistant III, full time, Grade 06, Madden Hills Branch Library, effective July 31, 2014 at the rate of \$14.27 per hour.

RETIREMENT

Nancy Bruck, Reference Librarian, full time, Grade S09, Adult Services Division, Main Library, effective August 31, 2014 after more than 30 years of service.

Sandra Nugent, Library Technical Assistant I, 7/10-time, Grade 04, Vandalia Branch Library, effective September 30, 2014 after more than 14 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Kahlil Ian Kinser, Library Technical Assistant I, Audio Visual Department, Main Library, in order to attend the Kent State University School of Library and Information Science.

TUITION REIMBURSEMENT

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

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course “Organization of Information”, Kent State University, 3.0 credit hours, at a cost of \$1,823.33, the course “Digital Libraries” Kent State University, 3.0 credit hours, at a cost of \$1,823.33, and the course “Web Site Development, Design and Management” Kent State University, 3.0 credit hours, at a cost of \$1,823.33 for a total of \$5,470.00.

Christine Gaffney, Library Technical Assistant I, Children’s Room, Main Library, for the course “Information Resources, Services & Technology in an Aging World”, University of Pittsburgh, 3.0 credit hours, at a cost of \$4,460.00, and the course “Technology in the Lives of Children and Youth” University of Pittsburgh, 3.0 credit hours, at a cost of \$4,460.00 for a total of \$8,920.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,491.00, the course “Reference Sources and Services for Youth” Kent State University, 3.0 credit hours, at a cost of \$1,491.00, and the course “Selected Topics in Library Science” Kent State University, 3.0 credit hours, at a cost of \$1,491.00 for a total of \$4,473.00.

Kahlil Ian Kinser, Library Technical Assistant I, Audio Visual Department, Main Library, for the course “Tools for Master of Library and Information Science Success”, Kent State University, 1.0 credit hours, at a cost of \$1,159.67, the course “Information Technology for Library and Information Professionals” Kent State University, 3.0 credit hours, at a cost of \$1,159.67, and the course “Management of Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$1,159.67 for a total of \$3,479.01.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association, addressed the Trustees regarding recent negotiations pertaining to the Hay reclassification process.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On July 18th a Real Estate Tax Advance in the amount of \$3,875,049.57 was received. \$2,048,742.18 was for Current Operations and \$1,826,307.39 was for Debt Service. Of the current operations receipts, \$1,500,000.00 was invested in the Star Plus Account currently earning 0.2% interest, and the remaining \$548,721.18 was deposited in checking for operations. The Debt Services funds were deposited in the Huntington Debt Service Managed Account.

On Monday August 14th Public Library Funds were received in the amount of \$1,099,447.91. It was determined that all of that will be used for operations and left in general checking.

On September 9th, the second Real Estate Tax Settlement of 2014 was received in the amount of \$4,618,621.30. Of that, \$2,441,870.99 was for Current Operations, and \$2,300,000 was invested in Max Savers Account earning 0.15% and the remainder of \$141,870.99 was deposited in checking for operations. \$2,176,750.31 of the total receipts were for Debt Service and they were deposited in the Huntington Debt Service Managed Account.

On Monday September 15th Public Library Funds were received in the amount of \$1,111,379.52. It was determined that all of that will be used for operations and left in general checking.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the July and August 2014 Financial Reports was 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, 2015; 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	\$11,345,198	1.75
Bond Fund	\$10,113,434	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 Ms. Merz, the Board adopted the resolution.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reminded the Board about the upcoming Staff Day and that the new brand for the Library will be rolled out to staff on this day. The Library will provide staff with a voucher to assist in the purchase of new logo wear.

Tish Wilson, Assistant Director of Youth Services, Diane Farrell, Director of the Development and External Relations, Teresa Huntley, Branch Manager for the Kettering Moraine Branch, and

Kimberly Bautz, Children's Librarian updated the Board on the results of the Summer Reading Club. There was a dramatic increase in participation in the urban Branches and the Summer Club card was very successful.

Barb Kuhns, Assistant Director for IT Services notified the Board on the progress of the RFID/AMH process.

Jean Gaffney, Collection Development & Acquisitions Manager, informed the Board about the titles to be voted on for the Big Read for 2015.

DAYTON METRO LIBRARY FOUNDATION APPOINTMENT

Diane Farrell, Director of Development and External Relations, and Megan Cooper, External Relations Specialist, updated the Board on the progress of the Dayton Metro Library Foundation.

On a motion by Mr. Cream, seconded by Ms. Johnson, the Board adopted the following resolution.

WHEREAS, The Dayton Metro Library Foundation was established to raise funds to support the Dayton Metro Library, promote education and literacy, raise community awareness of library services, and to enhance and expand the capacity of the Dayton Metro Library ; and

WHEREAS, the Dayton Metro Library Foundation code of regulations states that the Dayton Metro Library Board of Trustees has the right to appoint one Director to the Foundation Board; and

WHEREAS, the Library Appointed Foundation Director will act as a Liaison between the Dayton Metro Library and the Foundation; and

WHEREAS, the Library Appointed Director will shall serve until his or her resignation, death, or removal; NOW

THEREFORE BE IT RESOLVED, by the Members of the Board of Library Trustees of the Dayton Metro Library, that Timothy Kambitsch is hereby appointed to fill a seat on the Dayton Metro Library Foundation Board as a representative of the Dayton Metro Library Board of Trustees.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

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

Mr. Marchesano introduced three additional budgets; Segment II, Remaining Projects, and Total Budget. On a motion from Ms. Hayde, seconded by Ms. Merz, the Board approved the three new budgets.

Ayes: Ms. Hayde, Ms. Holihan, Ms. Johnson, Ms. Merz
Nays: Mr. Cream

Mr. Cream objected to the fact that the entire Board was not present and therefore should have delayed the vote.

SEGMENT I (EXCLUDING MAIN) NETWORK ELECTRONICS PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the network electronic contract for Segment I (excluding Main). Two (2) bids for were received by the bid due date September 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Pomeroy IT Solutions Sales Company, Inc.	\$518,770.14
Chapel Romanoff Technologies, LLC	\$718,273.00

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Merz, the Board awarded Pomeroy IT Solutions Sales Company, Inc. for the network electronic contract for Segment I (excluding Main) for an amount not to exceed \$518,770.14.

SEGMENT I (EXCLUDING MAIN) SECURITY SYSTEM PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the security system contract for Segment I (excluding Main). Two (2) bids for were received by the bid due date September 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Midwest Security Services	\$508,604
Chapel Romanoff Technologies, LLC	\$483,247

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Ms. Hayde, the Board awarded Chapel Romanoff Technologies, LLC for the security system contract for Segment I (excluding Main) for an amount not to exceed \$483,247.

NEW BUSINESS

There was no new business.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro

Library Records Commission. The records commission comprises the Executive Director/Fiscal Officer and all seven Library Trustees.

Among the requirement of the law is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. This year's annual meeting is scheduled for Wednesday, October 15, 2014 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 15, 2014 at 4:15 p.m. in the Main Library Auditorium.

The next Facilities Meeting will be held Monday, October 6, 2014 at 3:00 p.m. in the Main Library Board Room.

ADJOURNMENT

On a motion by Mr. Cream, seconded by Ms. Merz, the Board adjourned at 5:42 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 24, 2014, 4:00 p.m.

PRESENT: Annesa Cheek, Mr. Cream, Barbara Hayde,
Jeanne Holihan, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

NORTHWEST PLUMBING PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the plumbing contract for the Northwest Branch. Five (5) bids were received by the bid due date September 19, 2014.

<u>Bidder</u>	<u>Amount</u>
Starco Inc	\$231,300
Frye Mechanical	\$237,818
MSD	\$302,460
TP Mechanical	\$329,000
Rieck Services	\$421,500

These bids were presented to the Board and on a motion by Ms. Cheek, seconded by Mr. Oehlers, the Board awarded Starco Inc. the plumbing contract for the Northwest Branch for an amount not to exceed \$231,300.

Ayes: All
Nays: None

NORTHWEST ELECTRICAL PACKAGE

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the electrical contract for the Northwest Branch. Two (2) bids were received by the bid due date September 19, 2014.

<u>Bidder</u>	<u>Amount</u>
Chapel Electric	\$952,875
ESI, Inc.	\$1,102,050

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Cream the Board awarded Chapel Electric the electrical contract for the Northwest Branch for an amount not to exceed \$952,875.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Cream, the Board adjourned at 4:06 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 15, 2014, 4:15 p.m.

PRESENT: Annesa Cheek, Bert Cream, Barbra Hayde,
Jeanne Holihan, Elaine Johnson, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 4:17 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Cream, seconded by Mr. Oehlers, the minutes of the meeting of September 17, 2014, and the special meeting of September 24, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, 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:

Tabitha Litteral, Catalog Librarian, Catalog Department, Main Library, Teresa Nickles, Copy Cataloger II, Catalog Department, Main Library, and Sara Norman, Catalog Librarian, Catalog Department, Main Library, to participate in the "RDA for Classical music" webinar being sponsored by ALA being held on October 2, 2014. It is further recommended that registration in the amount of \$180.00 be reimbursed by the Board.

Karen Findlay, Assistant Branch Manager, Huber Heights Branch Library, to attend "2014 Master Gardener Volunteer Training" being held at the Ohio State Montgomery County Extension Office on October 2, 2014 through December 2, 2014. It is further recommended that registration in the amount of \$150.00 and mileage in an amount not to exceed \$117.04 be reimbursed by the Board.

Donna Brown, Branch Manager, Northmont Branch Library, to attend "We're Betting on You!" being held at the Boone County Public Library on October 22, 2014. It is further recommended that registration in the amount of \$135.00 and mileage in an amount not to exceed \$45.07 be reimbursed by the Board.

Gwen Owen, Community Relations Assistant, Community Relations, Main Library, to attend "Successful Email Marketing Boot Camp" being held in Mason, OH on October 23, 2014. It is further recommended that registration in the amount of \$199.00 and mileage in an amount not to exceed \$39.80 be reimbursed by the Board.

Sara Norman, Catalog Librarian, Catalog Department, Main Library, and Shana Novak, Catalog Librarian, Catalog Department, Main Library, to attend "OLAC-MOUG Conference" being held in Kansas City, MO on October 23, 2014 through October 26, 2014. It is further recommended that registration in the amount of \$518.00, airfare in an amount not to exceed \$700.00, ground transportation in an amount not to exceed \$72.00, parking in amount not to exceed \$45.00, and lodging in an amount not to exceed \$450.00 be reimbursed by the Board.

Kim Bautz, Children's Librarian, Outreach Services, Julie Buchanan, Older Adult Specialist, Outreach Services, Allison Knight, Children's Librarian, Trotwood Branch Library, Melissa Groveman, Reference Librarian, Adult Service Division, Main Library, Martha Rice, Reference Librarian, Magazines & Special Collections, Main Library, and Jennifer Spillman, ADS Division Manager, Adult Services Division, Main Library, to attend "OLC Leadership Conference" being held in Worthington, OH on November 7, 2014. It is further recommended that registration in the amount of \$75.00 each and mileage in an amount not to exceed \$92.09 each be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend "Summer Learning Conference" being held in San Antonio, TX on November 17, 2014. It is further recommended that airfare in an amount not to exceed \$400.00, Ground transportation in an amount not to exceed \$32.50, lodging in an amount not to exceed \$450.00, and meals in amount not to exceed \$120.00 be reimbursed by the Board.
Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to attend "PLA Leadership Academy" being held in Charleston, SC on March 23, 2015 through March 27, 2015. It is further recommended that airfare in an amount not to exceed \$450.00, ground

transportation in an amount not to exceed \$30.00, lodging in an amount not to exceed \$860.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Heather Howisin, Security Manager, full time, Grade S08, Security Division, Main Library, effective October 5, 2014 at the rate of \$25.51 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

John Elkins, Digital and Display Artist, full time, Grade 09, External Relations Office, Main Library, from Display Artist, substitute, External Relations Office, Main Library, effective September 28, 2014 at the rate of \$18.00 per hour.

LEAVE WITHOUT PAY

Amy Hare, Library Technical Assistant I, 4/5-time, Grade 04, Miami Township Branch Library, effective October 9, 2014 for 19.44 hours for personal reasons.

RESIGNATION

Lisa Hancock, Library Technical Assistant I, substitute, Grade Sub04, East Branch Library, effective June 7, 2014 at the rate of \$9.10 per hour.

CROSS MANAGEMENT CONSULTING SERVICES

The Board authorize the Executive Director to execute the renewal of the "Contract for Services" with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$90/hour for consulting services, \$150/hour for staff attorneys and \$100/month as a retainer fee for the period October 13, 2014 through October 13, 2015.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Jenelle Allen, Library Technical Assistant I, Belmont Branch Library, in order to attend the Kent State University School of Library and Information Science.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Mark Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2014 -2015 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2013/2014</u>	<u>2014/2015</u>
Property - Westfield	\$80,182	\$82,038
Boiler - Cincinnati	\$3,000	\$3,000
Directors & Officers/Employment Practices Liability - Cincinnati	\$9,516	\$10,853
Total Premium:	\$92,698	\$95,891

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

Ayes: All
Nays: None

HUMAN SERVICES LEVY - ACTION

Kurt Stanic presented information regarding the Human Services Levy scheduled for November 2014. The Human Services Levy seeks voter approval of an eight-year replacement levy on the November ballot. An additional one mil would be added to the millage if approved by voters. The replacement levy would cost the owner of a \$100,000 home about \$3.00 more per month or about \$36 a year.

On a motion by Ms. Hayde, seconded by Mr. Cream, the Board approved the following resolution:

WHEREAS, the Dayton Metro Library recognizes the importance of Montgomery County Human Services organizations that provide critical care and programs that protect and sustain more than 50,000 residents every year; and

WHEREAS, Montgomery County Human Services assists all county residents, especially the most vulnerable in our community, such as children, seniors, and the homeless, job seekers and others with nowhere else to turn; and

WHEREAS, Montgomery County Human Services provides important services to all residents by performing critical health inspections, water testing and emergency preparedness; and

WHEREAS, the Dayton Metro Library is an important partner with many Human Services organizations in improving the quality of life of all Montgomery County residents; therefore be it

RESOLVED, that The Dayton Metro Library hereby endorses the passage of the 2014 Human Services issue that will support critical services provided by more than fifty community human services agencies including the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board, the Board of Mental Retardation and Developmental

Disabilities, Job and Family Services—Children Services Division, Public Health Dayton Montgomery County, Montgomery County Juvenile Court, the Stillwater Center, Frail Elderly Senior Services, and Medical Care for the Indigent Ill; and be it further

RESOLVED, that in support of the successful passage of the 2014 Human Services issue, the Board agrees to allow use of its name in campaign presentations and literature, placement of signs on library property and distribution of campaign materials at library locations.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2014 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of September 2014. The Finance Department felt that the current reports contained so many numbers that they were difficult to follow and overwhelming to the reader. In an effort to make the financials easier to understand and to highlight the significant numbers, a new format with a dashboard was created.

The Executive Director approved the following investments:

On Wednesday, October 15th \$1,272,872.84 will be deposited by the Montgomery County Auditor's Office for Public Library Funds in the Library's general checking account. It was determined that all of that will be used for operations and left in the general fund checking.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing to report in lieu of spending more time on other Board business.

DONATION OF HISTORICAL JUVENILE PRINT COLLECTION

The Dayton Metro Library was given an opportunity to donate the Library's Historical Children's Book Collection to the Kent State School of Library and Information Science. While the Trustees thought this was a wonderful idea, Mr. Cream raised concerns about access to the collection by the Dayton Metro Library staff and patrons. It was agreed that an agreement be made with Kent State to ensure that the Library will still be granted access to the collection.

On a motion by Mr. Cream, seconded by Ms. Johnson, the donation of the Historical Children's Book Collection to Kent State was approved by the Board on the contingency that an agreement be made ensuring that Dayton Metro Library patrons be allowed continuing access to the collection

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. There have been some delays in Construction, but it has not seemed to diminish the patron's experience or access to the branches.

Jayne Klose, Community Engagement Manager, gave the Board a preview of the artwork for the Electra C. Doren Branch with a scale model of one of Darren Kall's panels for the terrace fence.

NORTHWEST GENERAL TRADES PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the general trades package of the Northwest Branch. Seven (7) bids for were received by the bid due date October 8, 2014.

<u>Bidder</u>	<u>Amount</u>
Staffco Construction	\$3,187,000
Conger	\$3,300,000
RW Setterlin	\$3,391,000
Solica	\$3,436,000
Brumbaugh	\$3,632,000
Becker Construction	\$3,892,000
Wise Comstruction	\$3,912,000

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Cheek, the Board awarded Staffco Construction, Inc. the general trades contract for the Northwest Branch for an amount not to exceed \$3,187,000.

NORTHWEST FIRE SUPPRESSION PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on fire suppression package of the Northwest Branch. Three (3) bids for were received by the bid due date October 8, 2014.

<u>Bidder</u>	<u>Amount</u>
Dalmatian Fire	\$61,250
Cincinnati Dayton Fire Protection	\$75,700
Quality Fire Protection	\$99,500

These bids were presented to the Board and on a motion by Mr. Cream, seconded by Ms. Johnson, the Board awarded Dalmatian Fire, Inc. the fire suppression contract for the Northwest Branch for an amount not to exceed \$61,250.

NORTHWEST MECHANICAL/HVAC PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the mechanical/HVAC package of the Northwest Branch. Five (5) bids for were received by the bid due date October 8, 2014.

<u>Bidder</u>	<u>Amount</u>
Starco, Inc.	\$811,185
SURE Mechanical	\$857,000
Frye Mechanical	\$878,147
Mechanical Systems of Dayton	\$922,000
Rieck Services	\$930,750

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Mr. Cream, the Board awarded Starco, Inc. the mechanical/HVAC contract for the Northwest Branch for an amount not to exceed \$811,158.

SEGEMENT I (EXCLUDING ELECTRA C. DOREN BRANCH) MODULAR OFFICE FURNITURE PACKAGE- ACTION

SKANSKA/ATCS acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the modular office furniture contract for Segment I (excluding Electra C. Doren Branch). Four (4) bids for were received by the bid due date October 8, 2014.

<u>Bidder</u>	<u>Amount</u>
Business Furniture LLC	\$626,897.89
APG Office Furnishings	\$550,874.02
Elements IV Interiors	\$622,985.76
Woksmart Office Furniture	\$618,650.56

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Cream, the Board awarded APG Office Furnishings the modular office furniture contract for Segment I (excluding Electra C. Doren Branch) for an amount not to exceed \$550,874.02.

SEGMENT II CONSTRUCTION MANAGEMENT SERVICES

On a motion by Mr. Cream, seconded by Mr. Oehlers, the Board approved the construction management (adviser) services agreement with Shook-Wise, for construction projects budgeted in Segment II of the Library Facilities Plan, with total compensation not to exceed \$1,473,734 pending legal review.

Ayes: All
Nays: None

BYLAWS AMENDMENTS

Revised copies of the Dayton Metro Library Board of Trustee bylaws were distributed for review seven day prior to the October Board meeting. This revision would officially change the time of Board meeting to 3:00 p.m. as well as to make the facilities meetings official meetings of the Board. It was recommended that the Board approve and adopt the revisions made by the Executive Director.

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

Ayes: All
Nays: None

NEW BUSINESS

There was no new business.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 19, 2014 at 3:00 p.m. in the Main Library Auditorium.

The next Facilities Meeting will be held Monday, November 10, 2014 at 3:00 p.m. in the Main Library Board Room.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2015 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2015. The proposed meeting dates for 2015 are as follows:

January 28, 2015	July 15, 2015
February 18, 2015	August – no meeting
March 18, 2015	September 16, 2015
April 15, 2015	October 21, 2015
May 20, 2015	November 18, 2015
June 17, 2015	December 16, 2015

Additionally, the Board needed to establish a calendar of facilities meetings for 2015. The proposed meeting dates for 2015 are as follows:

January 20, 2015 (Tuesday)
February 9, 2015
March 9, 2015
April 6, 2015
May 11, 2015
June 8, 2015

July 6, 2015
August – no meeting
September 8, 2015 (Tuesday)
October 12, 2015
November 9, 2015
December 7, 2015

On a motion by Mr. Oehlers, seconded by Mr. Cream, the Board approved the proposed Board and facilities meeting dates for 2015.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Cream, seconded by Ms. Johnson, the Board adjourned at 5:43 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 19, 2014, 3:00 p.m.

PRESENT: Bert Cream, Barbra Hayde, Jeanne Holihan
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by 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. Hayde, seconded by Mr. Cream, the minutes of the meeting of October 15, 2014, and the facilities meeting of November 10, 2014 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Megan Cooper, External Relations Specialist, External Relations, Main Library, to attend “Mission Minded Fundraising” being held at Sinclair Community College on October 14, 2014. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Sharon Taste, Branch Manager, Dayton View Branch Library, to attend “Responding Effectively to Conflict” being held at the Dayton Mediation Center on October 16, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Cindi Chibis, Human Resources Manager, Human Resources, Main Library, to attend “SERB Academy” being held in Columbus, OH on October 30, 2014 through October 31, 2014. It is further recommended that registration in the amount of \$275.00 and mileage in an amount not to exceed \$102.82 be reimbursed by the Board.

Jean Gaffney, Collection Development & Acquisitions Manager, Collection Development, Main Library, Main Library, and Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library to attend “OLC Leadership Conference” being held in Worthington, OH on November 7, 2014. It is further recommended that registration in the amount of \$75.00 each and mileage in an amount not to exceed \$105.28 each be reimbursed by the Board.

Carol Macmann, Branch Manager, New Lebanon Branch Library, and Jennifer Spillman, ADS Division Manager, Adult Services Division, Main Library, to attend “SWON Libraries Fall Luncheon & Membership Meeting” being held in Hamilton, OH on November 13, 2014. It is further recommended that registration in the amount of \$25.00 and mileage in an amount not to exceed \$36.11 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, to attend “National Summer Learning Conference” being held in San Antonio, TX on November 17, 2014 through November 19, 2014. It is further recommended that airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$32.50, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Megan Cooper, External Relations Specialist, External Relations, Main Library, to attend “AFP Lunch” being held at Sinclair Community College on November 18, 2014. It is further recommended that registration in the amount of \$190.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Specialist, Adult Services Division, Main Library, to attend “Small Business Toolkit” being held at the University of Dayton River Campus on November 20, 2014. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Chuck Diritsch, External Relations Manager, External Relations, Main Library, to attend “Library Friends that Flourish” being held in Columbus, OH on December 2, 2014. It is

further recommended that registration in the amount of \$50.00 and mileage in an amount not to exceed \$45.25 be reimbursed by the Board.

Julie Buchanan, Older Adult Specialist, Outreach Services, to attend “Dimensions of Dementia Forum & Symposium” being held at Sinclair Community College on December 3, 2014 through December 4, 2014. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Christina Alford, Library Technical Assistant I, 2/5-time, Grade 04, Miamisburg Branch Library, effective November 16, 2014 at the rate of \$13.10 per hour.

Miles Wagers, Training Assistant, 4/5-time, Grade 08, Human Resources, Main Library, effective November 2, 2014 at the rate of \$15.82 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Teresa Scarpelli, Library Technical Assistant I, 3/5-time, Grade 04, Miamisburg Branch Library, from Library Technical Assistant I, 1/2-time, West Carrollton Branch Library, effective November 2, 2014 at the rate of \$13.10 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

David Jewell, Library Technical Assistant III, full time, Grade 06, Belmont Branch Library, from Library Technical Assistant I, 7/10-time, Grade 04, East Branch Library, effective November 16, 2014 at the rate of \$16.07 per hour.

RESIGNATION

Pearlena Sanders, Processor, substitute, Grade Sub02, Processing Division, Main Library, effective July 2, 2014 at the rate of \$8.52 per hour.

RETIREMENT

Staretta Bushaw, Library Technical Assistant I, 4/5-time, Grade 04, Huber Heights Branch Library, effective November 29, 2014 after more than 20 years of service.

Miriam Morris, Assistant Director Branch & Extension Services, full time, Grade S13, Branch & Extension Services, Main Library, effective January 31, 2015 after more than 16 years of service.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On Friday, November 14th Public Library Funds were received in the amount of \$1,263,141.78. \$1,200,000 was invested in Max Savers Account earning 0.15% and the remainder of \$63,161.78 was deposited in checking for operations.

On a motion by Ms. Hayde, seconded by Mr. Cream, the October 2014 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board with the new branding roll out timeline. An update on the progress of the RFID/AMH project was given as well.

RESOLUTION IN SUPPORT OF RETORING THE PUBLIC LIBRARY FUND TO 2.22% OF THE TOTAL GENERAL REVENUE

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

WHEREAS, Ohio's public libraries play an essential role in the community, improve the quality of life, and give everyone a chance to succeed; and

WHEREAS, Public libraries in Ohio are open to all citizens more than 2.1 million hours a year; and

WHEREAS, 1.8 million children and 7.1 million adults are card holders at public libraries in Ohio; and

WHEREAS, Annual visits to Ohio's public libraries recently reached more than 85 million; and

WHEREAS, State funding for public libraries ensures all Ohioans have access to any library in the state regardless of where they live; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$105 million since 2008 resulting in a 24% loss in funding; and

WHEREAS, Public libraries currently receive the same level of state funding they received in 1996; therefore be it

RESOLVED, That we, the Dayton Metro Library Board of Trustees, respectfully request that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Ayes: All
Nays: None

2015 HEALTH INSURANCE

The Executive Director recommended a change in health insurance carriers from United Health Care, to Anthem, for plan year 2015 with no change in benefit coverage or plan design. Eligible employees have the option of selecting an insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$500 for a single plan and \$1,000 contribution for a family plan. The Library will pay 80% of premium costs for the HRA plan with the Library paying 85% of premiums for the HSA plan for eligible employees. The Library may also offer a second lower premium HSA plan.

Plan	HSA rate	HSA % change	HRA rate	HRA % change
Single	\$730.44	5.5%	\$782.73	5.5%
Family	\$1,614.27	5.5%	\$1,729.83	5.5%

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

On a motion by Mr. Oehlers, seconded by Mr. Cream the 2015 Health Insurance rates were approved by the Board.

Ayes: All
Nays: None

CODE OF CONDUCT REVISION

The Executive Director recommended the Board approve the minor revisions made to the Library Code of Conduct Policy as presented in the Board materials.

On a motion by Ms. Merz, seconded by Ms. Hayde the Code of Conduct Policy revisions were approved by the Board.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. Committed costs will be going up in the next few months because construction on Main will begin soon pending Board approval of the contracts later on the agenda.

MAIN LIBRARY SITEWORK PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the sitework package of the Main Library. One (1) bid was received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Kelchner, Inc.	\$1,512,625

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Cream, the Board awarded Kelchner, Inc. the sitework contract for the Main Library for an amount not to exceed \$1,512,625.

Ayes: All
Nays: None

MAIN LIBRARY WATER SUPPLY WELL PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the water supply well package of the Main Library. Two (2) bids were received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Moody's of Dayton, Inc.	\$67,700
Layne Christensen Company	\$81,229

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Johnson, the Board awarded Moody's of Dayton, Inc. the water supply well contract for the Main Library for an amount not to exceed \$67,700.

Ayes: All
Nays: None

MAIN LIBRARY CAST-IN-PLACE CONCRETE PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the cast-in-place concrete package of the Main Library. Four (4) bids were received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Baker Concrete Construction, Inc.	\$695,974
Metcon, LTD	\$697,680
Empire Building Company	\$749,500
Fryman-Kuck General Contractors	\$772,362

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Oehlers, the Board awarded Baker Concrete Construction, Inc. the cast-in-place concrete contract for the Main Library for an amount not to exceed \$695,974.

Ayes: All
Nays: None

MAIN LIBRARY PLUMBING PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the plumbing package of the Main Library. Three (3) bids were received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Starco, Inc.	\$97,965
Rieck Services	\$119,955
TP Mechanical	\$131,000

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Ms. Johnson, the Board awarded Starco, Inc. the plumbing contract for the Main Library for an amount not to exceed \$97,965.

Ayes: All
Nays: None

MAIN LIBRARY MECHANICAL/HVAC PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the mechanical/HVAC package of the Main Library. One (1) bid was received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Rieck Services	\$118,999

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Rieck Services the mechanical/HVAC contract for the Main Library for an amount not to exceed \$118,999.

Ayes: All
Nays: None

MAIN LIBRARY ELECTRICAL PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the electrical package of the Main Library. One (1) bid was received by the bid due date November 12, 2014.

<u>Bidder</u>	<u>Amount</u>
Chapel Electric Company	\$229,595

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board awarded Chapel Electric Company the electrical contract for the Main Library for an amount not to exceed \$229,595.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Elaine Johnson and Barbara Hayde in order to present a 2015 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2014. The slate will be presented at the December 2014 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Judges of the Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2015. Ms. Margot Merz has served on the Board for seven years and is eligible for reappointment.

NEW BUSINESS

Bert Cream brought up the idea of having the various Boards of Montgomery County Libraries meet for discussion regarding issues that affect all the libraries as well as identify areas of opportunity. Several Board members were open to the possibility of the idea. The point of Sunshine Laws was brought up and if such a meeting were to happen it is subject to the rule and regulations regarding public meetings.

CORRESPONDENCE

The Board acknowledged a letter from the Executive Director dated November 3, 2014 to Ms. Wendy Boucuvalas regarding her request for reconsideration for an erotic genre label.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 17, 2014 at 3:00 p.m. in the Main Library Auditorium.

The next Facilities Meeting will be held Monday, December 8, 2014 at 3:00 p.m. in the Main Library Board Room.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 4:27 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 17, 2014, 3:00 p.m.

PRESENT: Annesa Cheek (arrival at 3:57), Barbra Hayde, Jeanne Holihan
Elaine Johnson, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the meeting of November 19, 2014, and the facilities meeting of December 8, 2014 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:

Genevieve Richardson, Non-Profit Resource Specialist, Adult Services Division, Main Library, to participate in “Developing Effective Library Partnerships” eCourse being sponsored by infoPeople on November 18, 2014 through December 15, 2014. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Mimi Morris, Assistant Director Branch & Extension Services, Main Library, to attend “Valuing Diversity: a day of disability awareness” being held at Antioch University on December 5, 2014. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

Dorri Hegyi, Children’s Librarian, Miamisburg Branch Library, to participate in “Storytelling with Puppets” eCourse being sponsored by ALSC on January 5, 2015 through January 31, 2015. It is further recommended that registration in the amount of \$165.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Specialist, Adult Services Division, Main Library, to participate in “Serving the Business Customer” webinar being sponsored by OLC on February 4, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN HOURS, CHANGE IN LOCATION

John Callon, Reference Assistant, full-time, Grade 08, Vandalia Branch Library, from Reference Assistant, substitute, Outreach Services, effective November 30, 2014 at the rate of \$15.82 per hour.

RETIREMENT

Suzanne Schiml, Reference Assistant, full-time, Grade 08, Burkhardt Branch Library, effective January 31, 2015 after more than 26 years of service.

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of Dayton Metro Library Staff Association, addressed the Trustees about two points. The first was to express appreciation that the Singer group contacted the Union regarding designing a new performance appraisal system. The second was to reiterate concern about criteria for closures and delays in inclement weather that was first brought up the February 2014 Board meeting.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On December 15th Public Library Funds were received in the amount of \$1,131,311.61. On December 9th, \$118,443.70 was received for the 2014, Second Half, Tangible Personal Property Loss Reimbursement, and \$8,271.60 was received for the 2014 Manufactured Homes Homestead Exemption Settlement on the same date. All funds were deposited in checking to be used for operations.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the November 2014 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2014 APPROPRIATION RESOLUTION

Dan Reke, Finance Office Manager and Fiscal Officer told Trustees that it would be necessary to amend the 2014 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Mr. Oehlers, seconded by Ms. Merz the following amended appropriation allocations for fiscal year ending December 31, 2014:

	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>General Fund</u>	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
1000 – Salaries & Benefits	\$ 18,745,282	\$ 18,745,282	\$ 0
2000 – Supplies	778,960	778,960	0
3000 - Purchased Services	4,716,146	4,300,000	(416,146)
4000 - Library Materials & Information	3,488,070	3,488,070	0
5000 - Capital Outlay	1,069,655	500,000	(569,655)
6000 - Debt Service	0	2,950	2,950
7000 - Other Objects	134,701	150,000	15,299
8000 - Contingency	200,000	100,000	(100,000)
9000 - Transfer to other funds	<u>100,000</u>	<u>181,078</u>	<u>81,078</u>
<i>Total</i>	<u>\$ 29,232,824</u>	<u>\$28,246,340</u>	<u>(\$986,484)</u>
	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Sustainability Fund</u>	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services	<u>\$ 1,102</u>	<u>\$ 7,000</u>	<u>\$ 5,898</u>
<i>Total</i>	<u>\$ 1,102</u>	<u>\$7,000</u>	<u>\$5,898</u>
<u>Future Employee Compensation Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>

3000 - Purchased Services		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
		\$ 1,102	\$ 1,500	\$ 898
	Total	<u>\$ 1,102</u>	<u>\$ 1,500</u>	<u>\$ 898</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Building and Repair Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services		\$ 7,270	\$ 64,000	\$ 56,730
5000 - Capital Outlay		<u>300,000</u>	<u>100,000</u>	<u>(200,000)</u>
	Total	<u>\$ 307,270</u>	<u>\$ 164,000</u>	<u>\$(143,270)</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Computer Co-Op Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services		\$ 101	\$ 120	\$ 19
5000 - Capital Outlay		41,000	40,000	(1,000)
	Total	<u>\$ 41,101</u>	<u>\$40,120</u>	<u>\$(981)</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Taxable Construction Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services		<u>\$ 32,975</u>	<u>\$ 40,000</u>	<u>\$ 7,025</u>
	Total	<u>\$ 32,975</u>	<u>\$40,000</u>	<u>\$7,025</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Tax Exempt Construction Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
2000 – Supplies		\$ 0	\$ 10,000	\$ 10,000
3000 - Purchased Services		2,342,397	7,000,000	4,657,603
5000 - Capital Outlay		22,757,837	4,000,000	(18,757,837)
7000 - Other Objects		<u>30,846</u>	<u>100,000</u>	<u>69,154</u>
	Total	<u>\$ 25,131,080</u>	<u>\$11,110,000</u>	<u>\$(14,021,080)</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Trust Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services		\$ 107	\$ 130	\$ 23
	Total	<u>\$ 107</u>	<u>\$ 130</u>	<u>\$ 23</u>

		<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Endowment Fund</u>		<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services		\$ 157	\$ 180	\$ 23
	Total	<u>\$ 157</u>	<u>\$ 180</u>	<u>\$ 23</u>

TRANSFERS OF FUNDS- ACTION

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

The **Future Employee Compensation** was originally designated the **Special Revenue Fund (201)** as established in December 2003, but the name was changed in 2013. The purpose of the fund is to accumulate cash to pay termination benefits and/or paying salaries when the number of pay periods exceeds the usual and customary number for a year. The next scheduled 27 pay period year is 2015.

Beginning Balance January 1, 2014

\$1,744,402.80

<i>Plus:</i> Earnings through November 30, 2014	14,766.22
<i>Less:</i> Investment fees through November 30, 2014	(1,199.39)
<i>Less:</i> Encumbrances	<u>(300.00)</u>
Balance through November 30, 2014	\$ 1,757,669.63
<u>Current Obligation</u>	
Vacation Accrual	\$ 802,759.73
Compensatory Time Accrual	85,265.85
25% of Sick Leave (Eligible Retirees)	441,324.39
11/11 of Current Payroll	<u>518,619.20</u>
Current Payroll expenditure obligation	\$ 1,847,969.77
Additional 2% funding for Medicare and Worker's Compensation tax liability	<u>36,959.40</u>
Total current obligation	<u>\$ 1,884,929.17</u>
Requested Transfer to Future Employee Compensation Fund	<u>\$ 127,259.54</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 57.14% or \$220,000.

Beginning Balance January 1, 2014	\$ 165,019.38
<i>Less:</i> 2014 Expenditures through November 30, 2014	(113.46)
<i>Plus:</i> Earnings through November 30, 2014	1,396.90
<i>Less:</i> 2014 Encumbrances	<u>\$ (120.25)</u>
Unencumbered Balance through November 30, 2014	166,182.57
Unencumbered Fund Objective for December 31, 2014	<u>\$ 220,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u>\$ 53,817.43</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 124 days of regular operating expenditures in the Sustainability Fund at December 31, 2014.

Beginning Balance January 1, 2014	\$9,183,808.77
<i>Plus:</i> Earnings through November 30, 2014	77,740.21
<i>Plus: Estimated Earnings December 2014</i>	0
<i>Less:</i> Investment fees through November 30, 2014	(6,314.49)
<i>Less:</i> 2014 Encumbrances	(1,561.60)
Requested Transfer to Sustainability Fund from General Fund	<u>\$ 0</u>
<i>Projected Sustainability Fund Balance, December 31, 2014</i>	<u>\$ 9,253,672.89</u>

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

Beginning Balance January 1, 2014	\$1,311,444.32
<i>Plus: Earnings through November 30, 2014</i>	1,618.63
<i>Plus: Estimated Earnings December 2014</i>	1,888.00
<i>Less: Disbursements through November 30, 2014</i>	(44,700.00)
<i>Less: Estimated Disbursements December 2014</i>	(6,900)
<i>Less: 2014 Encumbrances</i>	(960,000.00)
<i>Projected Facilities Enhancement Fund Balance, December 31, 2014</i>	<u>\$ 303,350.95</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, 2014	\$ 10,976,982.48
Less: 2014 Expenditures through November 30, 2014	(50,233.04)
Plus: Earnings through November 30, 2014	113,611.43
<i>Plus: Estimated Earnings December 2014</i>	0
Less: 2014 Encumbrances	(70,819.03)
<i>Projected Building and Repair Fund Balance, December 31, 2014</i>	<u>\$ 10,969,541.84</u>

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved the transfer of \$127,259.54 to meet the objective of the Future Employee Compensation Fund and the transfer of \$53,817.43 to meet the objective of the Computer Co-Op Fund.

The General Fund unreserved cash balance is estimated to be \$10,673,693 as of December 31, 2014 based on anticipated December 2014 revenues and expenditures and after the recommended \$ 181,076.97 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 140 days of operating expenses.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

TEMPORARY 2015 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 2015.

GENERAL FUND

1000 – Salaries & Benefits	\$ 19,221,029
2000 - Supplies	759,609
3000 - Purchased Services	4,207,581
4000 – Library Materials & Information	3,523,070
5000 - Capital Outlay	1,241,464
6000 - Debt Service	2,950
7000 - Other Objects	145,800
8000 - Contingency	200,000
Total General Fund Appropriations	<u>\$ 29,301,503</u>

SUSTAINABILITY FUND

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

FACILITIES ENHANCEMENT FUND

5000 - Capital Outlay	322,000
Total Facilities Fund Appropriations	<u>322,000</u>

FUTURE EMPLOYEE COMPENSATION FUND

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

DEBT SERVICES FUND

6000 - Debt Services	\$11,626,131
Total Debt Services Fund Appropriations	<u>11,626,131</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$52,900
5000 - Capital Outlay	100,000
Total Building and Repair Fund Appropriations	<u>152,900</u>

COMPUTER CO-OP FUND

3000 - Purchased Services	\$125
5000 - Capital Outlay	100,000
Total Computer Co-Op Fund Appropriations	<u>100,125</u>

TAXABLE CONSTRUCTION FUND

3000 - Purchased Services	\$38,000
Total Taxable Construction Fund Appropriations	<u>38,000</u>

TAX EXEMPT CONSTRUCTION FUND

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

TRUST FUND

3000 - Purchased Services	\$125
Total Trust Fund Appropriations	<u>125</u>

ENDOWMENT FUND

3000 - Purchased Services	\$200
Total Endowment Fund Appropriations	<u>200</u>
Total All Funds Appropriations	<u>\$ 118,142,984</u>

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2015 for the General Fund in the amount of \$29,301,503, the Sustainability Fund in the amount of \$7,000, the Facilities Enhancement Fund in the amount of \$322,000, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,626,131, the Building & Repair Fund in the amount of \$152,900, the Computer Co-Op Fund in the amount of \$100,125, the Taxable Construction Fund in the amount of \$38,000, the Tax Exempt Construction Fund in the amount of \$76,593,500, the Trust Fund in the amount of \$125, and the Endowment Fund in the amount of \$200.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2014

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2014, and

WHEREAS, these funds will be used for current operating expenses throughout 2014, Now

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

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, reminded Board members of the Electra C. Doren Reopening that will be occurring on January 3, 2015.

Cindy Simerlink, Training Specialist, talked about the training that will be involved with the reopening of Electra C. Doren. There will be new technologies that have been put into place for an enhanced patron experience.

The Singer Group introduced themselves to the Board as consultants, hired by the Library, to help develop a performance based compensation system for staff evaluations.

The Executive Director gave a grants and gifts update to the Board. A planning grant was awarded for a new Café College project to help people with the transition to post-secondary education opportunities.

Barb Kuhns, Assistant Director for IT Services, updated the Board on the progress of the RFID/AMH plan.

SPONSERSHIP POLICY

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adopted the Sponsorship Policy as presented in the Board Materials, contingent on approval by legal counsel.

Ayes: All
Nays: None

Ms. Cheek arrived at the meeting at 3:57 p.m.

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.

Mike Reutschle, from Reutschle Architects, shared schematic designs for the Kettering Moraine and Vandalia Branch Libraries.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The Executive Director explained that in November 2006 Ohio voters passed a constitutional amendment which required the State of Ohio to adjust the minimum wage annually based upon changes to the cost of living in Ohio. Beginning in January 2015, the minimum wage will increase to \$8.10 per hour; representing a \$0.15 per hour increase.

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

Current Rate	\$8.00	\$8.20	\$8.55	\$9.00
New Rate	\$8.15	\$8.35	\$8.70	\$9.15

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

Dayton Metro Library
Substitute Pay Schedule
Effective January 1, 2015

Grade	Minimum	Maximum
Sub 01	\$8.40	\$10.03
Sub 02	\$8.65	\$10.32
Sub 03	\$8.92	\$10.65
Sub 04	\$9.23	\$11.02
Sub 05	\$9.65	\$11.52
Sub 06	\$10.06	\$12.02
Sub 07	\$10.58	\$12.64
Sub 08	\$11.15	\$13.31
Sub 09	\$11.78	\$14.07
Sub 10	\$12.54	\$14.98
Sub 11	\$13.39	\$15.98
Sub 12	\$14.39	\$17.18

MLS Offset \$1.57

On a motion by Mr. Oehlers, seconded by Mr. Hayde, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2015.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President indicated that an ad hoc nominating committee consisting of Elaine Johnson and Barbara Hayde were appointed at the November 19, 2014 board meeting in order to present a 2015 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Hayde on behalf of the committee as follows:

Jeanne Holihan – President
Barbara Hayde – Vice President
Joe Oehlers – Secretary

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

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

Ayes: All
Nays: None

Ms. Hayde on behalf of the committee also indicated that Ms. Merz should be recommended to the Judges of the Court of Common Pleas to fill the vacancy in May 2015.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the Board approved the recommendation of reappointment of Margot Merz by the Judges of the Court of Common Pleas.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 28, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The January 2015 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 20, 2015 at 3:00 p.m. in the Main Library Board Room. The meeting was moved back from Monday due to the holiday.

ADJOURNMENT

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

Ayes: All
Nays: None