

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 27, 2016, 4:00 p.m.

PRESENT: Glenn Bower, 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. 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 Ms. Merz, the minutes of the meeting of December 16, 2015 and the facilities meeting of January 19, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Bower, 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 Services Librarian, Outreach Services, to attend “Creative Aging Ohio Initiative Training” being held in Columbus, OH on January 11, 2016. It is further recommended that mileage in the amount of \$75.50 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to participate in “One Bad Apple” webinar sponsored by ALA on January 20, 2016. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Rachel Gut, Deputy Director, Administration, Main Library, to participate in “Outreach in Your Community” webinar sponsored by ULC on January 26, 2016. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Services, Main Library, to attend “Southwest Ohio Logistics Conference” being held at Sinclair Community College on January 27, 2016. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Services, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “Dayton Business Journal Economic Summit” being held at Sinclair Community College on January 28, 2016. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to participate in “Change Management to Transform Your Library” webinar on February 4, 2014. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Letting Go of Legacy Services” webinar sponsored by ALA on February 11, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend “Ohio Ecological Food & Farm Association” being held in Granville, OH on February 13, 2016 through February 14, 2016. It is further recommended that mileage in an amount not to exceed \$111.55, lodging in an amount not to exceed \$55.00, and meal in an amount not to exceed \$54.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Managing the Talent” webinar being held on February 17, 2016. It is further recommended that registration in the amount of \$39.00 be reimbursed by the Board.

Stephany Araujo, Information Services Assistant, Brookville Branch Library, Christine Gaffney, Information Services Assistant, Trotwood Branch Library, Peter Kilkelly, Teen Services Librarian, Ft. McKinley Branch Library, Mary Beth Rogers, Patron Services Assistant, West Carrollton Branch Library, and Caitlin Wichterman, Teen Services Librarian, Burkhardt Branch Library to attend “Teen Think Tank” being held in Ada, OH

on February 26, 2016. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Josh Ashworth, Technology Development Manager, IT Services, Operations Center, and Desiree Davey, Integrated Library Systems Administrator, IT Services, Operations Center, to attend "IUG Conference" being held in San Francisco, CA on March 15, 2016 through March 18, 2016. It is further recommended that registration in the amount of \$325.00, airfare in an amount not to exceed \$550.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$870.00, and meals in an amount not to exceed \$160.00 each to be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend "Summer Reading Program Workshop" being held in Middletown, OH on March 17, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, to attend "Link to the Future: 2016 Technical Services Retreat" being held in Columbus, OH on March 31, 2016. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kristina Richey, Patron Services Assistant, 3/5-time, Grade 05, Trotwood Branch Library, effective January 10, 2016 at the rate of \$14.17 per hour.

Susan Rodenberg, Nonprofit Resource Librarian, full-time, Grade 12, Adult Services Division, Main Library, effective January 24, 2016 at the rate of \$23.48 per hour.

Heather Sandy, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective December 27, 2015 at the rate of \$11.32 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Patrick Lemley, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, from Patron Services Assistant, 7/10-time, Grade 05, Ft. McKinley Branch Library, effective January 10, 2016 at the rate of \$14.31 per hour.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Trotwood Branch Library, effective January 10, 2016 at the rate of \$14.31 per hour.

RESIGNATION

Gail Birden, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective December 31, 2015 at the rate of \$9.65 per hour.

Lisa Nabel, Materials Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective February 26, 2016 at the rate of \$23.77 per hour.

RETIREMENT

Lois Helton, Information Services Assistant, full-time, Grade 08, Kettering Moraine Branch Library, effective January 31, 2016 after more than 36 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:

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

Kahlil Ian Kinser, Patron Services Assistant, Circulation, Main Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "Library Materials and Services to Teens" Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$3,042.00.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

DAYTON METRO LIBRARY FOUNDATION UPDATE

Judge Michael Merz, President of the Dayton Metro Library Foundation, gave the Board an update on the Foundation and its successes over the past year as well as plans for 2016. The Foundation is getting ready to introduce The 1888 Society, a major giving group, to the community in February. Founding members, contributing at least \$1,888, will be included on the donor wall in the new Main Library. A team is also working on planning for a gala event for the opening of new Main.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On January 14th, 2016 Public Library Funds were received in the amount of \$1,336,454.03. All of it was deposited in the General Fund Checking Account for current expenses.

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

Ayes: All
Nays: None

TUITION REIMBURSEMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board authorized \$25,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2016 to be awarded in accordance with the Staff Development Program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, Director of Development and External Relations, and Tish Wilson, Assistant Director for Youth Services gave a presentation to the Board about the First Card Program. This program has been a revamping of the Right Start Card Program. The program has gone through a rebranding and new tools have been created for the Children Services Librarians to take into the classrooms to help promote the program and get kids excited about getting their own library card.

VOLUNTEER POLICY

Previously there was no formal volunteer policy, but the need for one arose when David Hicks was hired as the Volunteer Services Manager. Ms. Johnson noted some clerical changes to the policy statement.

On a motion by Ms. Hayde, seconded by Mr. Bower, the Board adopted the new Volunteer Policy as presented in the Board Materials.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. He reported that for Segment II he has adjusted the projections to reflect the assumption that all contingencies will be use, while that may not be true it is best to assume the worst case scenario and adjust once it gets closer to completion. By the March meeting the second round of budget recalibrations should be completed and will be reflected in the budget sheets presented to the Board.

MAIN LIBRARY TERRAZZO CONTRACT CORRECTION

At the June 17, 2015 regular Board meeting, the Main Library terrazzo contract was awarded to The Ardit Company. The bid was submitted for \$300,600 but due to a typographical error in the agenda the contract was awarded for \$330,600. The contract with The Ardit Company was created based on the bid amount and this error in no way affects the lowest responsible bidder.

On a motion by Mr. Bower, seconded by Ms. Johnson, the Board formally acknowledged the typographical error and approved the corrected amount of \$300,600 for the terrazzo contract for the Main Library.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director shared that the OLC Library Trustee Workshop is coming up on March 19th. More information will be shared with the Board as it becomes available.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2016 at 4:00 p.m. at the East Branch Library, 2008 Wyoming Street.

The next Facilities Meeting will be held Monday, February 8, 2015 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room.

EXECUTIVE SESSION

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:54 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2016. It was further moved that the Executive Director received a \$1500.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:37 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 2016, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 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. Johnson the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the meeting of January 27, 2016 and the facilities meeting of February 8, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Carol Macmann, Branch Manager, New Lebanon Branch Library, to participate in “Building Community-Business Partnerships” webinar sponsored by ALA on February 3, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “Power in Networking: Social Impact of Collaboration” being held in Fairborn, OH on February 26, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Department, Operations Center, and Shana Novak, Catalog Librarian, Catalog Department, Operations Center, to attend “MOUG 2016” being held in Cincinnati, OH on March 1, 2016. It is further recommended that registration in the amount of \$70.00 each be reimbursed by the Board.

Tabitha Litteral, Catalog Librarian, Catalog Department, Operations Center, and Shana Novak, Catalog Librarian, Catalog Department, Operations Center, to attend “Link to the Future” being held in Lewis Center, OH on March 31, 2016 through April 1, 2016. It is further recommended that registration in the amount of \$370.00, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend “ALSC National Institute” being held in Charlotte, NC on September 15, 2016 through September 17, 2016. It is further recommended that registration in the amount of \$450.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$430.00, 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

Nichelle Jewett, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective January 24, 2016 at the rate of \$9.79 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective February 7, 2016 at the rate of \$9.79 per hour.

INTERIM APPOINTMENT

Noel Lemons, Interim Supply Clerk, substitute, Grade Sub04, Finance Office, Main Library, effective January 24, 2016 at the rate of \$9.37 per hour.

LEAVE WITHOUT PAY

Cheryl Burns, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective January 19, 2016 for 16 hours for family illness.

REHIRE AS SUBSTITUTE

Lisa Nabel, Materials Selection Librarian, substitute, Grade Sub12, Office of Collection Development, Operations Center, effective March 6, 2016 at the rate of \$19.03 per hour.

RETIREMENT

Rita Doran, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective April 2, 2016 after more than 27 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:

Janelle Allen, Patron Services Assistant, Belmont Branch Library, for the course "Library Materials and Services for Young Children", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "Library Materials and Services for School-age Children " Kent State University, 3.0 credit hours, at a cost of \$1,521.00, for a total of \$3,042.00.

AMERICAN LIBRARY ASSOCIATION

The 2016 ALA Annual Conference will be held in Orlando, Florida, from June 23 until June 28, 2016. The Board authorized payment of the advance registration fee of \$270.00, \$500.00 reimbursement for lodging, \$450.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,020 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$4,020 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of January 2016. There has not been much change between the forecast and the budget since the report only reflects the first month of the year.

The Executive Director approved the following investments:

On January 29th, a Real Estate Tax Advance was received in the amount of \$282,831.89 for the current expense levy, all of which was left in checking for operating expenses. In addition, \$252,124.52 was received for the bond levy, and that was depositing in the Huntington Managed Investment Account for future, debt service needs.

On February 12th, 2016 Public Library Funds were received in the amount of \$1,472,561.94 all of which will be will be used for operations and left in general checking.

On February 5th, a Real Estate Tax Advance was received in the amount of \$78,537.71 for the current expense levy, and \$70,010.53 for the bond levy. On February 12th, a Real Estate Tax Advance was received in the amount of \$640,522.36 for the current expense levy, and \$570,979.86 for the bond levy. The \$640,000.00 of the funds received for the current expense levy were deposited in Maxsavers currently paying .15%. The remainder was left in checking to be used for operating expenses. All bond levy funds have been deposited in the Library's Huntington Managed Investment Account for future, debt service needs.

On a motion by Ms. Hayde, seconded by Ms. Johnson, the January 2016 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Director, updated the Board on Youth Services. The Library will be taking a strategic look at the Youth Services program this year. One of the focuses will be the Summer Challenge by not just increasing number of participants, but also the number of hours each participant reads. The Library will be partnering with the other 3 libraries in the county, Ready, Set, Soar, and local schools to help increase participation. The other focus will be on Youth Services as a whole, and what works, what needs to be improved, what needs to change, and what, if any, things need to be discontinued.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave a brief overview of the facilities budgets and schedule. There have been no significant changes since the previous month.

NEW BUSINESS

The Executive Director reminded Trustees of the upcoming OLC events; Library Trustees Workshop on March 19th, and the Southwest Chapter Trustee Dinner on April 5th.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, March 7, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 16, 2016 at 4:00 p.m. at the Wilmington-Stroop Branch Library, 3980 Wilmington Pike.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Hayde, the Board adjourned at 4:17 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 16, 2016, 4:00 p.m.

PRESENT: 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 Ms. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Johnson, the minutes of the meeting of February 17, 2016 and the facilities meeting of March 7, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to participate in “Libraries and Schools: Partnering to Produce Effective Summer Learning Programs” webinar sponsored by ULC on February 23, 2016. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Library, to participate in “Building & Maintaining a Seed Lending Library” webinar being sponsored by ALA on February 29, 2016. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Joanna Rocheleau, Children Services Librarian, Electra Doren Branch Library, to attend “SWON Nonfiction Read-In” being held at the Boone County Public Library on March 3, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Tracy Arnold, Information Services Assistant, Trotwood Branch Library, Paula Fickel, Information Services Assistant, New Lebanon Branch Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, and David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Teen Reader Advisory Series” webinars being sponsored by OLC on March 3, 2016 through March 24, 2016. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to participate in “Using Pop Culture to Create Great Library Programs” webinar being sponsored by ALA on March 16, 2016. It is further recommended that registration in the amount of \$100.00 each be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “AFP International Conference” being held in Boston, MA on March 18, 2016 through March 22, 2016. It is further recommended that registration in the amount of \$2,047.00, airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$1,400.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Glenn Bower, Library Trustee, and Elaine Johnson, Library Trustee, to attend “OLC Library Trustee Workshop” being held at the Westerville Public Library on March 19, 2016. It is further recommended that registration in the amount of \$65.00 each and mileage in an amount not to exceed \$91.80 each be reimbursed by the Board.

Christine Bolivar, Administrative Services Manager, Temporary Downtown Branch Library, to attend “Supervisor Tool Kit” being held in Cincinnati, OH on March 22, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Alzheimer’s Association Community Forum” being held on March 30, 2016 at Sinclair Community

College. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, and Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “Storytelling with Puppets” webinar being sponsored by ALSC on April 4, 2016. It is further recommended that registration in the amount of \$115.00 each be reimbursed by the Board.

Carolyn Roberts, Children Services Librarian, East Branch Library, to participate in “Science, Technology, Engineering, and Math Programs” online course being sponsored by ALSC on March 4, 2016 through March 29, 2016. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, Diane Farrell, Director of Development and External Relations, External Relations, Main Library, Tim Kambitsch, Executive Director, Administration, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “Dayton Area Chamber Annual Meeting” being held at Sinclair Community College on April 5, 2016. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Jeanne Holihan, Library Trustee, and Tim Kambitsch, Executive Director, Administration, Main Library, to attend “Southwest Ohio Trustee Dinner” being held in Wilmington, OH on April 5, 2016. It is further recommended that registration in the amount of \$40.00 each and mileage in an amount not to exceed \$30.78 each be reimbursed by the Board.

Jared Baldwin, Information Services Librarian, Adult Services, Main Library, Kathy Bolmida, Information Services Librarian, Adult Services, Main Library, Jeanette Dohner, Senior Patron Services Assistant, Electra Doren Branch Library, Allison Knight, Children Services Librarian, Outreach Services, Carol Macmann, Branch Manager, New Lebanon Branch Library, to attend “OLC Southwest Chapter Conference” being held in Wilmington, OH on April 6, 2016. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$30.78 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, and Jennifer Johnson, Patron Services Assistant, Huber Heights Branch Library, to participate in “Gadgets in the Library” webinar being sponsored by ALA on April 7, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

David Slivken, Assistant Director for Public Services, Administration, Main Library, to attend “CitiLinks Neighborhood Leadership Conference” being held at the University of Dayton on April 15, 2016. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend “SWON Spring Membership Meeting” being held in Miami Township, OH on April 19, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Christine Bolivar, Administrative Services Manager, Temporary Downtown Branch Library, to attend “Crash Course for the First-Time Manager” being held in Cincinnati, OH on April 27, 2016. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend "Take Five: Level Up! Level Out!" being held in Athens, OH on May 3, 2016 through May 4, 2016. It is further recommended that mileage in an amount not to exceed \$154.44, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Laura Durham, Information Services Librarian, Adult Service, Main Library, Melissa Groveman, Information Service Librarian, Adult Services, Main Library, and Jennifer Spillman, Branch Manager, Temporary Downtown Branch Library, to attend "SWON Staff Training Symposium" being held at the Dayton Metro Library Northwest Branch on May 11, 2016. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective April 3, 2016 at the rate of \$19.10 per hour.

Jasmine Favers, Patron Services Assistant, 4/5-time, Grade 05, Trotwood Branch Library, effective March 6, 2016 at the rate of \$14.17 per hour.

INCREASE IN HOURS

Stephanie Baldwin, Receiving Clerk, 4/5-time, Grade 03, Acquisition Division, Operations Center, from Receiving Clerk, 3/5-time, Grade 03, Acquisition Division, Operations Center effective February 21, 2016 at the rate of \$13.23 per hour.

PROMOTION, CHANGE IN HOURS

Christine Bolivar, Administrative Services Manager, full-time, Grade S05, Temporary Downtown Branch Library, from Information Services Librarian, substitute, Grade Sub11, Adult Services, Main Library, effective March 6, 2016 at the rate of \$19.10 per hour.

RESIGNATION

Tabitha Litteral, Catalog Librarian, full-time, Grade 11, Cataloging Division, Operations Center, effective March 11, 2016 at the rate of \$22.28 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:

Drew Wichterman, Information Services Assistant, Outreach Services, for the course "Government Information Sources and Service", Kent State University, 3.0 credit hours, at a cost of \$1,521.00, and the course "Library Materials and Services to Teens" Kent State University, 3.0 credit hours, at a cost of \$1,521.00, for a total of \$3,042.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of February 2016. The forecast reflects the budget based on the 2016 appropriation that were approved later in the meeting.

The Executive Director approved the following investments:

On February 19th, a Real Estate Tax Advance was received in the amount of \$1,785,007.22 for the current expense levy, \$1,000,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,591,206.44 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On February 26th, a Real Estate Tax Advance was received in the amount of \$1,349,397.30 for the current expense levy, \$1,300,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,202,891.38 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On February 19th, a Real Estate Tax Advance was received in the amount of \$1,785,007.22 for the current expense levy, \$1,000,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$1,591,206.44 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On March 4th, a Real Estate Tax Advance was received in the amount of \$646,961.87 for the current expense levy, \$600,000.00 of which was deposited in STAR Ohio paying .35%, and the rest was left in checking for operating expenses. In addition, \$576,720.29 was received for the bond levy, and that was deposited in the Huntington Managed Investment Account for future, debt service needs.

On March 14th, 2016 Public Library Funds were received in the amount of \$1,016,574.04. \$900,000.00 will be invested in STAR Ohio, and the remainder will be used for operations and left in general checking.

On a motion by Ms. Hayde, seconded by Ms. Merz, the February 2016 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 2016 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

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

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2016, 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 2016
<u>GENERAL FUND</u>	
1000 - Salaries and Benefits	\$19,957,104
2000 – Supplies	512,430
3000 - Purchased and Contracted Services	\$4,405,537
4000 - Library Materials & Information	3,652,170
5000 - Capital Outlay	992,439
6000 - Debt Service	0
7000 - Other Objects	123,700
8000 – Contingency	200,000
9000 - Transfers to other funds	<u>54,000</u>
Total General Fund Appropriations	<u>\$29,897,380</u>
<u>SUSTAINABILITY FUND</u>	
3000 - Contracted Services	<u>\$7,000</u>
Total Computer Co-Op Fund Appropriations	<u>\$7,000</u>
<u>FACILITIES ENHANCEMENT FUND</u>	
2000 – Supplies	\$500
3000 - Purchased and Contracted Services	2,000
5000 - Capital Outlay	<u>200,000</u>
Total Special Revenue Fund Appropriations	<u>\$202,500</u>
<u>FUTURE EMPLOYEE EXPENSE FUND</u>	
3000 – Purchased and Contracted Services	<u>\$1,500</u>
Total Special Revenue Fund Appropriations	<u>\$1,500</u>

DEBT SERVICE FUND

3000 - Purchased and Contracted Services	\$161,000
6000 – Debt Service	<u>\$11,627,611</u>
Total Debt Service Fund Appropriations	\$11,788,611

BUILDING & REPAIR FUND

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

COMPUTER CO-OP FUND

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

TAXABLE CONSTRUCTION FUND

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

TAX EXEMPT CONSTRUCTION FUND

2000 – Supplies	\$12,000
3000 - Purchased and Contracted Services	5,206,099
5000 - Capital Outlay	35,200,000
7000 - Other Objects	<u>100,000</u>
Total Exempt Construction Fund Appropriations	\$40,518,099

TRUST FUND

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

ENDOWMENT FUND

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

Total All Funds Appropriations **\$133,274,960**

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Ann Riegle Crichton, Business Services Librarian, updated the Board on the new Job Seekers program that was recently launched. This program falls under the workforce development initiative of the strategic plan. It focuses on connecting people looking for employment for networking, support, and professional development. Dayton Metro Library has partnered with Washington Centerville Public Library to share resources for the program. As Job Seekers gains momentum, more partners are coming forward to get involved and employers are coming forward to reach out to the people in the program.

The Executive Director shared the 2016 Work Plan based on the approved Strategic Road Map.

1888 SOCIETY UPDATE

Diane Farrell, Director of Development and External Relations, updated the Board on the Foundation's major giving campaign, the 1888 Society. The new Main Library will have a donor wall to acknowledge the founding members of the 1888 Society and this year the Foundation is focusing on "filling the wall". Ms. Farrell showed the Board a mockup of what the wall will look like as well as materials that will be sent out in a solicitation letter in the near future.

SCHEDULE OF CHARGES

In an effort to streamline charges and changes in the damaged policy, it was decided to update the schedule of charges for fines and fees.

On a motion by Ms. Merz, seconded by Ms. Johnson, the updated schedule of charges that was presented in the materials was approved by the Board.

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

Some new managerial positions have been created necessitating the need to update the managerial and confidential employee compensation plan.

On a motion by Ms. Johnson, seconded by Ms. Hayde, the revised managerial and confidential employee compensation plan was approved by the Board.

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. There have not been any significant changes to the segment budgets. Northwest is on schedule and will have its grand opening on April 22nd.

Rachel Gut, Deputy Director, shared with the Board all the work that has gone into combining three branches into the new Northwest Branch and acknowledged all the people who have helped to move the project along.

NEW BUSINESS

OLC Legislative Day is on April 13th and in preparation for it, OLC has created some materials for legislators. Ms. Holihan thought it would be good information for all Board members and it was distributed for them to read at their leisure.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 11, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 20, 2016 at 4:00 p.m. at the Madden Hills Branch Library, 2542 Germantown St.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:25 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2016, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 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. Hayde, seconded by Mr. Oehlers the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Johnson, the minutes of the meeting of the March 16, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Training Office, Operations Center, to participate in ULC's 2016 webinars sponsored by. It is further recommended that registration in the amount of \$1350.00 be reimbursed by the Board.

Drew Wichterman, Information Services Assistant, Outreach Services, to attend "Bookmobile Training" being held at Clark State Community College on March 3, 2016. It is further recommended that registration in the amount of \$500.00 and mileage in an amount not to exceed \$22.46 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend "OLC Northeast Chapter Conference" being held in Kent, OH on March 23, 2016. It is further recommended that mileage in an amount not to exceed \$224.64 be reimbursed by the Board.

Christina Alford, Patron Services Assistant, Miamisburg Branch Library, Jenelle Allen, Patron Services Assistant, Belmont Branch Library, Cynthia Dueer, Senior Patron Services Assistant, Miamisburg Branch Library, Karen Findlay, Branch Manager, West Carrollton Branch Library, Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, David Hicks, Volunteer Services Manager, Administration, Main Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, Michael Nelson, Information Services Librarian, Adult Services, Main Library, Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, Mark Roma, Branch Manager, Belmont Branch Library, Jennifer St. Onge, Children Services Librarian, Huber Heights Branch Library, Carla Sullenberger, Patron Services Assistant, Huber Heights Branch Library, and Debra Vent, Patron Services Assistant, Northmont Branch Library, to attend "OLC Southwest Chapter Conference" being held in Wilmington, OH on April 6, 2016. It is further recommended that registration in the amount of \$90.00 each and mileage in an amount not to exceed \$30.78 be reimbursed by the Board.

Diane Farrell, Director of Development and External Relations, External Relations, Main Library, Rachel Gut, Deputy Director, Administration, Main Library, Jeanne Holihan, Trustee, Tim Kambitsch, Executive Director, Administration, Main Library, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, and Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, to attend "OLC Legislative Day" being held in Columbus, OH on April 13, 2016. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in "Creating a Digital Media Space for Today's Teens" online course being sponsored by ALA on April 14, 2016 and April 21, 2016. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, to attend "SWON Spring Membership Meeting" being held in Miami Township, OH on April 19, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

William Autrey, Administrative Services Manager, Huber Heights Branch Library, to attend “Crash Course for the First-Time Manager” being held in Dayton, OH on April 27, 2016. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, to attend “OLC North Chapter Conference” being held in Wilmington, OH on April 27, 2016. It is further recommended that mileage in an amount not to exceed \$220.32 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Service, Main Library, to attend “MBP Business Opportunity Breakfast” being held in Dayton, OH on April 28, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Operations Center, to attend “COAA Spring Owners Leadership Conference” being held in Dallas, TX on May 3, 2016 through May 6, 2016. It is further recommended that registration in the amount of \$995.00, airfare in an amount not to exceed \$200.00, ground transportation in an amount not to exceed \$75.00, lodging in an amount not to exceed \$655.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Kathy Bolmida, Information Services Librarian, Adult Service, Main Library, Donna Brown, Branch Manager, Northmont Branch Library, and Ann May, Patron Services Assistant, Wilmington-Stroop Branch Library, to attend “SWON Staff Training Symposium” being held at the Dayton Metro Library Northwest Branch on May 11, 2016. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

William Autrey, Administrative Services Manager, Huber Heights Branch Library, to attend “Managing Multiple Priorities, Projects & Deadlines” being held in Dayton, OH on July 12, 2016. It is further recommended that registration in the amount of \$39.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

James Balsamo, Construction Owner’s Representative, full-time, Grade S07, Construction Management, Operations Center, effective April 17, 2016 at the rate of \$31.0096 per hour.

Erin Wen, Materials Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective April 17, 2016 at the rate of \$23.48 per hour.

CHANGE IN LOCATION

Celia Washington, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, from Patron Services Assistant, substitute,

Grade Sub05, Dayton View Branch Library, effective April 3, 2016 at the rate of \$9.79 per hour.

PROMOTION

Megan Cooper, Development Manager, full-time, Grade S08, External Relations, Main Library, from External Relations Coordinator, full-time, Grade 12, External Relations, Main Library, effective April 3, 2016 at the rate of \$29.8077 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Christine Gaffney, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, from Information Services Assistant, 1/2-time, Grade 11, Trotwood Branch Library, effective April 3, 2016 at the rate of \$22.02 per hour.

RESIGNATION

Debra Leib, Senior Patron Services Assistant, full-time, Grade 06, New Lebanon Branch Library, effective April 15, 2016 at the rate of \$15.85 per hour.

Alexandra Webb, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective April 15, 2016 at the rate of \$14.31 per hour.

Sharon Zellner, Patron Services Assistant, substitute, Grade Sub05, Belmont Branch Library, effective August 31, 2015 at the rate of \$9.65 per hour.

RETIREMENT

Rhonda Harvey, Senior Systems Technician, full-time, Grade 09, Information Technology Services, Operations Center, effective May 6, 2016 after more than 33 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of March 2016. The budget was refreshed based upon the approval of the appropriations at the March meeting.

The Executive Director approved the following investments:

On March 14th, 2016 Public Library Funds were received in the amount of \$1,016,574.04, \$900,000 of that was deposited in Star Ohio earning .46%, and the remainder was used for operations and left in general checking.

On April 1st, 2016 the first half tax settlement was received. \$584,317.74 of operating levy funds were received, and all of it was used for operations. \$521,544.94 was received from the construction bond levy, and all of it was deposited with Huntington Bank in the managed funds account to be used for debt service payments.

On April 15th, 2016 Public Library Funds were received in the amount of \$1,053,883.68. \$500,000 of that will be deposited in Max Savers earning .15%, and the remainder will be used for operations and left in general checking.

On a motion by Mr. Oehlers, seconded by Mr. Bower, the March 2016 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, shared with the Board a rundown of all the events that will occur at the Northwest Branch opening on Friday, April 22, 2016.

Megan Cooper, Development Manager, gave a presentation about the Foundation's Team 17. This volunteer committee, working under the direction of the Foundation, has been tasked with throwing an opening gala for new Main in 2017. While there will be many opening events for the new Main Library, this "The Main Event" will be an opportunity to raise money for the Foundation on a scale equivalent to other similar events, like the Art Ball, in the community.

Jean Gaffney, Collection Development & Acquisitions Manager, informed the Board of several new collection features that have been developed for circulation.

- Sprout Backpacks: each backpack includes a few books, toys, and an activity sheet all centered on a theme (measuring, colors, etc.)
- Adult Book Club Kits: kit includes 15 paperback copies of the same book and an author bio sheet with discussion questions on the back.
- Kids Book Club Kids: Similar to the Adult Book Club Kits but with popular children's titles
- Baby Lit Kits: Similar to the other book club kids but with board book. The goal is for Children Services Librarians to use these kits during storytimes so that parents can each have a copy of the book for their children to look at while it is being read.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director informed the Board of his intent to start the process of negotiating agreements with architects for the Segment III branches. There will be a kickoff design meeting

with G4 at the beginning of June and the hope is to have the selected architects in place. The Executive Director will bring agreements to be approved at a later meeting.

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. The projects will be going through another budget recalibration in May and Mr. Marchesano will bring the budget changes to the Board for approval at the May meeting. As for the schedule, not much has changed except for the Kettering-Moraine branch which has been pushed back a month to September.

REAL ESTATE SERVICES

With the combination of the Dayton view, Ft. McKinley, and Northtown-Shiloh branches into the new Northwest Branch, the Library will no longer have a use for the buildings of the former branches. The Executive Director recommended that the three properties be put on the market to sell through Wright Real Estate Services.

On a motion by Mr. Oehlers, seconded by Mr. Hayde, the Board approved of the listing of the Dayton View, Ft. McKinley, and Northtown-Shiloh branch for sale by Wright Real Estate Services.

Ayes: All
Nays: None

EVENTS POLICY

As new Branches are opening with bigger and more accessible meeting rooms, the Library wants to allow the community to use these spaces after hours and for events. A new community room policy was approved in December 2015 and an Events policy for these types of events was referenced.

On a motion by Ms. Johnson, seconded by Mr. Bower, the Events Policy was approved by the Board.

Ayes: All
Nays: None

NEW BUSINESS

The Board members shared their experiences at the recent OLC Trustee Workshop and PLA Conference. Some things that were suggested were business card for Trustees, Trustees following the Library on social media outlets, and an awareness of the meetings of the other Library organizations (Friends and Foundation).

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 9, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 18, 2016 at 4:00 p.m. at the East Branch Library, 2008 Wyoming St.

EXECUTIVE SESSION

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 6:16 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board adjourned at 6:16 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 2016, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the minutes of the meeting of April 20, 2016 and the minutes of the facilities meeting of May 9, 2016 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:

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “OAC Creative Aging Ohio Cohort Training” being held in Columbus, OH on April 15, 2016. It is further recommended that mileage in an amount not to exceed \$75.50 be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, to attend “OLC Central/Southeast Chapter Conference” being held in Worthington, OH on April 22, 2016. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Operations Center, to participate in “Is Perfection Possible? Managing Uncertainty and Expectation in Building Design” webinar on April 26, 2016. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to participate in “ABCs of Movement” webinar being sponsored by OLC on April 28, 2016. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “HR Stuff That Every Supervisor Should Know” webinar being sponsored by NEO-RLS on May 11, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Arts Impact Ohio 2016” being held in Columbus, OH on May 19, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, to attend “Sensitivity to Aging: Explore Your Beliefs About Aging” being held in Vandalia, OH on May 23, 2016. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging Division, Operations Center, and Shana Novak, Catalog Librarian, Cataloging Division, Operations Center, to attend “NOTSL Spring 2016 Meeting” being held in Parma, OH on June 10, 2016. It is further recommended that registration in the amount of \$50.00 each, meals in amount not to exceed \$40.00 each, mileage in an amount not to exceed \$223.56 total, and lodging in an amount not to exceed \$235.00 total be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “If It’s Broke Fix-it: Handling Leftover Challenges” webinar being sponsored by NEO-RLS on June 22, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Julie Buchanan, Older Adult Services Librarian, Outreach Services, and Allison Knight, Children Services Librarian, Outreach Services, to attend “Library Leadership Ohio Institute” being held in Worthington, OH on July 22, 2016. It is further recommended that registration in the amount of \$500.00 each be reimbursed by the Board.

Chuck Duritsch, External Relations Manager, External Relations, Main Library, to attend “IFLA World Library and Information Congress” being held in Columbus, OH on August 14, 2016 through August 17, 2016. It is further recommended that registration in the amount of \$780.00, mileage in an amount not to exceed \$76.68, lodging in an amount not to exceed \$710.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Francesca Hary, Branch Manager, Burkhardt Branch Library, to attend “IFLA World Library and Information Congress” being held in Columbus, OH on August 14, 2016 through August 17, 2016. It is further recommended that registration in the amount of \$780.00, mileage in an amount not to exceed \$152.28, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “Soft Skills for Strong Managers” webinar being sponsored by NEO-RLS on August 17, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Luellen Wilson, Branch Manager, Trotwood Branch Library, to participate in “Meetings that Matter” webinar being sponsored by NEO-RLS on August 24, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “YALSA’s 2016 Young Adult Services Symposium” being held in Pittsburgh, PA on November 4, 2016 through November 6, 2016. It is further recommended that registration in the amount of \$249.00, mileage in an amount not to exceed \$276.48, lodging in an amount not to exceed \$430.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Jennifer St. Onge, Teen Services Librarian, Huber Heights Branch Library, to attend “YALSA’s 2016 Young Adult Services Symposium” being held in Pittsburgh, PA on November 4, 2016 through November 6, 2016. It is further recommended that registration in the amount of \$310.00, mileage in an amount not to exceed \$276.48, lodging in an amount not to exceed \$430.00, 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

Jenna Hoskins, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 1, 2016 at the rate of \$16.37 per hour.

Andrew Kier, Catalog Librarian, full-time, Grade 11, Cataloging Division, Operations Center, effective June 12, 2016 at the rate of \$22.84 per hour.

PROMOTION

Tim Osterday, Senior Systems Technician, full-time, Grade 09, Information Technology Services, Operations Center, from Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective May 15, 2016 at the rate of \$22.22 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Mary Beth Rogers, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective May 15, 2016 at the rate of \$16.37 per hour.

RETIREMENT

Don Vallance, Supply Clerk, full-time, Grade 04, Finance Office, Main Library, effective June 10, 2016 after more than 9 years of service.

Shirley Wright, Patron Services Assistant, full-time, Grade 05, Burkhardt Branch Library, effective May 31, 2016 after more than 23 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 Program Guidelines:

Kahlil Ian Kinser, Patron Services Assistant, Circulation Department, Main Library, for the course "Culminating Experience Internship in Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1503.00, and the course "Information Literacy Initiatives and Instruction" Kent State University, 3.0 credit hours, at a cost of \$1503.00 for a total of \$3006.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

City Manager, Quincy Pope, and Economic Development Director, Fred Burkhardt, from the City of Trotwood addressed the Board regarding concerns they have about the Trotwood Branch being pushed back to Segment IV of the Libraries for a Smarter Future plan. They feel that they have been passed over by smaller communities (Brookville and New Lebanon) and as a lower performing school district, it is important to get the new branch built as soon as possible.

Pastor Norman Scarce of the Gateway Cathedral Church on Olive Road shared that the church owned land that they would be willing to sell in order to get the project going.

Trustee Oehlers asked the Executive Director if he could go over what the plan was for the Branch when the bond went on the ballot as compared to the current plan. The Executive Director responded that the original plan was a renovation and expansion of 2000 sq. ft. but the Trotwood branch is now being planned as a new building.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of April 2016. The biggest impact to the financial report was due to the fact that the May 2016 PLF receipt was \$308,000 lower than the previous year. At this time it is unknown if the trend will continue throughout the remainder of the year or if it was a one-time event.

The Executive Director approved the following investments:

On May 13th, 2016 Public Library Funds were received in the amount of \$1,268,553.27. \$1,000,000 of that will be deposited in Star Ohio earning .48%, and the remainder will be used for operations and left in general checking.

On May 11th, 2016 we received the first half rollback and homestead payment from state of Ohio. \$750,725.51 of operating levy funds were received, and all of it will be used for operations. \$669,218.18 was received from the construction bond levy, and all of it was deposited with Huntington Bank in the managed funds account to be used for debt service payments.

On a motion by Mr. Oehlers, seconded by Mr. Kennebrew, the April 2016 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Director, gave a brief overview of this year's Summer Challenge and then asked several staff members to update the Board on some of the activities that will be going on this summer.

- Melissa Sokol, Children Services Librarian at the Wilmington Stroop Branch, applied for and received a grant for the creation of a GaGa ball pit. This game is a lower impact form of dodgeball and the pit will be traveling around the system this summer.
- Sharon Taste, Northwest Branch Manager, discussed that partnership between DML and the Junior League of Dayton. JLD is helping plan and execute programs that focus on health, literacy, and exercise. With the Northwest Branch being a food site during the summer, it was an ideal location to implement this partnership.
- Kathleen More, Early Literacy Librarian, will be expanding upon an outreach program she started last summer. Last year she was going out to a community of subsidized housing that was not really connected to any one branch but did have a group of volunteers that helped to support the families who lived there. She is expanding this outreach to a second community, has scheduled bookmobile visits, and has engaged the Children Service Librarians to help.

- Steve Moser, Teen Services Coordinator, when over the many programs for Teens over the summer including, a photo contest, Fandom Fest, the Cooking Caravan, and an afterhours lock-in at the Huber Heights Branch.

Tish Wilson, Assistant Director for Youth Services, was recognized as being selected to Chair the 2018 Caldecott Committee.

The Executive Director also shared that the Sunshine Laws now recognize some email conversations between Board members as an unofficial meeting and warned Trustees to be careful what and when they reply all to as it might fall under this violation.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

The Executive Director informed the Board of his intent to start the process of negotiating agreements with Shook/Wise as the Construction Management firm for the Segment III. The Executive Director will bring agreements to be approved at a later meeting.

Tom Marchesano, Director for Library Construction, updated the Board on the current building schedule. As of the date of the meeting the Vandalia Branch should be completed in October. Design for Segment III has officially begun and that segment will be added to the monthly schedule.

LIBRARIES FOR A SMARTER FUTURE BUDGET RECALIBRATION

After discussion with the Board at the monthly facilities meeting, Mr. Marchesano implemented the budget recalibration suggestions.

On a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board approved the updated budget for the Libraries for a Smarter Future plan.

Ayes: All
Nays: None

MAIN LIBRARY WELL WATER SYSTEM PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the well water system package of the Main Library. One (1) bid was received by the bid due date May 10, 2016.

<u>Bidder</u>	<u>Amount</u>
Moody's of Dayton <i>Miamisburg, OH</i>	\$98,600

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Moody's of Dayton the well water system contract for the Main Library for an amount not to exceed \$98,600.

Ayes: All
Nays: None

MAIN LANDSCAPING PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the landscaping package of the Main Library. Two (2) bids were received by the bid due date May 10, 2016.

<u>Bidder</u>	<u>Amount</u>
Bladecutters Inc. <i>Dayton, OH</i>	\$142,306
Oheil Irrigation <i>Dayton, OH</i>	\$242,560

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Ms. Hayde, the Board awarded Bladecutters, Inc. the landscaping contract for the Main Library for an amount not to exceed \$142,306.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director recognized Joseph Oehler's years of service to the library by proposing the following resolution:

WHEREAS, Joseph Oehlers has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2002, through May 31, 2016; and

WHEREAS, he demonstrated his leadership by serving as Vice President of the Board from January 2004 through May 2004, as President of the Board from May 2004 through December 2007, and as Secretary of the Board from September 2013 through December 2013 and then again from June 2014 through December 2015; and

WHEREAS, he freely and unselfishly gave of his time, talents, expertise and efforts to promote, champion, and improve the library; and

WHEREAS, he defended the intellectual freedom of all citizens and helped ensure literary and media collections representing diverse viewpoints; and

WHEREAS, he offered his time and efforts to articulate the need for strong community support and substantially contributed to the successful passage of operating levies in 2004 and 2009; and

WHEREAS, his keen sense of timing set the stage in planning the Libraries for a Stronger Future bond issue campaign that was overwhelmingly passed in November 2012; and

WHEREAS, his fiscal acumen and knowledge of private and non-profit financing, including his questions regarding public sector financial reporting, was of great value to the Board and administration during his entire fourteen years as a trustee; and

WHEREAS, his acute legal insights proved to be extremely beneficial to the Board and the Library in the many decisions that were required; and

WHEREAS, his clear vision of quality library service helped guide the Board in setting and accomplishing its strategic goals and outcomes during his tenure; and

WHEREAS, he provided guidance in the creation of the Dayton Metro Library Foundation as well as serving as one of the Foundation's initial Directors; and

WHEREAS, his dedication to the community has been further illustrated by his distinguished service to other local organizations, including United Rehabilitation Services, and St. Joseph Children's Treatment Center; and

WHEREAS, his dedicated service and commitment to excellence insured quality library service to ALL residents of Montgomery County; NOW

THEREFORE BE IT RESOLVED, that on the EIGHTEENTH DAY OF MAY, TWO THOUSAND SIXTEEN, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JOSEPH OEHLERS** has made to the Library, its Staff, and to the residents of Montgomery County during his distinguished service as a Library Trustee and volunteer to the community.

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 6, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room, 120 S. Patterson Blvd.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 15, 2016 at 4:00 p.m. at the Northwest Branch Library, 2410 Philadelphia Dr.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Kennebrew, the Board adjourned at 5:21 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2016, 4:00 p.m.

PRESENT: Glenn Bower, 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. Johnson, seconded by Ms. Merz the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Bower, the minutes of the meeting of May 18, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Jean Gaffney, Collection Development & Acquisitions Manager, Office of Collection Development, Operations Center, to participate in “Intellectual Freedom for All” webinar being sponsored by ALA on June 15, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Manager, Human Resources, Main Library, to attend “Dayton Healthcare Summit” being held at Sinclair Community College on June 21, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

J. Greg Havey, Information Services Assistant, Northwest Branch Library, to attend “National Diversity in Libraries Conference” being held in Los Angeles, CA, on August 10, 2016 through August 13, 2016. It is further recommended that registration in the amount of \$225.00, airfare in an amount not to exceed \$550.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$500.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Rachel Gut, Deputy Director, Administration, Main Library, to attend “2016 ULC Annual Forum” being held in Kansas City, MO on October 5, 2016 through October 7, 2016. It is further recommended that registration in the amount of \$495.00, airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$530.00, 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

Kelly McElroy, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective May 29, 2016 at the rate of \$14.17 per hour.

LEAVE WITHOUT PAY

Erin Wen, Material Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective May 16, 2016 for 16 hours to move.

Shawna Woodard, Information Services Librarian, full-time, Grade 11, Magazines & Special Collections, Main Library, effective May 31, 2016 for 192 hours for personal reasons.

PROMOTION

Mary Fenner, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Senior Patron Service Assistant, full-time,

Grade 06, Huber Heights Branch Library, effective May 15, 2016 at the rate of \$16.37 per hour.

Deanna Gibbs, Senior Patron Services Assistant, full-time, Grade 06, New Lebanon Branch Library, from Patron Service Assistant, full-time, Grade 05, New Lebanon Branch Library, effective May 29, 2016 at the rate of \$14.78 per hour.

REHIRE AS SUBSTITUTE

Nancy McCluskey, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective October 2, 2016 at the rate of \$11.69 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective August 21, 2016 at the rate of \$11.69 per hour.

RESIGNATION

Sarah Reynolds, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective August 6, 2016 at the rate of \$22.28 per hour.

Kiersten Sargent, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective June 9, 2016 at the rate of \$14.93 per hour.

RETIREMENT

Nancy McCluskey, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective June 30, 2016 after more than 13 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 Program Guidelines:

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1485.00.

William McIntire, Information Services Librarian, Magazines & Special Collections, Main Library, for the courses "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1521.00, "Information Needs, Seeking and Use", Kent State University, 3.0 credit hours, at a cost of \$1521.00, "Web Site Development, Design and Management", Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$4563.00.

2016 OLC CONVENTION AND EXPO

The 2016 OLC Convention and Expo is being held in Cincinnati, OH, from September 28 until September 30, 2016. The Board authorized payment of the advance registration fee of \$170.00, \$293.00 reimbursement for lodging, \$193.32 reimbursement for mileage, 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 was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2328.96 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$2328.96 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 May 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of May 2016.

The Executive Director approved the following investments:

On June 10th, 2016 the Library received a property tax advance of \$205,851.43 from the operating levy, and all of it will be left in general checking and used for operations. A tax \$183,501.81 was received from the construction bond levy, and all of it was deposited with Huntington Bank in the managed funds account to be used for debt service payments.

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Chuck Duritsch, External Relations Manager, gave a presentation about a new aspect of the External Relations television marketing strategy. The Library had been doing weekly 3 minute live segments on Living Dayton to promote programs and library resources. Along with these segments,

promos being shown on WDTN (NBC) and WBDT (CW). The Library is also using social media to get these stories out to the public.

The Executive Director shared with the Board a plan for the Metro Libraries in Ohio to pool their resources in order to acquire government relation services to advocate for them as one unit.

LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the current building schedule. The budget has been adjust to reflect the changes made due to the budget recalibration. There was not much of a change to the schedule.

MAIN LIBRARY CHILDREN’S THEMATICS PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the children’s thematics package of the Main Library. One (1) bid was received by the bid due date May 10, 2016.

<u>Bidder</u>	<u>Amount</u>
Roto Group, LLC <i>Dublin, OH</i>	\$283,400

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Ms. Johnson, the Board awarded Roto Group, LLC the children’s thematics contract for the Main Library for an amount not to exceed \$283,400.

Ayes: All
Nays: None

ARCHITECTURAL AGREEMENT – WILLMINGTON-STOOP BRANCH PROJECT

On a motion by Ms. Johnson, seconded by Mr. Bower, the Board awarded Reutschle Architects, Inc. the architectural contract for the Wilmington-Stoop Branch - with fees not to exceed \$670,679 (plus reimbursable expenses as defined in the agreement).

Ayes: All
Nays: None

ARCHITECTURAL AGREEMENT – WEST CARROLL BRANCH PROJECT

On a motion by Mr. Bower, seconded by Ms. Merz, the Board awarded Levin-Porter Associates, Inc. the architectural contract for the West Carrollton Branch - with fees not to exceed \$467,423 (plus reimbursable expenses as defined in the agreement).

Ayes: All
Nays: None

ARCHITECTURAL AGREEMENT – SOUTHEAST BRANCH PROJECT

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board awarded Levin-Porter Associates, Inc. the architectural contract for the Southeast Branch - with fees not to exceed \$754,310 (plus reimbursable expenses as defined in the agreement).

Ayes: All
Nays: None

ADMINISTRATIVE SERVICES AGREEMENT

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

Ayes: All
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

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

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated May 18, 2016 from the City of Trotwood reiterating their plea for the Board to reconsidering pushing the new Trotwood Branch Library back to Segment IV of the Libraries for a Smarter Future project.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 20, 2015 at 4:00 p.m. at the Miami Township Branch Library.

The next Facilities Meeting will be held Monday, July 11, 2015 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room.

ADJOURNMENT

On a motion by Mr. Bower, seconded by Ms. Merz, the Board adjourned at 4:47 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Carl Kennebrew, 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. Hayde, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Bower, the minutes of the Board meeting of June 15, 2016, and the facilities meeting of July 11, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to participate in “Foundation Center Training” webinars. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Gwen Owen, External Relations Content Writer, External Relations, Main Library, to participate in “Poynter ACES Certificate in Editing” online classes. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Dorri Hegyi, Children Services Librarian, Miamisburg Branch Library, to attend “Children & Nature” bring held in Louisville, KY on July 16, 2016. It is further recommended that lodging in an amount not to exceed \$350.00, and meals in an amount not to exceed \$40 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “Language Development, and Family Engagement” being held August 1, 2016 through August 3, 2016. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Jason Long, Information Services Assistant, Miami Township Branch Library, to attend “How to Successfully Make the Transition to Supervisor” being held in Cincinnati, OH on August 5, 2016. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, to attend “Designing Communication for Difficult Situations” being held in Columbus, OH on August 3, 2016. It is further recommended that registration in the amount of \$140.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Alt+ Library Programming for 20s and 30s” webinar being sponsored by ALA on August 3, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Ohio History Day 101” webinar being sponsored by OLC on August 11, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to participate in “ALSC Virtual Institute” webinar being sponsored by ALSC on September 15, 2016. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Joanna Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, to attend “OKI Children’s Literature Conference” being held in Crestview Hills, KY on November 5, 2016. It is further recommended that registration in the amount of \$88.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

LaSasha Harris-Lackey, Information Services Assistant, 3/5-time, Grade 08, Trotwood Branch Library, effective June 12, 2016 at the rate of \$16.37 per hour.

Victoria Hix, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective July 10, 2016 at the rate of \$14.45 per hour.

Susan Jordan, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective June 12, 2016 at the rate of \$9.79 per hour.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 10, 2016 at the rate of \$16.70 per hour.

Zachary Roberts, Information Services Assistant, substitute, Grade Sub08, Temporary Downtown Branch Library, effective July 10, 2016 at the rate of \$11.32 per hour.

CHANGE IN HOURS

Noel Lemons, Supply Clerk, 4/5-time, Grade 04, Finance Office, Main Library, from Interim Supply Clerk, substitute, Grade Sub04, Finance Office, Main Library, effective July 10, 2016 at the rate of \$14.48 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Jennifer Kadel, Recruitment and Retention Manager, full-time, Grade S07, Human Resources, Main Library, from Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective August 7, 2016 at the rate of \$33.0572 per hour.

LEAVE WITHOUT PAY

Andy Kier, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, effective July 15, 2016 for 8 hours for vacation.

Kelly McElroy, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective October 10, 2016 for 36 hours for vacation.

PROMOTION, CHANGE IN HOURS

Jasmine Favers, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, from Patron Services Assistant, 4/5-time, Grade

05, Trotwood Branch Library, effective July 10, 2016 at the rate of \$15.08 per hour.

RESIGNATION

Jean Lee, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 18, 2016 at the rate of \$11.52 per hour.

Daniel Reke, Fiscal Officer, full-time, Grade S12, Finance Office, Main Library, effective September 17, 2016 at the rate of \$47.1886 per hour.

TUITION REIMBURSEMENT

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

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course "Management of Libraries and Information Centers", Kent State University, 3.0 credit hours, at a cost of \$1521.00, and the course "Selection and Acquisition of Library Materials" Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$3042.00.

Andrew Wicherman, Information Services Assistant, Outreach Services, for the course "Culminating Experience Internship in Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1485.00 and the course "The Public Library" Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$3006.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

2015 AUDIT

Shanna Baxter, Senior Manager for the accounting firm Clark, Schaefer, Hackett & Company, Certified Public Accountants, reviewed the results of the 2015 audited financial statements. Ms. Baxter indicated that the Dayton Metro Library had no issues or audit findings.

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2017

The Montgomery County Budget Commission has scheduled the 2017 Tax Budget Allocation Meeting for Monday, August 26, 2016 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Johnson, seconded by Ms. Hayde the Board passed the following resolution in anticipation of the Budget Commission meeting.

Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, formally known as the Library and Local Government Support Fund, and

Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and

Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2017 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of June 2016.

The Executive Director approved the following investments:

On June 17th, 2016 the Library received a personal property tax settlement for a total of \$446.33. \$235.97 was from the operating tax levy, and those funds were left in checking for operations. The remaining \$210.36 was from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On June 24th, 2016 the Library received a real-estate tax advance. \$74,654.72 was received from the operating tax levy, and that was left in checking for operations. \$66,549.33 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 1st, 2016 the Library received a real-estate tax advance. \$49,314.91 was received from the operating tax levy, and that was left in checking for operations. \$43,960.78 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 11th, 2016 the Library received a real-estate tax advance for a total of \$830,582.89. \$439,129.92 was received from the operating tax levy, and that was left in checking for operations. \$391,452.97 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 12th, 2016 the Library received a PLF payment of \$1,481,200.84. \$900,000 was transferred to STAR Ohio which is currently yielding .52%. The remainder was left in checking for operating expenses.

On July 15th, 2016 the Library received a personal property tax settlement for a total of \$ 739,170.21. \$390,799.95 of that was from the operating tax levy, and those funds were left in checking for operations. The remaining \$348,370.26 was from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

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

Ayes: All
Nays: None

EXECUTION OF DEPOSITORY AGREEMENT

Section 135 of the Ohio Revised Code, the Uniform Depository Act, requires all public agencies to request depository agreements from banks. The Dayton Metro Library currently has depository agreements with J.P. Morgan/Chase Bank, PNC Bank, Fifth Third Bank, and Huntington National Bank. The first three depository agreements expire August 22, 2016. The Agreement with Huntington Bank is not scheduled to expire until January 1, 2018.

It was recommended that the Board renew the depository agreements with all four banks based upon their making proper application for public funds. Although the Huntington agreement does not expire in the near term, it is recommended that all agreements be set to expire simultaneously on August 22, 2021.

It was further recommended that the Library's interim and inactive funds be invested with the following based upon competitive bids: JP Morgan Chase, Fifth/Third Bank, Fifth/Third Securities, Clear Arc Capital, Huntington Bank Wealth Advisors and Institutional Brokerage, Raymond James, Multi-Bank Securities, National City Bank, PNC Bank, STAR Ohio, and STAR Plus.

On a motion by Ms. Kennebrew, seconded by Ms. Hayde, the Board approved execution of the depository agreements.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

David Slivken, Assistant Director for Public Services, shared a draft for a Smoke Free Library Campus policy. A committee is being formed to finalize the policy as well as create an implementation plan.

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 added a “Grants Received” row to show the money going to construction funds from grants.

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the Board approved the addition of the “Grants Received” row on the facilities budget sheets.

Ayes: All
Nays: None

COMMUNITY INCLUSION POLICY REVISION

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

Ayes: All
Nays: None

CODE OF CONDUCT POLICY REVISION

On a motion by Ms. Hayde, seconded by Ms. Merz the Board approved the revisions to the Code of Conduct Policy as distributed in the Board materials.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated June 16, 2016 from the City of Trotwood, with follow up questions regarding the Trotwood Branch Library and moving its construction into Segment IV.

The Board acknowledged a letter dated June 24, 2016 from the Executive Director to the City of Trotwood with the response to both the letter dated May 18th and the letter dated June 16th.

The Board acknowledged a letter dated July 14, 2016 from the City of Trotwood with property suggestions for the new branch as well as the invitation to tour said properties.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Board decided to cancel the August facilities and general Board meetings due to lack of anticipated action items.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 21, 2016 at 4:00 p.m. at the Wilmington-Stroop Branch Library.

The next Facilities Meeting will be held Monday, September 12, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room.

EXECUTIVE SESSION

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:57 p.m. and returned to open session at 5:40 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 21, 2016, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by 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. Bower, the minutes of the Board meeting of July 20, 2016, and the facilities meeting of September 12, 2016 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:

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend "Association of Fundraising Professionals Chapter Meeting" being held at Sinclair Community College. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend "Designing Communication for Difficult Situations" being held in Columbus, OH on August 3, 2016. It is further recommended that registration in the amount of \$140.00 be reimbursed by the Board.

Jennifer Spillman, Main Library Manager, Public Services Administration, Main Library, to attend "Leadership Dayton Class 2017" being held in Dayton, OH from August 2016 through June 2017. It is further recommended that registration in the amount of \$2,300.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend "Homefull Addiction as a Disease" being held in Dayton, OH. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Jennifer Spillman, Main Library Manager, Public Services Administration, Main Library, to attend "IFLA Conference" being held in Columbus, OH from August 14, 2016 through August 18, 2016. It is further recommended that registration in the amount of \$918.00 be reimbursed by the Board.

Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, to participate in "Tween Programming" online course being sponsored by the Ischool on August 17, 2016 through November 20, 2016. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Carolyn Roberts, Children Services Librarian, East Branch Library, to attend "21st Annual Picture Book Read In" being held in West Chester, OH on August 23, 2016. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Main Library, to participate in "What is a Smart Building" webinar being sponsored by COAA on August 25, 2016. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance Office, Main Library, attend "Library Fiscal Officer 102" being held in Columbus, OH on August 26, 2016. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Jennifer Buckner, Children Services Librarian, Kettering-Moraine Branch Library, participate in "Improving Interpersonal Communication" online course being sponsored by ALA on September 12, 2016 through December 5, 2016. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Jennifer Spillman, Main Library Manager, Public Services Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Dayton, OH from September 13, 2016. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

David Hess, Fiscal Officer/Treasurer, Finance Office, Main Library, to attend “2016 Software Solutions Fall Conference” being held in Columbus, OH on September 14, 2016 through September 16, 2016. It is further recommended that registration in the amount of \$400.00 and mileage in an amount not to exceed \$272.16 be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, Human Resources, Main Library, Jennifer Russel, Accounting Clerk, Finance Office, Main Library, and Kay Trochelman, Senior Accounting Clerk, Finance Office, Main Library, to attend “Software Solutions User Conference” being held in Columbus, OH on September 14, 2016. It is further recommended that registration in the amount of \$300.00 each be reimbursed by the Board.

Joanna Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, to participate in “ALSC Virtual Institute” being sponsored by ALA on September 15, 2016 through September 16, 2016. It is further recommended that registration in the amount of \$850.00 be reimbursed by the Board.

Chrissy Sanders, Accountant, Finance Office, Main Library, attend “Software Solutions User Conference” being held in Columbus, OH on September 15, 2016 through September 16, 2016. It is further recommended that registration in the amount of \$400.00, mileage in an amount not to exceed \$90.72, lodging in an amount not to exceed \$120, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Diane Farrell, Director of Development and External Relations, External Relations, Main Library, to attend “Value of Doing Good” being held at Sinclair Community College on September 20, 2016. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Adult Services, Main Library, and Jennifer Spillman, Main Library Manager, Public Services Administration, Main Library, to attend “WiBN National Conference for Women” being held at Sinclair Community College on September 21, 2016. It is further recommended that registration in the amount of \$135.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, and Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “The Dayton Foundation 2016 Meeting” being held at the Schuster Center, on September 22, 2016. It is further recommended that registration in the amount of \$30.00 each be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Main Library, to attend “COAA-OH Chapter 2016 Fall Workshop” being held in Columbus, OH on September 23, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend “Grant Professional Workshops” being held in Columbus, OH on September 23, 2016. It is further recommended that registration in the amount of \$96.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, to participate in “Programming For Millennials” online course being sponsored by Ischool on September 26, 2016 through November 4, 2016. It is further recommend that registration in the amount of \$200.00 be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stroop Branch Library, and Suzanne Kirchner, Children’s Services Librarian, Belmont Branch Library, to attend “Build a Better World – Summer Reading Program Workshop” being held in Centerville, OH on September 27, 2016. It is further recommended that registration in the amount of \$30.00 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Catalog Division, Operations Center, and Sara Carpenter, Catalog Librarian, Catalog Division, Operations Center, to participate in “Using FAST for faster Workflows and Discovery” webinar being sponsored by ALCTS on September 28, 2016. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Christine Bolivar, Administrative Service Manager, Adult Services, Main Library, to attend “Staff Training Symposium: Libraries Transform” being held in Newport, KY on October 6, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Sharon Taste, Branch Manager, Northwest Branch Library, to attend “2016 Diversity Workshop Outreach” being held in Columbus, OH on October 6, 2016. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Josh Ashworth, Technology Development Manager, Information Technology Services, Operations Center, and Desiree Davey, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend “OH-IUG Innovative User’s Group Conference” being held in Dublin, OH on October 7, 2016. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, Ann Riegler Crichton, Business Services Librarian, Adult Services, Main Library, and Jennifer Spillman, Main Library Manager, Public Services Administration, Main Library, to attend “TEDx Dayton” being held at the Victoria Theatre on October 14, 2016. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, Linda Lewis, Children Services Librarian, New Lebanon Branch Library, and Gretchen Yonata, Teen Services Librarian, Kettering-Moraine Branch Library, to participate in “New! ‘Twee Programming” online course being sponsored by UW-Madison on October 17, 2016 through November 20, 2016. It is further recommended that registration in the amount of \$125.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, Joanna Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, and David Senatore, Teen Services Librarian, Miamisburg Branch Library, to attend “National Conference on Afterschool & Summer Learning” being held in Seattle, WA on October 24, 2016 through October 27, 2016. It is further recommended that registration in the amount of \$525.00 each, airfare in an amount not to exceed \$500.00 each, ground transportation in an amount

not to exceed \$50.00 each, lodging in an amount not to exceed \$850.00 each, and meal in an amount not to exceed \$120.00 each be reimbursed by the Board.

Rachel Gut, Deputy Director, Executive Administration, Main Library, and Jayne Klose, Community Engagement Manger, Executive Administration, Main Library, to attend “The Transformative Power of Community Engagement” being held in Columbus, OH on October 25, 2016. It is further recommended that registration in the amount of \$85.93 each be reimbursed by the Board.

Teresa Gaylard, Children Services Librarian, Northmont Branch Library, to participate in “Best Practices for collection Development” webinar being sponsored by OLC on November 3, 2016. It is further recommend that registration in the amount of \$20.00 be reimbursed by the Board.

Teresa Gaylard, Children Services Librarian, Northmont Branch Library, to participate in “Motivation: Tips and Tricks to stay positive at work” webinar being sponsored by OLC on November 10, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

David Hess, Fiscal Officer/Treasurer, Finance Office, Main Library, to attend “Ohio Treasurer’s Cleveland CPIM Boot Camp” being held in Cleveland, OH on October 25, 2016 through October 26, 2016. It is further recommended that lodging in an amount not to exceed \$180.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Ariya Arnold, Parton Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective August 14, 2016 at the rate of \$14.45 per hour.

Kenneth Ballinger, Information Services Assistant, full-time, Grade 08, Adult Services Division, Main Library, effective September 4, 2016 at the rate of \$16.70 per hour.

Rebecca Beatty, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective September 4, 2016 at the rate of \$22.46 per hour.

Janice Bowers, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective July 24, 2016 at the rate of \$9.79 per hour.

David Hess, Fiscal Officer/Treasurer, full-time, Grade S12, Finance Office, Main Library, effective September 4, 2016 at the rate of \$45.6731 per hour.

Nancy Madden, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective September 18, 2016 at the rate of \$32.6923 per hour.

Jonathon Metcalf, Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective July 24, 2016 at the rate of \$14.45 per hour.

CHANGE IN HOURS

LaSasha Harris-Lackey, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Trotwood Branch Library, effective August 7, 2016 at the rate of \$16.70 per hour.

Kristina Richey, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, from Patron Services Assistant, 3/5-time, Grade 08, Trotwood Branch Library, effective August 7, 2016 at the rate of \$14.45 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Larry Yung, III, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective July 31, 2016 at the rate of \$16.86 per hour.

LEAVE WITHOUT PAY

Jenna Hoskins, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective September 6, 2016 for 24 hours for vacation.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective August 12, 2016 for 8 hours for personal reasons.

Erin Wen, Materials Selection Librarian, full-time, Grade 12, Office of Collection Development, Operations Center, effective September 28, 2016 for 88 hours for personal reasons.

PROMOTION

Jennifer Johnson, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 21, 2016 at the rate of \$19.95 per hour.

Jennifer Spillman, Main Library Manager, full-time, Grade S10, Public Service Administration, Main Library, from Branch Library Manager, full-time, Grade S09 Adult Services Division, Temporary Downtown Branch Library, effective September 11, 2016 at the rate of \$38.4615.

PROMOTION, CHANGE IN LOCATION

Julie Buchanan, Programming Manager, full-time, Grade S07, Public Services Administration, Main Library, from Older Adult Services Librarian, full-time, Grade 12, Outreach Services, effective September 18, 2016 at the rate of \$24.9775 per hour.

REHIRE AS SUBSTITUTE

Dan Reke, Fiscal Officer, substitute, Grade Sub S12, Finance Office, Main Library, effective September 18, 2016 at the rate of \$48.6043 per hour.

Holly Roeder, Patron Services Assistant, substitute, Grade Sub 05, Huber Heights Branch Library, effective November 27, 2016 at the rate of \$11.69 per hour.

RESIGNATION

Barbara Borchers, Patron Services Assistant, substitute, Grade Sub 05, Huber Heights Branch Library, effective September 8, 2016 at the rate of \$9.79 per hour.

Janice Bowers, Patron Services Assistant, substitute, Grade Sub 05, Madden Hills Branch Library, effective September 12, 2016 at the rate of \$9.79 per hour.

Cara Kouse, Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective September 9, 2016 at the rate of \$31.3740 per hour.

Heather Sandy, Information Services Assistant, substitute, Grade Sub 08, Outreach Services, effective April 2, 2016 at the rate of \$11.32 per hour.

Jillian Sandy, Information Services Librarian, substitute, Grade Sub 11, Outreach Services, effective March 18, 2016 at the rate of \$15.18 per hour.

Celia Washington, Patron Services Assistant, substitute, Grade Sub 05, Madden Hills Branch Library, effective September 9, 2016 at the rate of \$9.79 per hour.

Anne Wisemandle, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective August 12, 2016 at the rate of \$16.86 per hour.

RETIREMENT

Gregory Estes, Information Services Librarian, full-time, Grade 11, Adult Services Division, Main Library, effective August 31, 2016 after more than 34 years of service.

Scott Hawkins, Patron Services Assistant, full-time, Grade 05, Circulation Division, Main Library, effective September 30, 2016 after more than 31 years of service.

Holly Roeder, Patron Services Assistant, 1/2-time, Grade 05, Kettering-Moraine Branch Library, effective August 31, 2016 after more than 11 years of service.

James Roush, Senior Patron Services Assistant, full-time, Grade 06, Vandalia Branch Library, effective September 30, 2016 after more than 27 years of service.

David Slivken, Assistant Director for Public Services, full-time, Grade S12, Public Services Administration, Main Library, effective October 31, 2016 after more than 19 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 Program Guidelines:

Jenelle Allen, Patron Services Assistant, Belmont Branch Library, for the course “Library Materials and Services to Teens”, Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course “Reference Sources and Services for Youth” Kent State University, 3.0 credit hours, at a cost of \$1,551.00 for a total of \$3,102.00.

Bill McIntire, Information Services Librarian, Magazines & Special Collections, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,521.00, the course “Introduction to Digital Preservation” Kent State University, 3.0 credit hours at a cost of \$1,521.00, and the course “Digital Libraries” Kent State University, 3.0 credit hours, at a cost of \$1,521.00 for a total of \$4,560.00.

UTILITIES EASEMENT

The Board approved a Utilities Right of Way and Easement for Dayton Power and Light Company to the new Miamisburg Branch Library (Lot 8037) affecting 150 sq. ft. The proposed easement enables the Library’s use of the property.

Ayes: All
Nays: None

ENDORSEMENT OF THE CITY OF DAYTON INCOME TAX BALLOT MEASURE

Tammi Clements, Deputy City Manager of the City of Dayton addressed the Board regarding the Income Tax Ballot Measure on the November 8, 2016 ballot.

On a motion by Ms. Hayde, seconded by Ms. Merz, the following resolution was approved by the Board:

WHEREAS, Dayton Metro Library has a heritage of nearly 170 years of service in the City of Dayton with a record of working collaboratively with the City of Dayton that extends the entirety of its existence; and

WHEREAS, the Dayton Metro Library currently operating eight library branches and employs 255 workers within the city's boundaries; and

WHEREAS, Dayton Metro Library demonstrates its commitment to the City and all 53 neighborhoods by providing services, collections, and outreach to all residents; and

WHEREAS, the Dayton Metro Library is continuing its commitment to the City of Dayton with \$100 million of construction within the city's boundaries as a part of its Libraries for a Smarter Future construction program; and

WHEREAS, the City of Dayton has supported the Dayton Metro Library during cuts in state funding by endorsing library operating and capital ballot initiatives; and

WHEREAS, the City of Dayton has been dealing with its own state cuts of \$40 million and doing the challenging work of implementing process improvements and finding innovative ways to meet needs, while eliminating almost 40% of its workforce; and

WHEREAS, the Dayton City Commission has voted to place a one quarter of one percent earned income tax increase on the November ballot; and

WHEREAS, if successful, this initiative will help close a \$5 million funding gap for the City. It also will pay to maintain fire services, add additional police officers, and triple the amount of road improvements as well as improve parks and better maintain vacant lots; and

WHEREAS, the additional income tax revenue would guarantee high quality pre-school for every four-year-old in the City of Dayton, recognizing that about 80 percent of its children start kindergarten unprepared and which negatively impacts their long term success; and

WHEREAS, the Mayor's City of Learners initiative and the proposed pre-school guarantee are critical to the success of the Dayton Metro Library's mission of ensuring children are prepared for kindergarten, leading to school success and improving quality of life; NOW

BE IT RESOLVED, as while it is always important to carefully review the need for additional taxes, the Board of Library Trustees recognizes the City's needs are critical to providing high quality, reliable services to a thriving and successful City; and

BE IT FURTHER RESOLVED that the Board of Library Trustees also recognizes that high-quality pre-school has been proven to improve reading and school success, and so endorses and supports this initiative to raise these needed funds.

Ayes: All
Nays: None

SPECIAL COLLECTIONS APPRAISAL

Morgan and Eddie Rigaud from Bryson Estates gave a presentation on their findings as they appraised and cataloged the items from the Library's special collection's vault.

COMMENTS FROM THE GENERAL PUBLIC

Joseph Dranschak addressed the Board regarding the Vandalia Branch construction site and the possibility of human remains still being present after the relocation of the Old Vandalia Cemetery.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave an in depth review of the Financials for the benefit of the newer Trustees.

The Executive Director approved the following investments:

On Friday, July 22nd, a Real Estate Tax Advance was received in the amount of \$2,702,928.39 for the current expense levy of which \$2,000,000 was deposited to Star Ohio earning .52% and \$702,928.39 was deposited in general checking for operations. Also, 2,409,467.48 was received for the bond levy. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Friday, July 29th, a Real Estate Tax Advance was received in the amount of \$473,122.66 for the current expense levy, and \$421,755.10 for the bond levy. All of the funds received for the current expense levy were deposited in the general checking for operations. The bond levy funds were deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On Friday, August 12, 2016 Public Library Funds were received in the amount of \$1,130,321.99. All of these funds were deposited into the general checking account for operations.

On Friday, September 12th, a Real Settlement was received in the amount of \$515,016.80 for the current expense levy and \$459,098.65 for the bond levy. All of the funds received for the current expense levy were deposited into the general checking account for operations. The bond levy funds were deposited into the Library's Huntington Managed Investment Account for future debt service needs.

On Wednesday, September 14, 2016 Public Library Funds were received in the amount of \$1,354,730.47 of which \$500,000 was deposited into the Operating Funds Max Saver account earning .15% and the remaining funds, \$854,730.47 was deposited into the general checking account for operations.

On a motion by Ms. Merz, seconded by Ms. Hayde, the July 2016 and August 2016 Financial Reports were approved by the Board.

Ayes: All
Nays: None

APPROVAL OF TREASURER SURETY BOND

David Hess was appointed Fiscal Officer replacing Dan Reke who resigned in August. Traditionally the Board offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions.

On a motion from Mr. Bower, and seconded by Ms. Merz, the Board approved a surety bond for the Treasurer, Dave Hess in the amount of \$25,000.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a roll call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2017; 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	\$11,340,386	1.75
Bond Fund	\$10,109,144	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. Merz, seconded by Ms. Johnson, the Board adopted the resolution.

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Julie Buchanan, Programming Manager, updated the Board on the success of the iPad Lending Program that was funded by a grant in 2014.

Tish Wilson, Assistant Director for Youth Services, presented the results of the 2016 Summer Challenge. The incentive system was restructured so that kids were being encouraged to not only sign up for Summer Challenge but for each child to read more and hit more milestones over the summer.

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. Trustees were reminded that the Kettering-Moraine Branch will have its grand opening on Monday, October 17th at 3:30pm.

Jayne Klose, Community Engagement Manager, presented pictures of the construction of the Main Library children's portal.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated August 8, 2016 from the Executive Director to Starlena Phillips regarding her request for reconsideration of the animated series Adventure Time.

The Board acknowledged a letter dated August 11, 2016 from Joseph Dranschak, expressing his continued concern regarding the Vandalia Branch construction site and the possibly of excavating in a location that was once the site of the Old Vandalia Cemetery.

The Board acknowledged the resolution from the Montgomery County Commissioners appointing Ms. Arlin Vaughn to the Board of Trustees of the Dayton Metro Library effective September 13, 2016 until May 31, 2023.

The Board acknowledged a letter dated September 8, 2016 from the City of Trotwood regarding site visits with the Executive Director and their continued wish to be placed in Segment III of the facilities plan.

The Board acknowledged a letter dated September 15, 2016 from the Executive Director to Joseph Dranschak responding to his continued concern regarding the Vandalia Branch construction site and the possibly of excavating in a location that was once the site of the Old Vandalia Cemetery.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director and all seven Library Trustees.

Among the requirement of the law, is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 19, 2016 at 4:00 p.m. at the Trotwood Branch Library, 651 E. Main St, Trotwood, OH 45426. The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 19, 2016 at 4:00 p.m. at the Trotwood Branch Library.

The next Facilities Meeting will be held Monday, October 10, 2016 at 4:00 p.m. in the Operations Center 3rd Floor Conference Room.

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 19, 2016, 4:15 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:19 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 Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Mr. Bower, the minutes of the Board meeting of September 21, 2016, and the facilities meeting of October 10, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to attend "Foundation Information Network Site Visits" being held in Toledo and Cleveland, OH. It is further recommended that mileage in an amount not to exceed \$314.82, parking in an amount not to exceed \$30.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Gwen Owen, External Relations Content Writer, External Relations, Operations Center, to attend "Kettering Leadership Academy" being held in Kettering, OH on September 2016 through May 2017. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, Human Resources, Main Library, to participate in "How Telehealth and Technology are Changing the Landscape of Employee Benefits" webinar sponsored by Horan on September 27, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kathy Bolmida, Information Service Librarian, Adult Services, Main Library, to attend "Staff Training Symposium: Libraries Transform" being held in Newport, KY on October 6, 2016. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Mary Jewell, Information Services Assistant, Northwest Branch Library, and Jennifer Reis, Children Services Librarian, Miamisburg Branch Library, participate in "Tween Programming" online course being sponsored by the University of Wisconsin on October 17, 2016 through November 20, 2016. It is further recommended that registration in the amount of \$125.00 each be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend "ABOS Conference" being held in Covington, KY on October 19, 2016. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

LaSasha Harris-Lackey, Information Services Assistant, Trotwood Branch Library, to participate in "Using Puppets in Children's Programming" online course being sponsored by Infopeople on October 17, 2016 through November 21, 2016. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Public Service Administration, Main Library, Jennifer Buckner, Children Services Librarian, Kettering-Moraine Branch Library, and Allison Knight, Children Services Librarian, Outreach Services, to attend "OLC Leadership Conference" being held in Columbus, OH on November 1, 2016. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Tom Marchesano, Director for Library Construction, Construction Management, Main Library, to attend "COAA Hot Trends, Cool Ideas 2.0" being held in Atlanta, GA on November 9, 2016 through November 11, 2016. It is further recommended that registration in the amount of \$795.00, airfare in an amount not to exceed \$400.00, ground

transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$715.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Karri Marshall, Assistant Director for Public Services, Public Service Administration, Main Library, to participate in “Build a Great Team” webinar being sponsored by ALA on November 30, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Kristen Allen-Vogel, Information Services Librarian, Adult Services, Main Library, Jean Gaffney, Collection Development and Acquisition Manager, Operations Center, and Allison Knight, Children Services Librarian, Outreach Services, to attend “ALA Midwinter Conference” being held Atlanta, GA on January 19, 2017 through January 23, 2017. It is further recommended that registration in the amount of \$215.00, airfare in an amount not to exceed \$400.00, lodging in an amount not to exceed \$615.00, and meal in an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Aaron Botts, Parton Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 16, 2016 at the rate of \$14.45 per hour.

Judith Campbell, Parton Services Assistant, substitute, Grade Sub 05, Brookville Branch Library, effective October 16, 2016 at the rate of \$9.79 per hour.

Katie Hoskinson-Burks, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective October 16, 2016 at the rate of \$16.70 per hour.

Paul Rankin, Parton Services Assistant, substitute, Grade Sub 05, Outreach Services, effective October 16, 2016 at the rate of \$9.79 per hour.

Amy Schutte, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective October 16, 2016 at the rate of \$16.70 per hour.

Saundra Thomas, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective October 16, 2016 at the rate of \$9.79 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

George Buttner, Patron Services Assistant, full-time, Grade 05, Circulation Division, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective October 30, 2016 at the rate of \$14.45 per hour.

CHANGE IN LOCATION

Deborah Sevitts, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective September 26, 2016 at the rate of \$14.60 per hour.

CHANGE IN POSITION

Sandra Prell, Interim Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, from Assistant Branch Library Manager, full-time, Grade S06, Wilmington-Stroop Branch Library, effective September 18, 2016 at the rate of \$27.5905 per hour.

RESIGNATION

Kelly Sager, Patron Services Assistant, substitute, Grade Sub 05, Brookville Branch Library, effective October 14, 2016 at the rate of \$9.79 per hour.

Caitlin Wichterman, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective November 5, 2016 at the rate of \$22.73 per hour.

RETIREMENT

Michael Nelson, Information Services Librarian, full-time, Grade 11, Adult Services Division, Main Library, effective December 31, 2016 after more than 24 years of service.

Teresa Nickels, Senior Copy Cataloger, full-time, Grade 08, Cataloging Division, Operations Center, effective November 30, 2016 after more than 34 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Joseph Dranschak, representing the Historical Society of Vandalia-Butler, addressed the Board regarding the Vandalia Branch construction site and the possibility of human remains still being present after the relocation of the Old Vandalia Cemetery.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for September 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave an in depth review of the Financials.

The Executive Director approved the following investments:

On Friday, October 14, 2016 Public Library Funds were received in the amount of \$1,257,769.09. All of these funds were deposited into the general checking account for operations.

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

Ayes: All
Nays: None

2017 HEALTH DENTAL AND VISION INSURANCE

The Executive Director recommended no change in health, dental, and vision insurance carriers for plan year 2017 with no significant change in benefit coverage or plan design. Eligible employees have the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan. The Library will pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions are pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$780.06	4%
Family	\$1723.92	4%

Plan	HRA Rate	% change
Single	\$840.40	4%
Family	\$1857.29	4%

Plan	Dental Rate	% change
Single	\$26.03	5%
Family	\$109.65	5%

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

On a motion by Ms. Hayde, seconded by Mr. Bower, the 2017 health, dental, and vision insurance rates were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director reminded the Board of the upcoming staff development day at Sinclair on Friday, October 21, 2016 and extended an invitation to Trustees if they wanted to come.

The Executive Director also mentioned that Ruetschle Architects received an AIA Honorable Mention for design of the Northwest Branch Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule. New Lebanon demolition and new parking lot are complete. Vandalia is opening on November 17th. Public sessions are still occurring for the Segment III branches with schematic design starting by the end of the year.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

The Board acknowledged a letter dated October 14, 2016 from Joseph Dranschak, expressing his continued concern regarding the Vandalia Branch construction site and the possibly of excavating in a location that was once the site of the Old Vandalia Cemetery.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2017 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2017. The approved meeting dates for 2017 are as follows:

January 25, 2017	July 19, 2017
February 15, 2017	August – no meeting
March 15, 2017	September 20, 2017
April 19, 2017	October 18, 2017
May 17, 2017	November 15, 2017
June 21, 2017	December 20, 2017

Additionally, the Board needed to establish a calendar of facilities meetings for 2017. The approved meeting dates for 2017 are as follows:

January 17, 2017 (Tuesday)	July 10, 2017
February 6, 2017	August – no meeting
March 6, 2017	September 11, 2017
April 10, 2017	October 9, 2017
May 8, 2017	November 6, 2017
June 12, 2017	December 11, 2017

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the Board approved the proposed Board and facilities meeting dates for 2017.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 16, 2016 at 4:00 p.m. at the East Branch Library

The next Facilities Meeting will be held Monday, November 7, 2016 at 4:00 p.m. at Operations Center Conference room.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:12 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2016, 4:00 p.m.

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

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of October 19, 2016, and the facilities meeting of November 7, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

James McQuinn, Magazines & Special Collections Manager, Magazines & Special Collections, Main Library, to attend “TEDx Dayton” being held at the Victoria Theatre on October 14, 2016. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Kimberly Bishop, Branch Manager, Huber Heights Branch Library, and Jennifer Hicks, Older Adult Services Librarian, Outreach Services, to attend “OLC Leadership Conference” being held in Columbus, OH on November 1, 2016. It is further recommended that registration in the amount of \$75.00 each, and mileage in an amount not to exceed \$86.94 each be reimbursed by the Board.

Karen Findlay, Branch Manager, West Carrollton Branch Library, and Mark Roma, Branch Manager, Belmont Branch Library, to attend “OLC Leadership Conference” being held in Columbus, OH on November 1, 2016. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, and Erin Wen, Materials Selection Librarian, Office of Collection Development, Operations Center, to participate in “Best Practices for Collection Development for Children” webinar being sponsored by OLC on November 3, 2016. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, to participate in “Tip and Tricks for Staying Motivated at Work” webinar being sponsored by OLC on November 10, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Jennifer Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Building Great Programs for Seniors” webinar being sponsored by ALA on November 10, 2016. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Timothy Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Dayton Area Chamber Legislative Reception” being held in Dayton, OH on November 14, 2016. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Martha Rice, Information Services Librarian, Magazines & Special Collections, Main Library, to participate in “Basic Public Library Administration” online course being sponsored by the University of Wisconsin on February 13, 2017 through May 5, 2017. It is further recommended that registration in the amount of \$415.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kerry Brame, Parton Services Assistant, 3/5-time, Grade 05, Madden Hills Branch Library, effective October 30, 2016 at the rate of \$14.45 per hour.

Kim Dellinger, Events Manager, full-time, Grade S07, External Relations, Main Library, effective November 13, 2016 at the rate of \$25.9615 per hour.

Megan Francis, Patron Services Assistant, substitute, Grade Sub 05, Huber Heights Branch Library, effective November 13, 2016 at the rate of \$9.79 per hour.

Mariah Johnson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective November 13, 2016 at the rate of \$14.45 per hour.

CHANGE IN POSITION

Patricia Hines, Patron Services Assistant, substitute, Grade Sub 05, Northwest Branch Library, from Library Aide, Northwest Branch Library, effective November 13, 2016 at the rate of \$9.79 per hour.

PROMOTION

Trina Cole, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective October 30, 2016 at the rate of \$21.08 per hour.

Jennifer Hicks, Older Adult Services Librarian, full-time, Grade 12, Outreach Services, from Information Services Assistant, full-time, Grade 08, Outreach Services, effective October 30, 2016 at the rate of \$23.95 per hour.

Janelle Oren, Senior Copy Cataloger, full-time, Grade 08, Cataloging Division, Operations Center, from Copy Cataloger, full-time, Grade 07, Cataloging Division, Operations Center, effective December 4, 2016 at the rate of \$22.60 per hour.

REHIRE AS SUBSTITUTE

Caitlin Wichterman, Information Services Librarian, substitute, Grade Sub 11, Burkhardt Branch Library, effective November 13, 2016 at the rate of \$15.55 per hour.

RESIGNATION

William Colston, Patron Services Assistant, 4/5-time, Grade 05, Circulation Division, Main Library, effective October 18, 2016 at the rate of \$14.60 per hour.

RETIREMENT

Doris Burton, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, effective December 31, 2016 after more than 29 years of service.

Joy Schwab, Information Services Librarian, 4/5-time, Grade 11, Adult Services Division, Main Library, effective December 31, 2016 after more than 21 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:

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,551.00, and the course "Reference Sources and Services for Youth" Kent State University, 3.0 credit hours, at a cost of \$1,551.00 for a total of \$3,102.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On Friday, October 13, 2016 Public Library Funds were received in the amount of \$1,257,769.09. All of these funds were deposited into the general checking account for operations.

On Monday, November 7, 2016, the agency sold a portion of the parking lot at 4th and Patterson streets in Dayton, Ohio for \$109,762. All of these funds were deposited into the Construction Fund.

On Tuesday, November 15, 2016 Public Library Funds were received in the amount of \$1,244,599.44. All of these funds were deposited into the general checking account for operations.

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

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Mark Reynolds of the Marsh & McLennan reviewed with the Board the proposed 2016 -2017 rates for Property, Liability and Blanket Insurance coverage. The rates are as follows:

<u>Line of Business/Carrier</u>	<u>2015/2016</u>	<u>2016/2017</u>
Property - Westfield	\$98,557	\$98,800
Boiler - Cincinnati	\$3,180	\$3,180
Directors & Officers/Employment Practices Liability - Cincinnati	\$10,853	\$10,853
Total Premium:	\$112,590	\$112,833

On a motion by Ms. Johnson, seconded by Ms. Merz, the Property Liability and Blanket Liability insurance coverage was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Steve Moser, Teen Services Coordinator, shared with the Board the work he has been doing with the Montgomery County Juvenile Detention Center and the Center for Adolescent Services. Mr. Moser is helping to expand the outreach to these youth by visiting every other week, supplementing language arts programs, having book clubs, and introducing the teens to the maker kits. He is also working to make getting a library card and visiting the Library as a requirement for the teens prerelease visit home, ensuring that these teens have free access to materials as well as productive activities.

SMOKE/TOBACCO FREE CAMPUS POLICY – ACTION

Cindi Chibis, Human Resource Manager, gave the Board an overview of the Smoke/Tobacco Free policy as well as the implementation plan.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved the Smoke/Tobacco Free Campus Policy as presented in the Board materials. The rollout of the policy will begin on January 1, 2017.

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 only been minor adjustments to the budgets.

Matt Franklin from LPA shared renderings of the West Carrollton and Southeast Branches.

SEGMENT II CONSTRUCTION MANAGEMENT SERVICES

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the award of Shook Construction Company for Construction Management services for the Segment 3 projects (West Carrollton, Wilmington-Stroop, and Southeast branches) for a total compensation amount not-to-exceed \$909,000.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed a nominating committee consisting of Elaine Johnson and Glenn Bower in order to present a 2017 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2016. The slate will be presented at the December 2016 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees vacancy in May 2017. Ms. Jeanne Holihan has served on the Board for nine years and, after consultation with the Court of Common Pleas, is eligible for reappointment.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 21, 2016 at 4:00 p.m. at the Northwest Branch Library.

The next Facilities Meeting will be held Monday, December 12, 2016 at 4:00 p.m. at Operations Center Conference room.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:22 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 21, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlin Vaughn

PRESIDING: Barbara Hayde, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the minutes of the Board meeting of November 16, 2016, and the facilities meeting of December 12, 2016 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Allison Dugan, Information Services Librarian, Information Services Division, Main Library, to attend "OLC Leadership Conference" being held in Columbus, OH on November 1, 2016. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Christine Gaffney, Teen Services Librarian, West Carrollton Branch Library, Teresa Huntley, Branch Manager, Kettering-Moraine Branch Library, and Tish Wilson, Assistant Director for Youth Services, Youth Services, Main Library, to attend "ALA Midwinter Conference" being held in Chicago, IL on January 20, 2017 through January 24, 2017. It is further recommended that registration in the amount of \$215.00 each, airfare in an amount not to exceed \$400.00 each, lodging in an amount not to exceed \$615.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to attend "Power Up: A Conference in Leadership for Youth Services" being held in Madison, WI on March 30, 2017 through March 31, 2017. It is further recommended that registration in the amount of \$300.00, airfare in an amount not to exceed \$350.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$330.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Michael Hensel, Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective January 8, 2017 at the rate of \$31.9231 per hour.

Rachel Kopchick, Assistant Director for Public Services, full-time, Grade S12, Public Service Administration, Main Library, effective January 8, 2017 at the rate of \$43.2183 per hour.

S. H. Subramanian, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective December 11, 2016 at the rate of \$11.32 per hour.

CHANGE IN POSITION, CHANGE IN HOURS, CHANGE IN LOCATION

Elizabeth Schumacher, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, from Information Services Librarian, substitute, Grade 11, Information Services Division, Main Library, effective December 19, 2016 at the rate of \$22.46 per hour.

ITERIM CHANGE IN POSITION

Christine Bolivar, Interim Information Services Division Manager, full-time, Grade S08, Information Service Division, Main Library, from Administrative Services Manager, full-time, Grade S05, Information Services Division, Main Library, effective November 27, 2016 at the rate of \$26.9701 per hour.

PROMOTION, CHANGE IN LOCATION

Sarah Whalen, Information Services Librarian, full-time, Grade 11, Information Services Division, Main Library, from Information Services Librarian, full-time, Grade 11, Madden Hills Branch Library, effective December 25, 2016 at the rate of \$22.46 per hour.

RESIGNATION

Donika Fritz, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective December 3, 2016 at the rate of \$14.60 per hour.

Andrew Kier, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, effective December 9, 2016 at a rate of \$23.30 per hour.

Jennifer Spillman, Main Library Manager, full-time, Grade S10, Public Service Administration, Main Library, effective January 4, 2017 at a rate of \$38.4615 per hour.

RETIREMENT

Noland Lester, Branch Library Manager, full-time, Grade S08, Westwood Branch Library, effective January 31, 2017 after more than 33 years of service.

RETUN TO POSITION

William Colston, Patron Services Assistant, 4/5-time, Grade 05, Circulation Division, Main Library, effective December 19, 2016 at a rate of \$14.60 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Executive Director discussed 5-year projection of the Library's finances. The Board decided to have a retreat to dive more deeply into the finances in regards to when the Library will need to go to the voters for the next levy. The Monthly Financial Reports for November 2016 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

On Monday, December 5, 2016, Homestead taxes were received in the amount of \$750,698.05. These funds were deposited into the general checking account for operations.

On Monday, December 5, 2016, Real Estate Taxes paid by the State of Ohio related to our Capital levy were received in the amount of \$669,193.34. These funds were deposited into the Debt Service Fund.

On Monday, December 12, 2016, Public Library Funds were received in the amount of \$1,317,174.98. All of these funds were deposited into the general checking account for operations.

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

Ayes: All
Nays: None

AMENDED 2016 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2016 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. Bower, seconded by Mr. Kennebrew, the following amended appropriation allocations for fiscal year ending December 31, 2016:

General Fund	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
1000 – Salaries & Benefits	\$19,960,321	\$19,864,321	\$(96,000)
2000 – Supplies	568,174	788,174	220,000
3000 - Purchased Services	4,800,142	4,975,142	175,000
4000 - Library Materials & Information	4,066,620	4,066,620	
5000 - Capital Outlay	1,637,156	1,507,156	(130,000)
6000 - Debt Service	0	0	-
7000 - Other Objects	125,939	155,939	30,000
8000 – Contingency	200,000	0	(200,000)

9000 - Transfer to other funds	54,000	225,000	171,000
Total	<u>\$31,412,352</u>	<u>\$31,582,352</u>	<u>\$ 170,000</u>
<u>Sustainability Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$8,423	\$ 8,423	\$ 0
Total	<u>\$ 8,423</u>	<u>\$8,423</u>	<u>\$0</u>
<u>Future Employee Compensation Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 1,800	\$ 1,800	\$ 0
9000 - Transfer to other funds	\$0	\$ 0	\$ 0
Total	<u>\$1,800</u>	<u>\$ 1,800</u>	<u>\$0</u>
<u>Facilities Enhancement Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$500	\$500	-
3000 - Purchased Services	\$767,806	767,806	-
5000 - Capital Outlay	200,000	200,000	-
Total	<u>\$968,306</u>	<u>\$968,306</u>	<u>\$0</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$161,587	\$161,587	\$ -
6000 - Debt Service	\$11,627,611	\$11,627,611	-
Total	<u>\$11,789,611</u>	<u>\$11,789,611</u>	<u>0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$61,510	\$61,510	\$-
5000 - Capital Outlay	\$50,000	\$8,447,204	8,397,204
Total	<u>\$111,510</u>	<u>\$8,508,714</u>	<u>\$ 8,397,204</u>
<u>Computer Co-Op Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 300	\$ 300	\$ -
5000 - Capital Outlay	100,000	100,000	-
Total	<u>\$ 100,300</u>	<u>\$ 100,300</u>	<u>\$ -</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 - Supplies			

	\$25,000	25,000	-
3000 - Purchased Services	\$12,623,470	\$12,623,470	\$-
5000 – Capital Outlay	<u>\$38,000,000</u>	\$38,000,000	-
Total	<u>\$ 50,648,470</u>	<u>\$50,648,470</u>	<u>\$0</u>
<u>Tax Exempt Construction Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
2000 – Supplies	\$13,193	\$43,193	\$ 30,000
3000 - Purchased Services	\$9,924,707	\$9,924,707	-
5000 - Capital Outlay	\$88,127,397	\$88,127,397	-
7000 - Other Objects	<u>\$208,321</u>	<u>\$208,321</u>	-
Total	<u>\$98,273,618</u>	<u>\$98,303,618</u>	<u>\$30,000</u>
<u>Trust Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 0</u>
Total	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 0</u>
<u>Endowment Fund</u>	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased Services	<u>\$ 250</u>	<u>\$ 250</u>	<u>\$ -</u>
Total	<u>\$ 250</u>	<u>\$ 250</u>	<u>\$ -</u>

Ayes: All
Nays: None

TRANSFERS OF FUNDS

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

The **Future Employee Compensation** was originally designated the **Special Revenue Fund (201)** as established in December 2003, but the name was changed in 2013. This fund will provide for future payouts of Sick/Vacation balances upon employee retirements. Therefore, it is appropriate to transfer funds from the General Fund to the Future Employee Compensation Fund in 2016.

Beginning Balance January 1, 2016	\$1,480,506.91
Plus: Earnings through November 30, 2016	12,954.46
Less: Investment fees through November 30, 2016	(948.13)
Less: Encumbrances	(851.87)
Balance through November 30, 2016	<u>\$1,491,661.37</u>
<u>Current Obligation</u>	
Vacation Accrual	\$891,160.91

Compensatory Time Accrual	86,974.06
25% of Sick Leave (Eligible Retirees)	553,777.54
1/11 of Current Payroll	<u>96,916.32</u>
Current Payroll expenditure obligation Additional 2% funding for Medicare and Worker's	\$1,628,828.83
Compensation tax liability	<u>32,576.58</u>
Total current obligation	<u>\$1,661,405.41</u>
Requested Transfer from the General Fund to the Future Employee Compensation Fund	<u><u>\$169,744.04</u></u>

The **Computer Co-Op Fund (402)** was established in August 1991. The purpose of the fund is to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library system. To establish adequate funds for the next replacement or upgrade of the Library's shared system, it is estimated that a total of \$385,000 will be needed over the next seven (7) years. Based on this assumption, current funding should be at 85.71% or \$330,000.00.

Beginning Balance January 1, 2016	\$274,945.81
<i>Less: 2016 Expenditures through November 30, 2016</i>	(\$176.07)
<i>Plus: Earnings through November 30, 2016</i>	2,405.78
<i>Less: 2016 Encumbrances</i>	<u>(\$123.93)</u>
Unencumbered Balance through November 30, 2016	277,051.59
Unencumbered Fund Objective for December 31, 2016	<u>\$330,000.00</u>
Requested Transfer to Computer Co-Op Fund	<u><u>\$52,948.41</u></u>

The **Sustainability Fund (102)** was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on the current balance and estimated daily expenditures, the library would have approximately 123 days of regular operating expenditures in the Sustainability Fund at December 31, 2016.

Beginning Balance January 1, 2016	\$9,285,877.89
<i>Plus: Earnings through November 30, 2016</i>	81,251.47
<i>Plus: Estimated Earnings December 2016</i>	0
<i>Less: Investment fees through November 30, 2016</i>	(\$5,946.73)
<i>Less: 2016 Encumbrances</i>	(\$2,453.27)
Requested Transfer to Sustainability Fund from General Fund	<u>\$0</u>
<i>Projected Sustainability Fund Balance, December 31, 2016</i>	<u><u>\$9,358,729.36</u></u>

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

Beginning Balance January 1, 2016	\$1,084,481.09
-----------------------------------	----------------

<i>Plus: Earnings through November 30, 2016</i>	8,299.84
<i>Plus: Estimated Earnings December 2016</i>	400.00
<i>Less: Disbursements through November 30, 2016</i>	(\$179,746.28)
<i>Less: Encumbrances, December 2016</i>	(\$596,383.11)
<i>Projected Facilities Enhancement Fund Balance, December 31, 2016</i>	<u><u>\$317,051.54</u></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, 2016	\$11,048,352.72
Less: 2016 Expenditures through November 30, 2016	(\$64,721.24)
Plus: Earnings through November 30, 2016	\$242,155.65
<i>Plus: Estimated Earnings December 2016</i>	\$500.00
Less: 2016 Encumbrances	<u>(\$34,915.76)</u>
<i>Projected Building and Repair Fund Balance, December 31, 2016</i>	<u><u>\$11,191,401.37</u></u>

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the transfer of \$52,948.41 to meet the objective of the Computer Co-Op Fund and the transfer of \$169,744.04 into the Future Employee Compensation Fund. No action was taken for the Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

TEMPORARY 2017 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 2017.

GENERAL FUND

1000 – Salaries & Benefits	\$20,856,212
2000 - Supplies	852,442
3000 - Purchased Services	5,607,100
4000 – Library Materials & Information	3,786,229
5000 - Capital Outlay	1,025,460
6000 - Debt Service	-
7000 - Other Objects	135,637
8000 – Contingency	0
9000 – Transfer Out	54,220

Total General Fund Appropriations **\$32,317,300**

SUSTAINABILITY FUND

3000 - Purchased Services	\$9,000
Total Sustainability Fund Appropriations	<u>\$9,000</u>

FACILITIES ENHANCEMENT FUND

2000 - Supplies	\$500
3000 - Purchased Services	800,000
5000 - Capital Outlay	200,000
Total Facilities Fund Appropriations	<u>\$1,000,500</u>

FUTURE EMPLOYEE COMPENSATION FUND

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

DEBT SERVICES FUND

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

BUILDING AND REPAIR FUND

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

COMPUTER CO-OP FUND

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

TAXABLE CONSTRUCTION FUND

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

TAX EXEMPT CONSTRUCTION FUND

2000 - Supplies	\$25,000
3000 - Purchased Services	\$4,500,000
5000 - Capital Outlay	42,000,000
7000 - Other Objects	100,000

Total Tax Exempt Construction Fund Appropriations	<u>\$46,625,000</u>
<u>TRUST FUND</u>	
3000 - Purchased Services	<u>\$500</u>
Total Trust Fund Appropriations	<u>\$500</u>
<u>ENDOWMENT FUND</u>	
3000 - Purchased Services	<u>\$250</u>
Total Endowment Fund Appropriations	<u>\$250</u>
Total All Funds Appropriations	<u>\$143,989,800</u>

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2016 for the General Fund in the amount of \$32,317,300, the Sustainability Fund in the amount of \$9,000, the Facilities Enhancement Fund in the amount of \$1,000,500, the Future Employee Compensation Fund in the amount of \$1,500, the Debt Service Fund in the amount of \$11,800,000, the Building & Repair Fund in the amount of \$110,500, the Computer Co-Op Fund in the amount of \$100,250, the Taxable Construction Fund in the amount of \$52,025,000, the Tax Exempt Construction Fund in the amount of \$46,625,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$250.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2017

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2017, and

WHEREAS, these funds will be used for current operating expenses throughout 2017, Now

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

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Mike Ruetschle from Ruetschle Architects presented an AIA plaque that his firm was awarded for the design of the Northwest Branch library. He also reviewed design concepts being considered for the new Wilmington-Stroop Branch.

The Executive Director discussed the new concealed carry laws the Ohio legislature recently passed. The only major effect to the Library’s policy is that employees with concealed carry permits will be allowed to have guns in their cars while parked on Library property.

The Executive Director also shared that staff is exploring best practices for overdue fine policies. Many libraries are removing fines and reducing the amount of cash in the branches.

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 recommended transfer of unused fund allocations designated for Segment One to the remaining segment projects and asked the Board to approve the changes as follows. He noted the transfer would not affect the anticipated total cost of the projects but would accurately reflect the budget needs of each segment of the program.

Segment One	Owners Costs	(\$706,238)
Segment Two	Owners Costs	\$305,213
Segment Three	Owners Costs	\$195,555
Segment Four	Owners Costs	\$205,470

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board approved the proposed budget recalibration adjustments to the facilities budget.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed schedule includes increases of \$0.20 per hour increase over current rates:

Dayton Metro Library				
Library Aide Pay Schedule				
Effective January 1, 2017				
Current Rate	\$8.30	\$8.50	\$8.85	\$9.30
New Rate	\$8.50	\$8.70	\$9.05	\$9.50

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

DAYTON METRO LIBRARY

Substitute Pay Ranges

Effective January 1, 2016

Grade	Minimum	Maximum
Sub 01	\$8.74	\$10.44
Sub 02	\$9.00	\$10.74
Sub 03	\$9.28	\$11.08
Sub 04	\$9.61	\$11.47
Sub 05	\$10.04	\$11.99
Sub 06	\$10.47	\$12.50
Sub 07	\$11.01	\$13.15
Sub 08	\$11.60	\$13.85
Sub 09	\$12.26	\$14.64
Sub 10	\$13.05	\$15.58
Sub 11	\$13.93	\$16.63
Sub 12	\$14.97	\$17.88

Professional Offset \$1.63

On a motion by Mr. Bower, seconded by Mr. Kennebrew, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2017.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board Vice President indicated that a nominating committee consisting of Elaine Johnson and Glenn Bower was appointed at the November 16, 2016 Board meeting in order to present a 2017 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Mr. Bower on behalf of the committee as follows:

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

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

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

Ayes: All
Nays: None

Vice President Hayde explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

Mr. Bower on behalf of the committee also indicated that Ms. Holihan should be recommended to the Judges of the Court of Common Pleas to fill the vacancy in May 2017.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the recommendation of reappointment of Jeanne Holihan by the Judges of the Court of Common Pleas.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a letter dated December 14, 2016 from the Executive Director to the Ohio EPA asking for a speedy review of the Home Avenues Redevelopment Corporation's Voluntary Action Plan.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 25, 2017 at 4:00 p.m. at the New Lebanon Branch Library.

The next Facilities Meeting will be held Tuesday, January 17, 2017 at 4:00 p.m. at Operations Center Conference room.

EXECUTIVE SESSION

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:39 p.m. The Vice President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Mr. Kennebrew, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None