

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2019, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan (In at 4:06 pm),
Carl Kennebrew (Out at 5:01 pm), Margot Merz

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Merz, the minutes of the Board meeting of December 18, 2018, and the facilities meeting of January 14, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in “Face to Face Presentation Skills” webinar being sponsored by ALA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to attend “2019 Summer Reading Workshop” being held on January 18, 2018 at the State Library of Ohio. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegler Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held on January 22, 2019 and February 26, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Ann Riegler Crichton, Business Services Librarian, Information Services, Main Library to attend “Dayton Biz Journal Econ Summit” being held on January 24, 2019 at Sinclair. It is further recommended that registration in the amount of \$49.00 each be reimbursed by the Board.

Holly Varley, Collection Development Director, Collection Development, Operations Center, to participate in “Managing Polaris Acquisitions” webinar being sponsored by Innovative Interfaces on February 20, 2019 through February 21, 2019. It is further recommended that registration in the amount of \$700.00 be reimbursed by the Board.

Ann Riegler Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Top 25 Women to Watch and Grow” being held on February 23, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to participate in “Polaris SQL Series” online class being sponsored by Innovative Interfaces on March 18, 2019 through March 22, 2019. It is further recommended that registration in the amount of \$1,400.00 be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services, Main Library, and Constance Pilesek, Information Services Assistant, Main Youth Services, Main Library, to attend “4th Annual Nonfiction and Graphic Novel Read-In” being held in Erlanger, KY on April 4, 2019. It is further recommended that registration in the amount of \$30.00 each, and lunch in the amount of \$15.00 each be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Welcoming America” being held in Pittsburgh, PA on May 15, 2019 through May 17, 2019. It is further recommended that registration in the amount of \$300.00, mileage in an amount not to exceed \$301.60, parking in an amount not to exceed \$60.00, lodging in an

amount not to exceed \$615.00, 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

Lynnette Feliciano, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective January 20, 2019 at the rate of \$14.74 per hour.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective January 20, 2019 at the rate of \$17.03 per hour.

Lisa Salyers, Public Services Director, full-time, Grade S11, Public Services Administration, Operations Center, effective January 6, 2019 at the rate of \$38.5880 per hour.

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective January 20, 2019 at the rate of \$18.35 per hour.

Melissa Zimmerman, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective February 3, 2019 at the rate of \$22.98 per hour.

CHANGE IN HOURS

Destinee Hamilton, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective January 6, 2019 at the rate of \$14.74 per hour.

CHANGE IN LOCATION

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, from Children Services Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective January 20, 2019 at the rate of \$16.51 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Jenelle Allen, Children Services Librarian, full-time, Grade 11, Belmont Branch Library, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective February 17, 2019 at the rate of \$23.75 per hour.

DISMISSAL

William Colston, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 9, 2019.

LEAVE WITHOUT PAY

Racheal Bussert, Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective December 17, 2018 for 3.38 hours for personal reasons.

Sonjay Jones, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective November 30, 2018 for 8 hours for a professional event.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective December 17, 2018 for 22 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective December 31, 2018 for 30 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Theresa Callen, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, from Information Services Assistant, substitute, Grade 08, Main Youth Services, Main Library, effective January 20, 2019 at the rate of \$20.46 per hour.

Megan Francis, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, substitute, Grade 05, Huber Heights Branch Library, effective January 20, 2019 at the rate of \$17.03 per hour.

Kelly McElroy, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective December 23, 2018 at the rate of \$17.03 per hour.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Patron Services Assistant, 2/5-time, Grade 08, Miamisburg Branch Library, effective January 6, 2019 at the rate of \$17.03.

RESIGNATION

Carey Bailey-Coffman, Administrative Assistant for Events Operations, full-time, Grade CE3, External Relations, Main Library, effective December 22, 2018.

Alexis Greenward, Information Services Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective July 21, 2018.

John Havey, Main Library Administrative Manager, full-time, Grade S06, Public Services Administration, Main Library, effective January 2, 2019.

Katie Hoskinson-Burks, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective December 26, 2018.

Sonjay Jones, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective January 25, 2019.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Andrew Hiatt, Information Services Assistant, Northmont Branch Library, in order to attend the Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

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

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "Marketing the Library", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, "Library Materials and Services for Adults", Kent State University, 3.0 credit hours, at the cost of \$2,211.00, and the course "Selection and Acquisition of Library Materials" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$6,633.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course "Library Materials and Services for School-Age Children", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Reference Sources and Services for Youth" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course "Information Organization", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Database Systems" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

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

Ms. Holihan joined the meeting at 4:06 p.m.

Eric Flakes addressed the Board regarding the Library’s policy on solicitation.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/15/2019	PLF	1,286,048	286,048	1,000,000	STAR Ohio
	Total	1,286,048	286,048	1,000,000	

On a motion by Ms. Merz, seconded by Mr. Bower, the December 2018 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

In prior years the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. Last year the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. The Executive Director, the Director of Human Resources, and the Fiscal Officer have agreed that a fixed reimbursement amount is a challenge to administer and is even more challenging for employees trying to plan their education expenses from semester to semester.

The Executive Director recommended and on a motion by Ms. Holihan, seconded by Mr. Kennebrew the Board approved a modification to the Tuition Reimbursement Program authorizing reimbursement of 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Executive Director, went over a list of the Library's 2018 Victories and Accomplishments.

The Executive Director shared a proposed timeline for next steps in the new strategic planning process.

Mr. Kennebrew left the meeting at 5:01 p.m.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. There has been very little change to the All Budget Summary. Southeast and Wilmington-Stroop are still progressing at a very similar rate. Bids are due for Trotwood on January 31st and will hopefully be presented at the February facilities meeting.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, February 11, 2019, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 20, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:14 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 20, 2019, 4:00 p.m.

PRESENT: Barbra Hayde, Carl Kennebrew,
Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Mr. Kennebrew, 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 January 23, 2019, and the facilities meeting of February 11, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Megan Cooper, Development Manager, External Relations, Main Library, to attend “AFP Fundraising Day” being held on February 20, 2019 in Dayton, OH. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Jeff Reid, Teen Services Librarian, Northmont Branch Library, to attend “Sunrise Series Breakfast Briefings” being held on February 21, 2019 through December 19, 2019 in Dayton, OH. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, Dani Gustavich, Children Services Librarian, Trotwood Branch Library, and Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, to attend “Project WET Educator Training” being held on February 23, 2019 in Hamilton, OH. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Mandie Burns, Youth Service Director, Youth Services, Operations Center, to attend “Power Up 2019 Conference” being held on March 28, 2019 through March 29, 2019 in Madison, WI. It is further recommended that registration in the amount of \$300.00 each, airfare in an amount not to exceed \$350.00 each, ground transportation in an amount not to exceed \$40.00 each, mileage and parking in an amount not to exceed \$29.38 each, lodging in an amount not to exceed \$375.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Marguerite Ebert, Patron Services Assistant, substitute, Grade Sub05, Public Services Administration, effective February 3, 2019 at the rate of \$10.65 per hour.

Siara Farrar, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective February 17, 2019 at the rate of \$10.65 per hour.

Tanela Hicks, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective February 17, 2019 at the rate of \$17.03 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Amber Cristofaro, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, from Information Services Librarian, 3/5-

time, Grade 08, East Branch Library, effective February 17, 2019 at the rate of \$21.08 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, from Information Services Librarian, substitute, Grade Sub11, Huber Heights Branch Library, effective February 17, 2019 at the rate of \$14.474 per hour.

LEAVE WITHOUT PAY

Stephanie Cossell, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective December 9, 2018 for 100 hours for personal reasons.

Lynnette Feliciano, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective January 31, 2019 for 4 hours for illness.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective January 19, 2019 for 25 hours for medical reasons.

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective January 30, 2019 for 8 hours for illness.

PROMOTION, CHANGE IN LOCATION

Caitlin O'Mara, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 3, 2019 at the rate of \$17.03 per hour.

REHIRE AS SUBSTITUTE

Christopher Erb, Information Services Assistant, substitute, Grade Sub08, East Branch Library, effective February 3, 2019 at the rate of \$12.30 per hour.

RESIGNATION

Alexis Mays, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective September 9, 2018.

Carole Warrick, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective January 30, 2019.

Le'Shanda Wingard, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective September 14, 2018.

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:

Andrew Hiatt, Information Services Assistant, Northmont Branch Library, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Information Organization” 3.0 Credit hours, at the cost of \$2,211.00, and the course “People in the Information Ecology” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$6,633.00.

Karah Power, Information Services Assistant, Outreach Services, for the course “Library Materials and Services for Young Children”, Kent State University, 3.0 credit hours, at a cost of \$1,611.00, and the course “Foundations of Museum Studies” Kent State University, 3.0 credit hours, at a cost of \$1,611.00 for a total of \$3,222.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Library Materials and Services for Young Teens”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

AMERICAN LIBRARY ASSOCIATION

The 2019 ALA Annual Conference will be held in Washington, D.C., from June 20 until June 25, 2019. The Board authorize payment of the early bird registration fee of \$320.00, \$850.00 reimbursement for lodging, \$400.00 reimbursement for travel (airfare and shuttles), and \$120.00 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It was further approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,070 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$5,070 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.

2016 & 2017 AUDIT

The Executive Director and the Fiscal Officer discussed the findings of the 2016 and 2017 Audit from the State with the Board.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/25/2019	RE Tax Advance	\$258,801	\$258,801		
1/25/2019	RE Tax Advance	\$238,376		\$238,376	Debt Service
2/1/2019	RE Tax Advance	\$84,872	\$84,872		
2/1/2019	RE Tax Advance	\$77,663		\$77,663	Debt Service
2/8/2019	RE Tax Advance	\$381,852	\$381,852		
2/8/2019	RE Tax Advance	\$352,992		\$352,992	Debt Service
2/14/2019	PLF	\$1,546,153	\$46,153	\$1,500,000	STAR Ohio
	Total	<u>\$2,940,709</u>	<u>\$771,678</u>	<u>\$2,169,031</u>	

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the January 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared the Library's Early Literacy Initiatives with the Board. The new Governor and his wife are big proponents of early literacy and the Library is gearing up for the possibility of directives from the State in this area.

Diane Farrell, External Relations & Development Director, gave a presentation on the next evolution of Felix and Fiona, in the way of a chapter book for third graders. Working with partners, a musical score and stage play have also been developed and will debut at Party in the Park this year.

STRATEGIC PLANNING

The Executive Director gave the Board an overview of the Strategic Planning process. The Library has obtained the services of David Ramey from Strategic Leadership Associates and he will begin the process by holding six focus groups with community partners and separate focus groups for the Library managers. These groups will help Administration get a better feel for what the community feels are the Library's biggest accomplishments, future challenges, and opportunities they feel are important for Dayton Metro Library's future.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Currently, the Trotwood branch bid is over budget, but the CMA and the Library are looking for cost saving measures.

NEW BUSINESS

The President appointed Mr. Bower to lead an ad-hoc committee on revising the Board bylaws to reflect suggestions from the audit.

The President appointed Ms. Holihan to lead an ad-hoc committee to direct the Executive Director's performance evaluation.

The Executive Director announced some important dates from OLC regarding training, networking, and lobbying.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, March 11, 2019, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 20, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:06 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 20, 2019, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of February 20, 2019 and the facilities meeting of March 11, 2019 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, and Ken Conrad, Systems Manager, Information Technology Services, Operations Center, to attend "Ohio Information Security Conference" being held on March 13, 2019 at Sinclair. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend "Wibn Lunch and Learn" being held on March 26, 2019 and April 23, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Mandie Burns, Youth Service Director, Youth Services, Operations Center, have previously been approved to attend "Power Up 2019 Conference" being held on March 28, 2019 through March 29, 2019 in Madison, WI. Due to a flight change, the cost of the airfare was higher than originally approved. It is recommended that airfare in the amount of \$390.00 each (previously \$350.00 each) be reimbursed by the Board.

Angela Peterson, Facilities Manager, Operations Center to attend "Facility Fusion" being held on April 8, 2019 through April 10, 2019 in Atlanta, GA. It is further recommended that ground transportation and parking in an amount not to exceed \$60.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend "Advanced Negotiations Training" being held on April 16, 2019 in Columbus, OH. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, to attend "Take 5" being held on May 2, 2019 through May 3, 2019 in Chillicothe, OH. It is further recommended that registration in the amount of \$25.00, mileage in an amount not to exceed \$117.16, lodging in an amount not to exceed \$115.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend "IUG 2019" being held on May 6, 2019 through May 8, 2019 in Phoenix, AZ. It is further recommended that registration in the amount of \$325.00 each, ground transportation in an amount not to exceed \$50.00, mileage and parking in an amount not to exceed \$50.50 each, lodging in an amount not to exceed \$975.00 each, and meals in an amount not to exceed \$160.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend "International Public Library Fundraising Conference" being held on July 28, 2019 through July 30, 2019 in Alberta, Canada. It is further recommended that airfare in an amount not to exceed \$850.00, ground transportation, mileage and parking in an amount not to exceed

\$119.50, lodging in an amount not to exceed \$500.00, 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

Ara Beal, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective March 3, 2019 at the rate of \$14.78 per hour.

Trevon Edwards, Patron Services Assistant, substitute, Grade Sub05, Public Services Administration, effective March 17, 2019 at the rate of \$10.65 per hour.

Phillip Green, Administrative Assistant for Event Operations, full-time, Grade 08, External Relations, Main Library, effective March 17, 2019 at the rate of \$18.00 per hour.

CHANGE IN LOCATION

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, from Information Services Assistant, substitute, Grade Sub08, Public Services Administration, effective February 17, 2019 at the rate of \$12.43 per hour.

HAY RECLASSIFICATION

Phillip Dunlevy, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, from Facilities Technician, full-time, Grade 05, Facilities, Operations Center effective February 17, 2019 at the rate of \$15.91 per hour.

Steve Watts, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, from Facilities Technician, full-time, Grade 05, Facilities, Operations Center effective February 17, 2019 at the rate of \$16.25 per hour.

LEAVE WITHOUT PAY

Tanela Hicks, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective February 22, 2019 for 8 hours for personal reasons.

Chelsey Hostettler, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 24, 2019 for 8 hours for pre-planned vacation.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 2, 2019 for 8 hours for personal reasons.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 15, 2019 for 56 hours for pre-planned vacation.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective February 6, 2019 for 22 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective February 18, 2019 for 34 hours for medical reasons.

RESIGNATION

Kimberly Bautz, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective March 1, 2019.

Brenda Roberson, Patron Services Assistant, substitute, Grade Sub05, East Branch Library, effective November 3, 2018

RETIREMENT

Kimberly Lowell, Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center, effective March 29, 2019 after more than 30 years of service.

Helen Patzer, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 30, 2019 after more than 23 years of service.

Dianna Pitsinger, Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center, effective March 29, 2019 after more than 22 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 Reports for February 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
2/16/2019	RE Tax Advance	\$2,033,271	\$1,033,271	\$1,000,000	STAR Ohio
2/16/2019	RE Tax Advance	\$1,884,035		\$1,884,035	Debt Service
2/22/2019	RE Tax Advance	\$838,714	\$838,714		
2/22/2019	RE Tax Advance	\$768,535		\$768,535	Debt Service
3/1/2019	RE Tax Advance	\$1,414,051	\$214,051	\$1,200,000	STAR Ohio
3/1/2019	RE Tax Advance	\$1,290,394		\$1,290,394	Debt Service
3/13/2019	PLF	\$1,113,029	\$113,029	\$1,000,000	STAR Ohio
	Total	\$9,342,029	\$2,199,065	\$7,142,964	

On a motion by Mr. Bower, seconded by Ms. Merz, the February 2019 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 2018 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. Holihan, seconded by Ms. Johnson, 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, 2019, 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 2019

GENERAL FUND

1000 - Salaries and Benefits	\$21,397,772
2000 – Supplies	716,068
3000 - Purchased Services	6,405,322
4000 - Library Materials & Information	4,485,307
5000 - Capital Outlay	1,690,009
6000 - Debt Service	0
7000 - Other Objects	166,432
8000 – Contingency	0

9000 - Transfers to other funds	<u>0</u>
Total General Fund Appropriations	\$34,860,910
 <u>SUSTAINABILITY FUND</u>	
3000 – Purchased Services	\$10,000
Total Sustainability Fund Appropriations	\$10,000
 <u>FACILITIES ENHANCEMENT FUND</u>	
2000 – Supplies	\$500
3000 - Purchased Services	404,750
5000 - Capital Outlay	<u>150,000</u>
Total Facilities Enhancement Fund Appropriations	\$555,250
 <u>FUTURE EMPLOYEE EXPENSE FUND</u>	
3000 – Purchased Services	\$1,700
Total Future Employee Expense Fund Appropriation	\$1,700
 <u>DEBT SERVICE FUND</u>	
3000 - Purchased Services	\$196,000
6000 – Debt Service	<u>\$11,649,596</u>
Total Debt Service Fund Appropriations	\$11,845,596
 <u>BUILDING & REPAIR FUND</u>	
3000 - Purchased Services	\$1,612,000
5000 - Capital Outlay	<u>7,500,000</u>
Total Building & Repair Fund Appropriations	\$9,112,000
 <u>TAXABLE CONSTRUCTION FUND</u>	
2000 – Supplies	\$ 30,000
3000 - Purchased Services	10,000,000
5000 - Capital Outlay	27,552,575
7000 - Miscellaneous	<u>550</u>
Total Taxable Construction Fund Appropriations	\$37,583,125
 <u>TAX EXEMPT CONSTRUCTION FUND</u>	
5000 - Capital Outlay	<u>\$350,000</u>
Total Exempt Construction Fund Appropriations	\$350,000
 <u>TRUST FUND</u>	
3000 - Purchased Services	<u>\$500</u>
Total Trust Fund Appropriations	\$500
 <u>ENDOWMENT FUND</u>	
3000 - Purchased Services	<u>\$500</u>
Total Endowment Fund Appropriations	\$500
 Total All Funds Appropriations	 <u>\$94,319,581</u>

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

EXECUTIVE DIRECTOR'S REPORT

Mandie Burns, Youth Services Director, gave the Board an overview of a new partnership program with Learn to Earn and Catholic Social Services. This program, "Teen Parents Learn" focuses on Teen parents and their children.

The Executive Director had sent out a report to the Trustees on in-library programming with the board packet. He asked to defer the conversation to a later meeting when all Trustees would be present.

The Executive Director updated the Trustees on the Strategic Planning process. Invitations have gone out to community partners and the response back is positive.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Site work for West has started now that the Library has gained access from the City of Dayton.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 8, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 17, 2019 at 4:00 p.m. in the Board Room at the Main Library.

EXECUTIVE SESSION

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

Ms. Johnson made a motion for the Board to enter into Executive Session, Ms. Merz seconded.

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 4:50 p.m. and returned to open session at 6:07 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved a 3.75% increase to the Executive Director's base salary effective January 1, 2019. It was further moved that because of the overall exceeds expectations rating on his review, the Executive Director received a \$3,000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 6:09 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2019, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Holihan, the minutes of the Board meeting of March 20, 2019, were approved by the Board.

Ayes: All
Nays: None

The April 8, 2019 Facilities meeting of the Board was canceled.

CONSENT AGENDA

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

WORKSHOP HOURS

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

Dani Gustavich, Children Services Librarian, Trotwood Branch Library, to attend “Non-fiction Read In” being held on April 4, 2019 in Erlanger, KY. It is further recommended that registration in the amount of \$30.00, and meals in the amount of \$15.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Library, to participate in “Cultural Intelligence” being sponsored by PLA on April 4, 2019 and April 11, 2019. It is further recommended that registration in the amount of \$69.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “OLC Legislative Day” being held in Columbus, OH on April 9, 2019. It is further recommended that registration in the amount of \$45.00, lodging in an amount not to exceed \$250.00, and parking in an amount not to exceed \$30.00 be reimbursed by the Board.

Craig Arnold, Information Services Assistant, Information Services, Main Library, Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library to attend “OLC Legislative Day” being held in Columbus, OH on April 9, 2019. It is further recommended that registration in the amount of \$45.00 each, and parking in an amount not to exceed \$15.00 be reimbursed by the Board.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “Creating and Using Video Content in the Library” webinar being sponsored by ALA on April 11, 2019 through April 18, 2019. It is further recommended that registration in the amount of \$67.50 be reimbursed by the Board.

Rachael Bussert, Information Services Librarian, Special Collections, Main Library, to attend “Basic Book Repair Workshop” being held in Columbus, OH on April 17, 2019. It is further recommended that registration in the amount of \$190.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, and Cheryl Wirtley, Branch Library Manager, Miami Township Branch Library, to attend “South Metro Chamber Breakfast” being held at Sycamore Medical Center on April 17, 2019. It is further recommended that registration in the amount of \$17.00 each be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Evaluating, Auditing, and Diversifying Your Collections” webinar being

sponsored by School Library Journal on April 30, 2019 through May 14, 2019. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collection, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 1, 2019 through May 4, 2019. It is further recommended that registration in the amount of \$324.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collection, Main Library, to attend "Using Spreadsheets to Organize Your DNA" being held in Mason, OH on May 1, 2019. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 1, 2019 through May 4, 2019. It is further recommended that registration in the amount of \$267.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 3, 2019. It is further recommended that registration in the amount of \$152.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend "Take 5" being held in Chillicothe, OH on May 3, 2019. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Library, to attend "Community Engagement at Your Library" being held in Columbus, OH on May 15, 2019. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Mandi Burns, Youth Services Director, Youth Services, Operations Center, to attend "Librarians & Social Workers Preconference Event" being held in Washington, DC on June 21, 2019. It is further recommended that registration in the amount of \$80.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Melissa Hesson, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective March 31, 2019 at the rate of \$10.65 per hour.

Haley Pratt, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective March 31, 2019 at the rate of \$17.03 per hour.

Alexandra Young, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective April 28, 2019 at the rate of \$22.98 per hour.

Larry Yung, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective April 28, 2019 at the rate of \$17.54 per hour.

CHANGE IN POSITION, CHANGE IN LOCATION

Tiffany Derosier, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, from Library Aide, Information Services, Main Library, effective March 31, 2019 at the rate of \$12.30 per hour.

Arianne Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, from Information Services Librarian, substitute, Grade Sub08, Main Youth Services, Main Library, effective March 31, 2019 at the rate of \$10.97 per hour.

LEAVE WITHOUT PAY

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 8, 2019 for 8 hours for medical reasons.

Caitlin O'Mara, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 23, 2019 for maternity leave.

Robin Wynn, Public Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective March 25, 2019 for medical reasons.

RESIGNATION

Germana Brennan, Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, effective March 30, 2019.

Joshua Caswell, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 11, 2019.

Sara Hardin, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective April 6, 2019.

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 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
4/12/2019	PLF	\$1,027,469	\$627,469	\$400,000	STAR Ohio
3/1/2019	RE Tax Advance	\$532,384	\$532,384	-	STAR Ohio
3/1/2019	RE Tax Advance	\$481,873	-	\$481,873	Debt Service
Total		<u>\$2,041,726</u>	<u>\$1,159,853</u>	<u>\$881,873</u>	

On a motion by Ms. Holihan, seconded by Ms. Merz, the March 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

CREDIT CARD POLICY

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the new Credit Card Policy as presented in the board materials.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, External Relations & Development Director, and Jayne Klose, Community Engagement Manager shared with the Board the evolution of the opportunity spaces throughout the system. Recently a closer look was taken to the current opportunity spaces at the newer branches. It was decided that some of the spaces would better serve the branches as extra meeting spaces. Additionally, DML is internally developing its own exhibits to travel throughout the system. It was decided that these exhibits need to be portable, engaging, interactive, flexible, and in line with the strategic plan. The first round of these types of exhibits include: Big Blue Blocks, Expansion upon the Storybook Dollhouse, Celebration of the 19th Amendment, and Trace Your Roots.

The Executive Director discussed the State budget with the Board.

The Executive Director also informed the Board of a fundraising event being hosted by the DML Foundation at the new Southeast Branch. "A Novel Night" will be on August 7th from 5pm -8pm and tickets will be \$50 each.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West starts schematic design in May.

BYLAWS AMENDMENTS

Revised copies of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library were distributed for review seven day prior to the April Board meeting. On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the revisions to the Board Bylaws.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Executive Director shared progress on the strategic planning process. Community focus groups are about halfway finished and, according to Dave Ramey, we have received some really good feedback so far.

NEW BUSINESS

Ms. Johnson shared that she attended the Friends of the Library meeting and wanted to make sure the other Trustees were aware of the new book sale model they are trying out. The Friends will be holding a smaller sale in the Miamisburg Community Room on April 26 and April 27.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 6, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 15, 2018 at 4:00 p.m. in the Board Room at the Main Library.

EXECUTIVE SESSION

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

Ms. Johnson made a motion for the Board to enter into Executive Session, Ms. Merz seconded.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 6:05 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

There being no further business to discuss, the Board adjourned at 6:05 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 2019, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of April 17, 2019, were approved by the Board.

Ayes: All
Nays: None

The May 6, 2019 Facilities meeting of the Board was canceled.

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:

Cheryl Weaver, Public Services Assistant, Miami Township Branch Library, to participate in "I Can Help You With That! Computer Basics for Frontline Staff" webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Cheryl Weaver, Public Services Assistant, Miami Township Branch Library, to participate in "Reference Tips for Support Staff" webinar being sponsored by OLC. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Kimberly Fox, Main Library Manager, Public Service Administration, Main Library, to attend "ULC Lessons from the Field: Start a Revolution" being held in Alberta, Canada on May 7, 2019 through May 10, 2019. It is further recommended that registration in the amount of \$400.00, airfare and ground transportation in an amount not to exceed \$970.00, lodging in an amount not to exceed \$580.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend "Dayton Chamber Networking Night" being held at Dragon's Stadium on May 7, 2019. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Doug Keech, Maintenance Manager, Facilities, Operations Center, to attend "Plant Management" being held in Dayton, OH on May 13, 2019 through May 14, 2019. It is further recommended that registration in the amount of \$1100.00 be reimbursed by the Board.

Dorri Hegyi, Children Services Librarian, Miamisburg Branch Library, to attend "OLC Community Engagement Conference" being held in Dublin, OH on May 15, 2019. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Rachel Bussert, Information Services Librarian, Special Collections, Main Library, to attend "Society of Ohio Archivists Annual Conference" being held in Akron, OH on May 17, 2019. It is further recommended that registration in the amount of \$50.00, and mileage in an amount not to exceed \$257.52 be reimbursed by the Board.

Chelsey Hostetler, Information Services Assistant, Northwest Branch Library, to participate in "Basic American Sign Language for Library Staff" eCourse being sponsored by in ALA on May 20, 2019 through June 30, 2019. It is further recommended that registration in the amount of \$175.50 be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “NOTSL Spring Meeting” being held in Parma, OH on May 23, 2019. It is further recommended that registration in the amount of \$50.00, mileage in an amount not to exceed \$276.54, lodging in an amount not to exceed \$140.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “I-70/75 Economic Development Summit” being held at Sinclair on May 30, 2019. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Carrie Bebris, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective May 12, 2019 at the rate of \$12.30 per hour.

Molly Benson, Senior Acquisitions Clerk, full-time, Grade 06, Collection Development, Operations Center, effective May 12, 2019 at the rate of \$15.38 per hour.

Laura Chamberlain, Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 9, 2019 at the rate of \$22.98 per hour.

Catharine Kidd, Information Services Assistant, full-time, Grade 08, East Branch Library, effective May 26, 2019 at the rate of \$17.03 per hour.

Zachary Roberts, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective May 12, 2019 at the rate of \$30.7620 per hour.

LEAVE WITHOUT PAY

Sara Carpenter, Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective April 15, 2019 for 400 hours for maternity leave.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective March 18, 2019 for 28 hours for medical and personal reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 22, 2019 for 12 hours for medical reasons.

Michael Naylor, Public Services Assistant, 3/5-time, Grade 05, Kettering-Moraine Branch Library, effective April 20, 2019 for 30 hours for medical reasons.

Clarissa Sampson, Information Security Assistant, full-time, Grade CE4, Security, Operations Center, effective April 17, 2019 for 16 hours for personal reasons.

Anthony Stewart, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective April 15, 2019 for 72 hours for medical reasons.

Carla Sullenberger, Public Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 24, 2019 for 240 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Allison Dugan, Main Library Services Manager, full-time, Grade S06, Public Services Administration, Main Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 12, 2019 at the rate of \$25.2041 per hour.

Ashlee Hammond, Teen Services Librarian, full-time, Grade S11, Madden Hills Branch Library, from Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective May 12, 2019 at the rate of \$20.46 per hour.

Sarah Whalen, Acquisitions Manager, full-time, Grade S06, Collection Development, Operations Center, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 26, 2019 at the rate of \$24.6788 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:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course "Information Institutions and Professions", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course "Digital Technologies I: Data Fundamentals", Kent State University, 1.0 credit hours, at a cost of \$737.00, and the course "Digital Technologies II: Internet Fundamentals", Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$3,685.00.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company at the rate of \$0.17/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of \$0.03/\$1,000 for the period July 1, 2019 through July 1, 2020.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/15/2019	PLF	\$1,721,249	\$1,121,249	\$600,000	STAR Ohio
4/1/2019	RE Tax Advance	\$4,545	\$4,545	-	
4/1/2019	RE Tax Advance	\$4,225	-	\$4,225	Debt Service
	Total	<u>\$1,730,019</u>	<u>\$1,125,794</u>	<u>\$604,225</u>	

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the April 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

DISSOLUTION OF THE CONKLIN PENSION TRUST FUND

On a motion by Ms. Johnson, seconded by Ms. Holihan, the Board adopt the following Resolution:

WHEREAS, the Conklin Pension Trust Fund originally established in 1917 by the Board of Trustees from a \$2000 gift by former Dayton Public Library and Museum Trustee Dr. W. J. Conklin cannot be used for its intended purpose under Ohio statutes that created the Ohio Public Employee Retirement System; and

WHEREAS, the Board has sought and received from the Montgomery County Prosecuting Attorney an opinion whereby the Board may transfer the entire balance plus any interest earned and accrued into the General Fund and expending those funds for the employer contribution to the Ohio Public Employee Retirement System as required under ORC Section 145.48 would satisfy the original intent of the gift;

THEREFORE, BE IT RESOLVED that the entire balance of the Conklin Employee Pension Fund in the amount of \$178,672, plus accrued interest, be transferred to the General Fund for the payment of the Employer Contribution obligations to the Ohio Public Employee Retirement Fund; and upon distribution of the funds, the Conklin Employee Pension Fund and accounts shall be closed.

Ayes: All
Nays: None

DISSOLUTION OF ENDOWMENT FUNDS

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adopt the following Resolution:

WHEREAS, the Board has received and maintained gifts in an Endowment Fund; and

WHEREAS, the Miriam R. Tieter Endowment was established in 1938 in the amount of \$4,000, the Ginn-Schuler Endowment was established in 1993 in the amount of \$500, and the Etta Loesch Endowment was established prior to 2012 in the amount of \$200; and

WHEREAS, three individual Endowments comprising of funds designated for the purchase of books for the Miamisburg Branch; and

WHEREAS, those endowment funds and their earned interest have been co-mingled and therefore no longer accounted for individually; and

WHEREAS, the Library has sufficiently documented expenditures for books for the Miamisburg Branch in amounts far in excess of the balance of the three funds, individually or collectively, including principal and interest earned and interest accrued, has in good faith satisfied the intent of the original gifts;

THEREFORE, BE IT RESOLVED that the entire balance of the Endowment Fund, \$260,849 plus accrued interest, be transferred to the General Fund and upon distribution of the funds, the Endowment Fund and its accounts shall be closed.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed the State Budget with the Board and the various amendment that could affect the amount of revenue coming into the state coffers that will impact the Public Library Fund. OLC has asked Libraries to start reaching out to the State Senators since the budget has now shifted to them.

The Executive Director also gave the Trustees an update on his 2019 work plan.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Wilmington-Stroop is on schedule for opening on June 1st, however because of the issues with the entranceway there will be a temporary entrance in place until it is fixed. Southeast is on schedule and had some minor changes in the parking lot drainage. Trotwood's poured concrete foundation is in. West has completed soil borings.

CORRESPONDENCE

The Board acknowledged a resolution dated May 3, 2019 to the Executive Director from Douglas Evans, Executive Director of the Ohio Library Council, commending the Dayton Metro Library for their commitment to OLC in way of paying for employee membership dues.

NEW BUSINESS

The President announced that she would not be at the June Board meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 10, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 19, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 4:46 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 19, 2019, 4:00 p.m.

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

PRESIDING: Glenn Bower, Secretary

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of May 15, 2019, were approved by the Board.

Ayes: All
Nays: None

The June 10, 2019 Facilities meeting of the Board was canceled.

CONSENT AGENDA

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

WORKSHOP HOURS

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

Amy Hare, Public Services Assistant, Miami Township Branch Library, to participate in “I Can Help You With That! Computer Basics for Frontline Staff” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Amy Hare, Public Services Assistant, Miami Township Branch Library, to participate in “Reference Tips for Support Staff” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Camee Decknadel, Assistant Branch Library Manager, Madden Hills/Westwood Branch Library, to participate in “Basic American Sign Language” eCourse being sponsored by ALA on May 20, 2019 through June 30, 2019. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Heather McClure, Security Manager, Security, Operations Center, to participate in “How to Handle Challenging Patrons” webinar being sponsored by Library 2.0 on June 11, 2019. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Alexandra Young, Teen Services Librarian, Kettering-Moraine Branch Library, to attend “Kiss Ass Girls in YA Literature” being held in Hilliard, OH on June 11, 2019. It is further recommended that registration in the amount of \$31.17 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Employee to Entrepreneur” being held at the University of Dayton on June 12, 2019. It is further recommended that registration in the amount of \$28.10 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Natural Playscapes Professional Tour” being held at Five Rivers Metro Park on June 13, 2019. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, to participate in “ALCTS WebCourse: Fundamentals of Acquisitions” being sponsored by ALCTS on July 8, 2019 through August 16, 2019. It is further recommended that registration in the amount of \$169.00 be reimbursed by the Board.

Douglas Keech, Maintenance Manager, Facilities, Operations Center, to attend “Building a Better Library” being held in Columbus, OH on July 25, 2019. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Zach Roberts, Outreach Services Manager, Outreach Services, to attend “ABOS Annual Conference” being held in Omaha, NE on October 22, 2019 through October 25, 2019. It is further recommended that airfare in an amount not to exceed \$405.00, lodging in an amount not to exceed \$685.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Howard Edwards, Facilities Technician, full-time, Grade 06, Facilities, Main Library, effective June 23, 2019 at the rate of \$15.91 per hour.

Brandy Forward, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective June 23, 2019 at the rate of \$17.03 per hour.

Emily Hare, Patron Services Assistant, substitute, Grade Sub05, Miami Township Branch Library, effective June 9, 2019 at the rate of \$10.65 per hour.

Hannah Imes, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective June 9, 2019 at the rate of \$12.30 per hour.

Heidi Smith, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective June 23, 2019 at the rate of \$22.98 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Jacobee Buchanan, Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Madden Hills Library, effective June 9, 2019 at the rate of \$14.74 per hour.

Alexis Hockaday, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective May 26, 2019 at the rate of \$17.03 per hour.

CHANGE IN LOCATION

Kathryn Carnegis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 26, 2019 at the rate of \$17.68 per hour.

Marguerite Ebert, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Branch Library, from Patron Services Assistant,

substitute, Grade Sub05, Public Services Administration, effective May 26, 2019 at the rate of \$10.65 per hour.

LEAVE WITHOUT PAY

Rhonda Brunn, Public Services Assistant, full-time, Grade 05, Special Collections, Main Library, effective June 1, 2019 for 0.53 hours for medical reasons.

Phillip Green, Administrative Assistant for Event Operations, External Relations, Main Library, effective April 27, 2019 for 1 hour for scheduling reasons.

Alexis Hockaday, Information Services Assistant, Electra C. Doren Branch Library, effective July 15, 2019 for 40 hours for vacation.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective May 13, 2019 for 16 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective May 28, 2019 for 8 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective June 10, 2019 for 8 hours for medical reasons.

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective May 28, 2019 for 24 hours for personal reasons.

Carla Sullenberger, Public Services Assistant, full-time, Grade 05, Huber Heights Branch, for 24 hours for personal reasons.

RESIGNATION

Judy Campbell White, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective February 3, 2019.

RETIREMENT

Kathleen Collin, Processor, full-time, Grade 02, Cataloging, Operations Center, effective March 31, 2019 after more than 21 years of service.

Karen Vanderhorst, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective June 22, 2019 after more than 42 years of services.

TUITION REIMBURSEMENT AGREEMENT

The Board approve the Tuition Reimbursement Agreement between the Board and Cynthia Woodruff, Senior Patron Services Assistant, Trotwood Branch Library, in order to attend Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

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

Caitlin O'Mara, Information Services Assistant, Main Children Services, Main Library, for the course "Public Library Community Partnerships", University of Missouri-Columbia, 3.0 credit hours, at a cost of \$1,02.80.

Darryn Reams, Information Services Assistant, Burkhardt Branch Library, for the course "References Sources and Services For Youth", Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Cynthia Woodruff, Senior Patron Services Assistant, Trotwood Branch Library, for the course "The Information Landscape", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Information Organization", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

2019 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Cincinnati, OH from September 25-27, 2019. The Board authorized reimbursement in an amount up to \$195.00 for registration, \$63.22 for mileage, \$105.00 for parking, \$376.00 for lodging, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

The Board further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,577.66 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$63.22 for mileage, \$105.00 for parking, \$376.00 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$195.00 for registration costs. It was further authorized that \$2,577.66 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for May 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/13/2019	PLF	\$1,516,355	\$616,355	\$900,000	STAR Ohio
5/10/2019	RE Tax Advance	\$723,254	\$23,254	\$700,000	STAR Ohio
5/10/2019	RE Tax Advance	\$674,434	(\$0)	\$674,434	Debt Service
Total		<u>\$2,914,043</u>	<u>\$639,609</u>	<u>\$2,274,434</u>	

On a motion by Ms. Holihan, seconded by Ms. Merz, the May 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave the Trustees an update on the strategic planning process. He also shared how the Library has acted as a secondary responder to organizations in need of space to help with the victims of the Memorial Day tornados.

Megan Cooper, Development Manager, gave the Trustees an overview of A Novel Night, the sneak peek event at the new Southwest Branch being hosted by the Foundation.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. The Southeast Branch is scheduled to open on Saturday, August 10, 2019. The West design team met with NAHA and the Parks Department to discuss site plans. The Trotwood branch is about 20% complete.

APPROVAL OF AUTOMATED SERVICES AGREEMENTS

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the Automated Services Agreements with the Bradford Public Library and the Troy-Miami County Public Library as presented in the Board materials.

Ayes: All
Nays: None

APPROVAL OF EXPERIENTIAL LEARNING OPPORTUNITIES POLICY

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the Experiential Learning Opportunities Policy as presented in the Board materials.

Ayes: All
Nays: None

RESOLUTION THANKING OHIO SENATE FOR AMMENDMENT TO HB166

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

WHEREAS, Ohio's public libraries currently serve more than 8.4 million cardholders; and

WHEREAS, Ohio's public libraries have the highest use per capita in the nation; and

WHEREAS, state funding for public libraries through the Public Library Fund ensures all Ohioans have access to a minimum level of services statewide, regardless of their zip code; and

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

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

WHEREAS, State funding for public libraries has been cut by more than \$113 million since 2001 resulting in a 23% loss in funding; and

WHEREAS, Dayton Metro Library has sought and received voter support for excellence in library service though passage of operating and capital levies; and

WHEREAS, The Dayton Metro Library still receives 51% of its operating revenue from the state through the Public Library Fund; therefore be it

RESOLVED, That we, the members of the Dayton Metro Library Board of Trustees, thank Senator Peg Lehner and Senator Stephen Huffman and other members of the Ohio Senate for making public libraries a priority in the state budget bill by increasing the Public Library Fund from 1.68% to 1.7% of the state's total General Revenue Fund for Fiscal Years 2020 and 2021.

BE IT FURTHER RESOLVED, that this Board respectfully urges the Ohio House of Representatives and the Governor to keep the Public Library Fund at 1.7% through the Conference Committee deliberations and include the provision in the final version of HB 166.

Ayes: All
Nays: None

NEW BUSINESS

It was announced that Coffee Hub would be opening as the new coffee vendor at Main at the beginning of July.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, July 8, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 17, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

There being no further business to discuss, the Board adjourned at 5:53 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 17, 2019, 4:00 p.m.

PRESENT: Barbara Hayde, Jeanne Holihan (In at 4:05),
Elaine Johnson, Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by Ms. Vaughn, 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 Ms. Merz, the minutes of the Board meeting of June 15, 2019, were approved by the Board.

Ayes: All
Nays: None

The July 17, 2019 Facilities meeting of the Board was canceled.

CONSENT AGENDA

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

WORKSHOP HOURS

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

Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, and Angela Peterson, Facilities Manager, Facilities, Operations Center to attend “OLC Facilities Conference” being held in Columbus, OH on July 25, 2019. It is further recommended that registration in the amount of \$60.00 each be reimbursed by the Board.

Sarah Whalen, Acquisitions Manager, Collection Development, Operations Center, to participate in “ALCTS WebCourse: Fundamentals of Acquisitions” being sponsored by ALCTS on July 8, 2019 through August 16, 2019. It is further recommended that registration in the amount of \$169.00 be reimbursed by the Board.

Rachael Bussert, Information Services Librarian, Special Collections, Main Library, to attend “CONTENTdm User Group Meeting” being held in Indianapolis, IN on August 6 2019 through August 8, 2019. It is further recommended that mileage in an amount not to exceed \$139.20, parking in an amount not to exceed \$100.00, lodging in an amount not to exceed \$430.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Lisa Loftin, Children Services Librarian, Miami Township Branch Library, to attend “Picture Book Read-In” being held in Milford, OH on August 8, 2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, Paul Rankin, Patron Services Assistant, and Zach Roberts, Outreach Services Manager, Outreach Services, to attend “2019 Outreach & Special Services Retreat” being held in Columbus, OH on August 9, 2019. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Librarian, Main Youth Services, Main Library, Ina Kinser, Teen Services Librarian, Vandalia Branch Library, Jeff Reid, Teen Services Librarian, Northmont Branch Library, and Alexandra Young, Teen Services Librarian, Kettering-Moraine Branch Library, to attend “Teen Think Tank” being held in Celina, OH on September 13, 2019. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to attend “ABOS Annual Conference” being held in Omaha, NE on October 23, 2019 through October 25, 2019. It is further recommended that registration in the amount of \$300.00, airfare in an amount not to exceed \$430.00, lodging in an amount not to exceed \$685.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Teresa Guerra, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 23, 2019 at the rate of \$14.74 per hour.

Jennifer Lobo, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective June 23, 2019 at the rate of \$12.30 per hour.

Cameron Myers, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective July 7, 2019 at the rate of \$10.65 per hour.

CHANGE IN HOURS

Courtney DeFrain, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective July 21, 2019 at the rate of \$17.03 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective June 24, 2019 for 80 hours for medical reasons.

Brandy Forward, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective July 13, 2019 for 8 hours for personal reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective June 24, 2019 for 8 hours for medical reasons.

Heidi Smith, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 24, 2019 for 40 hours for vacation.

RESIGNATION

Anthony Stewart, Acquisitions Clerk, full-time, Grade 04, Collection Development, Operations Center, effective June 20, 2019.

TUITION REIMBURSEMENT AGREEMENT

The Board approve the Tuition Reimbursement Agreement between the Board and Anthony MacKenzie, Information Services Assistant, Huber Heights Branch Library, in order to attend Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

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

Anthony MacKenzie, Information Services Assistant, Huber Heights Branch Library, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Information Organization”, Kent State University, 30. Credit hours at a cost of \$2211.00, for a total of \$4,422.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

Ms. Holihan arrived at the meeting at 4:05 p.m.

STRATEGIC PLANNING

David Ramey, President, Strategic Leadership Associates, Inc. gave the Trustees a brief progress update on the development of the new strategic plan.

WEST BRANCH UPDATE

John Fabelo from LWC Architects showed the Trustees early stage design renderings of the new West Branch.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/15/2018	Tax Advance	52,693	52,693	-	
6/15/2018	Tax Advance	48,351	-	48,351	Debt Service
7/6/2018	Tax Advance	342,028	342,028	-	
7/6/2018	Tax Advance	317,531	-	317,531	Debt Service
7/13/2018	Tax Advance	479,134	179,134	300,000	STAR Ohio
7/13/2018	Tax Advance	444,350	-	444,350	Debt Service

7/13/2018	PLF	1,525,363	25,363	1,500,000	STAR Ohio
	Total	<u>3,209,450</u>	<u>599,218</u>	<u>2,610,232</u>	

On a motion by Ms. Merz, seconded by Ms. Vaughn, the June 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2020

The Montgomery County Budget Commission has scheduled the 2020 Tax Budget Allocation Meeting for Thursday, August 29, 2019 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed resolutions in anticipation of the Budget Commission meeting. After discussion with the Executive Director, the Board decided to not pass the annual funding formula resolution and has agreed the Executive Director should open up discussions with the other three libraries in Montgomery County to revise the formula.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director talked about how publishers have been making it difficult for libraries to purchase Ebooks. Several publisher are changing their lending models and pricing structure, no longer allowing libraries to purchase permanent E-copies, and in some cases, not allowing libraries to purchase until months after an item is released.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Schematic design for the new West Branch is underway. The landscaping at the Wilmington-Stroop Branch is complete and the entryway should be ready for use soon. The new Southeast Branch, the combination of the Belmont and East Branches, will be opening on Saturday, August 10, 2019. The new Trotwood Branch is about 25% complete, the steel is up and the roof is currently going up. Design has started on the new Northmont Branch.

FACILITIES PROGRAM BUDGET

The Executive Director reported at the May 6, 2019 Board Facilities meeting that a re-calibration of the costs for library projects would necessitate additional expenses beyond originally estimated and budgeted for the building program.

On a motion by Ms. Johnson, seconded by Ms. Vaughn, the Board approved the following resolution allocating funds to Libraries for Smarter Future building program:

WHEREAS, by previous Board actions the Board has authorized \$196, 177,787 for construction related expenses to be paid for from the Tax Exempt (403) and Taxable Bond Fund (Funds 404), and the Building and Repair Fund, and

WHEREAS, through the use of earned interest on the construction bonds, future interest on construction bonds, proceeds from previous sales of former library structures, proceeds from the sale of future library structures, the remainder of the construction of new libraries can be completed for a total cost of \$203,124,801.

WHEREAS, by prior Board actions the Building and Repair Fund has \$8,865,574 designated for site acquisition, site preparations and improvements for projects as a part of the Libraries for a Smarter Future building program, the Board resolves to designate an additional \$750,000 from the Building and Repair Fund for acquisition and site development cost remaining for the building projects as-well-as \$145,254 of proceeds from the sale of previous library structures for a total commitment of \$9,760,828. Funds received as a result of future library sales will be appropriated if needed per the Board's approval.

Ayes: All
Nays: None

NEW BUSINESS

The Trustees were reminded about the "A Novel Night" sneak peek Foundation event happening at the Southeast branch on Wednesday, August 7, 2019.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, September 9, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 18, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:50 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 18, 2019, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan (In at 4:12)
Elaine Johnson, Margot Merz, Arlinda Vaughn (In at 4:09)

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of July 17, 2019 were approved by the Board.

Ayes: All
Nays: None

The September 9, 2019 Facilities meeting of the Board was canceled.

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

Lisa Loftin, Children Services Librarian, Miami Township Branch Library, to participate in “Motivation: Tips and Tricks to Stay Positive at Work” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Suzanne Sandridge, Branch Library Manager, Vandalia Branch Library, to attend “Leading Healthy Teams” being held in Tipp City, OH on June 7, 2019. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to participate in “The New Frontier: Training Older Adults” webinar being sponsored by ALA on July 16, 2019. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held at the Mandalay Banquet Center on July 23, 2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Douglas Keech, Maintenance Manager, Facilities, Operations Center, had been previously approved to attend “Building a Better Library” being held on July 25, 2019 in Columbus, OH. Due to a status change, the cost of registration increased by \$125.00 from what was originally approved. It is recommended that registration in the amount of \$255.00 be reimbursed by the Board.

Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, to attend “24th Annual Picture Book Read-In” being held in Milford, OH on August 8, 2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operations Center, to attend “Emergency Management Training” being held at the Main Library on August 13, 2019. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Holly Varley, Collection Development Director, Collection Development, Operations Center, to attend “Tech Services Manager Meeting” being held in Akron, OH on August 16, 2019. It is further recommended that mileage in the amount not to exceed \$263.32 be reimbursed by the Board.

David Hess, Fiscal Officer/Finance Director, Finance, Main Library, to attend “Library Fiscal Officer 102” being held in Columbus, OH on August 23, 2019. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held at the Mandalay Banquet Center on August 27,

2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to participate in “Cataloging Non-English Materials” webinar being sponsored by ALCTS on August 28, 2019. It is further recommended that registration in the amount of \$43.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, to attend “EMPOWER Women’s Professional Development” being held in Dayton, OH from September 2019 through June 2020. It is further recommended that registration in the amount of \$3,000.00 be reimbursed by the Board.

Ashlee Hammond, Teen Services Librarian, Madden Hills Branch Library, to attend “Professional Black Leadership Training Program” being held in Dayton, OH from September 2019 through June 2020. It is further recommended that registration in the amount of \$1,750.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Clearing Out Ambiguity in our Company Culture” being held at Sinclair Community College on September 10, 2019. It is further recommended that registration in the amount of \$24.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held at the Mandalay Banquet Center on September 12, 2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, Ashlee Hammond, Teen Services Librarian, Madden Hills Branch Library, Eric Hockaday, Information Services Assistant, Main Youth Services, Main Library, and Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, to attend “Teen Think Tank” being held at the Mercer County District Library on September 13, 2019. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to attend “Teen Think Tank” being held at the Mercer County District Library on September 13, 2019. It is further recommended that mileage in an amount not to exceed \$73.08, lodging in an amount not to exceed \$140.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, Iris Juergens, Borrower Services Manager, Borrower Services, Main Library, Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Meeting” being held in Vandalia, OH on September 18, 2019. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Fact-finding Conference” being held in Columbus, OH on September 20, 2019. It is

further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, Holly Varley, Collection Development Director, Collection Development, Operations Center, Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisitions Manager, Collection Development, Operations Center, to attend "OH-IUG Regional Innovative Users Group Conference" being held in Columbus, OH on September 20, 2019. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Librarian, Main Youth Services, Main Library, to participate in "Weeding Juvenile and Young Adult Materials" webinar being sponsored by SWON on September 26, 2019. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to attend "Challenging the Myths of Aging: An Encore Solution" being held in Dayton, OH on October 2, 2019. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Margaret Castillo, Patron Services Assistant, Electra C. Doren Branch Library, to participate in "Equity in Action: Taking Your Diversity and Inclusion Initiatives to the Next Level" webinar being sponsored by Library Journal on October 3, 2019. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Operations Center, to attend "YALSA Train the Trainer Event" being held in Chicago, IL on October 27, 2019 through October 29, 2019. It is further recommended that transportation in an amount not to exceed \$340.00, lodging in an amount not to exceed \$510.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, and David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in "Evaluating, Auditing, & Diversifying Your Collection" online course being sponsored by Library Journal on November 5, 2019 through November 19, 2019. It is further recommended that registration in the amount of \$281.25 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Amber Bailey, Processor, full-time, Grade 02, Cataloging, Operations Center, effective July 21, 2019 at the rate of \$13.21 per hour.

Lesley Burke, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective August 4, 2019 at the rate of \$23.04 per hour.

Jordan Champion, Information Services Assistant, substitute, Grade Sub08, Public Services Administration, Main Library, effective August 18, 2019 at the rate of \$12.30 per hour.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 1, 2019 at the rate of \$20.46 per hour.

Elesa Davis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective August 18, 2019 at the rate of \$17.03 per hour.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, effective September 29, 2019 at the rate of \$17.03 per hour.

Jacqueline Gazda, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective August 4, 2019 at the rate of \$23.04 per hour.

Bryan Hamilton, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective August 18, 2019 at the rate of \$23.04 per hour.

MacKenzie Kennie, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective September 1, 2019 at the rate of \$10.65 per hour.

Michael Yates, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective September 15, 2019 at the rate of \$10.65 per hour.

CHANGE IN HOURS

Barry Fought, Accountant, 1/2-time, Grade 11, Finance, Main Library, from Accountant, 4/5-time, Grade 11, Finance, Main Library, effective September 1, 2019 at the rate of \$23.10 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Miriam Wilkins, Patron Services Assistant, 4/5-time, Grade 05, Wilmington-Stroop Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective September 15, 2019 at the rate of \$14.74 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Tricia Bingham, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, from Patron Services Assistant, 3/5-time, Grade 05, Wilmington-Stroop Branch Library, effective August 4, 2019 at the rate of \$16.40 per hour.

CHANGE IN LOCATION

Ara Beal, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, from Information Services Librarian, substitute, Grade Sub11, Public Services Administration, Main Library, effective August 4, 2019 at the rate of \$14.78 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Candice Jeske, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective September 15, 2019 at the rate of \$21.33 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective August 26, 2019 for 80 hours for medical reasons.

LaSasha Dixon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective September 20 for 8 hours for personal reasons.

Barry Fought, Accountant, 4/5-time, Grade 11, Finance, Main Library, effective August 26, 2019 for 32 hours for vacation.

Teresa Guerra, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective September 14, 2019, for 8 hours for vacation.

Kelly McElroy, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective November 18, 2019 for 48 hours for vacation.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective August 3, 2019 for 16 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Karah Power, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, from Information Services Librarian, full-time, Grade 08, Outreach Services, effective August 4, 2019 at the rate of \$20.46 per hour.

REHIRE AS SUBSTITUTE

Cynthia McNally, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective July 21, 2019 at the rate of \$12.30 per hour.

RESIGNATION

Caitlin Blackford, Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective September 13, 2019.

Todd Lampley, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 31, 2019.

Erin McKenzie, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective March 15, 2019.

Jennie Wettle, Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, effective August 28, 2019.

RETIREMENT

Constance Plisek, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective October 31, 2019 after more than 30 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, in order to attend the Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

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

Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course “Elementary Spanish I”, Sinclair Community College, 4.0 credit hours, at a cost of \$549.12, for a total of \$549.12.

Andrew Hiatt, Information Services Assistant, Northmont Branch Library, for the course “Engaging Young Children and Families”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Engaging Teens”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Youth Literature in the Digital Realm” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$6,633.00.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Introduction to Digital Preservation”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Selected Topic: Scholarly Communication” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$6,633.00.

Anthony MacKenzie, Information Services Assistant, Huber Heights Branch Library, for the course “People in the Information Ecology”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Information Institutions and

Professions”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$6,633.00.

Caitlin O’Mara, Patron Services Assistant, Electra C. Doren Branch Library, for the course “Management of Information Agencies”, University of Missouri - Columbia, 3.0 credit hours, at a cost of \$1,158.00, and the course “International Comparative Librarianship” University of Missouri - Columbia, 3.0 credit hours at a cost of \$1,158.00 for a total of \$2,316.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Selection and Acquisition of Library Materials” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$2,211.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Engaging Young Children and Families”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “User Experience Design Principles and Concepts”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “User Experience Design in Practice” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$6,633.00.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course “Introduction to Digital Preservation”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Digital Technologies I: Data Fundamentals ”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies II: Internet Fundamentals” Kent State University, 1.0 credit hour at a cost of \$737.00 for a total of \$5,159.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(3) of the Ohio Revised Code to discuss the confer with an attorney regarding pending court action.

On motion by Ms. Merz, seconded by Ms. Johnson, the Board went into Executive Session.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

Ms. Vaughn entered the meeting at 4:09 p.m.

Ms. Holihan entered the meeting at 4:12 p.m.

The Board entered Executive Session at 4:01 p.m. and returned to open session at 4:27 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(3) of the Ohio Revised Code.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2019 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
7/20/2018	Tax Advance	\$1,162,212	\$1,162,212	-	
7/20/2018	Tax Advance	\$1,075,763	-	\$1,075,763	Debt Service
7/27/2018	Tax Advance	\$1,198,998	\$98,998	\$1,100,000	
7/27/2018	Tax Advance	\$1,100,069	-	\$1,100,069	Debt Service
8/3/2018	Tax Advance	\$503,717	\$503,717	-	
8/3/2018	Tax Advance	\$457,894	-	\$457,894	Debt Service
8/15/2018	PLF	\$1,175,424	\$1,175,424	-	
	Total	\$6,674,076	\$2,940,351	\$3,733,726	

On a motion by Ms. Merz, seconded by Ms. Holihan, the July and August 2019 Financial Reports were approved by the Board.

Ayes: All
 Nays: None

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

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

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2020; 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	\$11,491,508	1.75
Bond Fund	\$10,575,271	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 Mr. 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, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Andy Snow presented the Library with copy of a book commemorating the 50th anniversary of the Dayton Contemporary Dance Company (DCDC). Many of the pictures were taken by Mr. Snow and the book is signed by all the dancers of the current season. This book will be kept in the Library's Special Collections department.

Mandie Burns, Youth Services Director, gave an overview of the successes from the 2019 Summer Challenge.

EBOOK RESOLUTION

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

WHEREAS, Ohio's public libraries serve more than 11.6 million residents, with over 8.4 million being active cardholders; and

WHEREAS, Dayton Metro Library serving over 460,000 residents in Montgomery county and with over 400,000 people being active cardholders; and

WHEREAS, Ohio public libraries have the highest use per capita in the nation; and in 2018 the Dayton Metro Library loaned over 785,000 ebooks for reading on phones, tablets, and computers and for listening on a variety of audio devices; and

WHEREAS, the popularity electronic formats will continue to increase as shown by Dayton Metro Library cardholders on pace to borrow over 900,000 ebooks in 2019; and

WHEREAS, 518,400 young Ohioans, of which tens of thousands are from economically disadvantaged households served by Dayton Metro Library, find ebooks an unaffordable luxury and rely on libraries to provide them with the full variety of content to support acquisition of literacy skills, complete school assignments, and pursue interests; and

WHEREAS, Dayton Metro Library staff regularly visits over one thousand older adults and individuals with disabilities in their homes and assisted living facilities, many of which borrow library-owned tablets, and these individuals are increasingly dependent on electronic formats to fully learn about, experience, and enjoy their world; and

WHEREAS, major publishers have announced new policies for ebooks that severely limit public libraries' ability to purchase digital copies of materials and information; and

WHEREAS, these new ebook policies represent a significant financial burden impacting taxpayer supported public libraries, including Dayton Metro Library which spends over \$900,000 annually for ebooks; and

WHEREAS, these restrictive policies directly impact the ability of all Ohio's public libraries to adequately provide equitable access to materials and information; therefore be it

RESOLVED on this day of September 18, 2019, that we, the Board of Trustees of the Dayton Metro Library call upon Blackstone Audio, Hachette, Macmillan, and Simon & Schuster to reconsider these recently announced restrictive and onerous policies and engage in a meaningful and direct dialogue with libraries, library associations, authors, and other relevant stakeholders for the purpose of devising new policies that ensure affordable and equitable access to ebooks by Ohio's 8.4 million library users.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Wilmington-Stroop and Southeast are both complete and open. The design on the West Branch is going well and should be able to have a budget estimate for the project soon. Trotwood is 42% complete and is currently under roof.

STRATEGIC PLANNING

The Executive Director will updated Library Trustees on the development and timetable for recommending a new strategic plan for the Library.

NEW BUSINESS

There was no new business brought before the Board.

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 16, 2019 at 4:00 p.m. at the Main Library. The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, October 7, 2019 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, October 16, 2019 at 4:15 p.m. at the Main Library.

EXECUTIVE SESSION

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

On motion by Mr. Bower, seconded by Mr. Merz the Board went into Executive Session.

A roll call vote was taken as follows:

Mr. Bower, Aye

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:30 p.m. and returned to open session at 6:24 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

There being no further business to discuss, the Board adjourned at 6:26 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 16, 2019, 4:15 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:09 p.m.

Mr. Kennebrew was appointed Secretary Pro Tem.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of September 18, 2019, and the facilities meeting of October 7, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Foundations of Early Literacy” online course being sponsored by Library Juice on September 3, 2019 through September 28, 2019. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “Understanding Trauma-Informed Approaches” being sponsored by PLA on September 24, 2019. It is further recommended that registration in the amount of \$43.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “The Business of Aging” being held at the Steam Plant on October 3, 2019. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Technology, Literacy, and Young Children” online course being sponsored by Library Juice on October 7, 2019 through November 1, 2019. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Mary Fenner, Information Services Assistant, Huber Height Branch Library, to attend “ASL 1: Beginners Class” being held in Dayton, OH on October 10, 2019 through December 5, 2019. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Larry Yung, Information Services Assistant, Burkhardt Branch Library, to attend “East Coast RepRap Fest” being held in Bel Air, MD on October 12, 2019 through October 13, 2019. It is further recommended that registration in the amount of \$10.00, airfare in an amount not to exceed \$590.00, ground transportation in an amount not to exceed \$100.00, lodging in an amount not to exceed \$315.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “Taste of IT” being held at Sinclair on November 13, 2019. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “2019 Hottest Tech Toys for the Holidays” webinar being sponsored by Northeast Ohio Regional Library System on November 11, 2019. It is further recommended that registration in the amount of \$24.00 be reimbursed by the Board.

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “Teaching Better Behavior: Social-Emotional Learning in Library Programming” webinar being sponsored by Northeast Ohio Regional Library System on November 21, 2019. It is further recommended that registration in the amount of \$24.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, Matthew Jones, Web Developer, Information Technology Services, Operations Center, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, to attend “RightClick 2019” being held in Columbus, OH on November 22, 2019. It is further recommended that registration in the amount of \$170.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Sherri Goudy, Information Services Assistant, substitute, Grade Sub08, Special Collections, Main Library, effective October 13, 2019 at the rate of \$12.30 per hour.

Jeanne Hignite, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective October 13, 2019 at the rate of \$10.65 per hour.

Eleora Mantle, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective October 13, 2019 at the rate of \$10.65 per hour.

Rebecca Westlake, Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective September 15, 2019 at the rate of \$14.78 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Miriam Wilkins, Patron Services Assistant, 4/5-time, Grade 05, Wilmington-Stroop Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective September 15, 2019 at the rate of \$14.74 per hour.

INTERIM CHANGE IN POSITION

Camee Decknadel, Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, effective September 29, 2019 at the rate of \$26.2123 per hour.

LEAVE WITHOUT PAY

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective October 26, 2019 for 8 hours for personal reasons.

Brandy Forward, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective October 11, 2019 for 8 hours for personal reasons.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective October 2 for 320 hours for medical reasons.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective September 9, 2019 for 128 hours for medical reasons.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 1, 2019 for 40 hours for medical reasons.

RESIGNATION

April Crunkleton, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective August 24, 2019.

Brooke Meyer, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective June 14, 2019.

Sarah Reynolds, Children Services Librarian, substitute, Grade Sub11, Outreach Services, effective April 6, 2019.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING

Dave Hess, Fiscal Officer, and Bob Frantz from Stifel Nicolaus Company presented the Board with the proposed resolution to refinance the bonds for the Libraries for a Smarter Future building project.

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

RESOLUTION REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AND BOND-ISSUING AUTHORITY OF THE LIBRARY, TO AUTHORIZE THE ISSUANCE AND SALE OF BONDS OF THE LIBRARY, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$104,740,000, FOR THE PURPOSE OF REFUNDING FOR DEBT CHARGES SAVINGS CERTAIN OF THE OUTSTANDING LIBRARY IMPROVEMENT BONDS, SERIES 2013A (TAX-EXEMPT), DATED APRIL 3, 2013.

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as “Dayton Metro Library” (the Library); and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Library is comprised of all of the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the Library is more specifically described to include the territories of the following school districts, either in their entirety if located entirely in the County of Montgomery or the portions thereof located in the County of Montgomery: Beavercreek Local School District, Brookville Local School District, Carlisle Local School District, Jefferson Township Local School District, Mad River Local School District, New Lebanon Local School District, Northridge Local School District, Preble-Shawnee Local School District, Tri-County North Local School District, Dayton City School District, Fairborn City School District, Huber Heights City School District, Kettering City School District, Miamisburg City School District, Northmont City School District, Springboro City School District, Trotwood-Madison City School District, Vandalia-Butler City School District, and West Carrollton City School District; and

WHEREAS, pursuant to Section 3375.24 of the Revised Code, the Board of County Commissioners of the County of Montgomery (the County Board) is the taxing authority of the Library and is also authorized by law to issue notes and bonds of the Library under Chapter 133 of the Revised Code and in accordance with the vote of the electors residing within the boundaries of the Library; and

WHEREAS, at the election held on November 6, 2012, on the question of issuing bonds of the Library in the aggregate principal amount of \$187,000,000 for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof, and of levying property taxes outside the ten-mill limitation to pay the debt charges on those bonds and any anticipatory securities, the requisite majority of those voting on the question voted in favor of it; and

WHEREAS, pursuant to Resolution No. 13-0189, adopted by the County Board, as the taxing and bond-issuing authority of the Library, on February 5, 2013 (the Original Bond Legislation), there were issued \$135,000,000 Library Improvement Bonds, Series 2013A (Tax-Exempt), dated April 3, 2013, for the purpose stated in Section 1, which bonds are currently outstanding in the aggregate principal amount of \$135,000,000 and will mature on December 1 in the years 2022 through 2034 and 2038 (the Outstanding Bonds); and

WHEREAS, this Board finds and determines that it is necessary and in the best interest of the Library to refund for debt charges savings all or a portion of the Outstanding Bonds maturing on December 1 in the years 2026 through 2029, 2031 through 2034, and 2038 (the Refunded Bonds); and

WHEREAS, this Board finds and determines that it is necessary and in the best interest of the Library to issue the Bonds described in Section 1 to provide funds sufficient for that purpose, including the payment of expenses properly allocable to that refunding and to the issuance of the Bonds; and

WHEREAS, the Fiscal Officer/Treasurer, as fiscal officer of the Library (the Fiscal Officer), has certified that the estimated life or period of usefulness of the improvement described in Section 1 was, at the time of issuance of the Refunded Bonds, at least five years, and the maximum maturity of the Bonds described in Section 1 is not later than December 1, 2038;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Dayton Metro Library, County of Montgomery, Ohio, that:

Section 1. Authorized Principal Amount and Purpose. It is hereby determined and recited that the Library (then known as the “Montgomery County Library District”) was established as a county library district on May 14, 1948, by adoption of Resolution No. 270 by the County Board. Accordingly, this Board is charged with the title, custody, control and maintenance of a public library known as “Dayton Metro Library”.

This Board determines that it is necessary and in the best interest of the Library to issue bonds of the Library in the maximum principal amount of \$104,740,000 (the Bonds) for the purpose of refunding for debt charges savings certain of the outstanding Library Improvement Bonds, Series 2013A (Tax-Exempt), dated April 3, 2013, where were issued for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof. Accordingly, this Board hereby requests the County Board, as the taxing and bond-issuing authority for the Library, to authorize the issuance of the Bonds as described herein and on the terms described herein. The aggregate principal amount of Bonds to be issued shall be in the amount determined by the Fiscal Officer in a Final Terms Certificate (the Final Terms Certificate) to be signed pursuant to authority granted in a resolution to be adopted by the County Board (the County Bond Resolution), consistent with this Resolution and the Fiscal Officer’s determination of the best interest of and financial advantages to the Library.

Section 2. Sale of the Bonds.

(a) To the Original Purchaser. This Board further requests that the Bonds be sold at private sale to, unless otherwise determined by the Fiscal Officer in the Final Terms Certificate, Stifel, Nicolaus & Company, Incorporated (the Original Purchaser), at a purchase price, not less than 97% of the aggregate principal amount thereof, as shall be determined by the Fiscal Officer in the Final Terms Certificate, plus accrued interest on the Bonds from their date to the closing date, and shall be sold by the Fiscal Officer with and upon such other terms as are required or authorized by the County Bond Resolution to be specified in the Final Terms Certificate, all in accordance with law, the provisions of the County Bond Resolution and a Bond Purchase Agreement between the Library and the Original Purchaser (the Bond Purchase Agreement) as described and defined in the County Bond Resolution.

The President, Vice President and Secretary of this Board, the Executive Director, the Fiscal Officer, the Deputy Fiscal Officer and other Library officials, as appropriate, each are authorized and directed to sign any agreements (including, but not limited to, the Bond Purchase Agreement, Bond Registrar Agreement, Escrow Agreement and Continuing Disclosure Agreement, each as described and defined in the County Bond Resolution), transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by the County Bond Resolution and this Resolution.

(b) Primary Offering Disclosure – Official Statement. The President or Vice President of this Board, the Executive Director and the Fiscal Officer, on behalf of the Library and in their official capacities, are authorized to (i) prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, an official statement in connection with the original issuance of the Bonds, (ii) determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the Library or is a final official statement for purposes of SEC Rule 15c2-12(b)(1), (3) and (4), (iii) use and distribute, or

authorize the use and distribution of, that official statement and any supplements thereto in connection with the original issuance of the Bonds and (iv) complete and sign that official statement as so approved together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of that official statement as they deem necessary or appropriate.

(c) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Bonds, the Library agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The President or Vice President of this Board, the Executive Director and the Fiscal Officer are authorized and directed to complete, sign and deliver the Continuing Disclosure Agreement, in the name and on behalf of the Library, in substantially the form as is now on file with the Fiscal Officer. The Continuing Disclosure Agreement is approved, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the Library and that are approved by the Fiscal Officer on behalf of the Library, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement.

The Fiscal Officer is further authorized and directed to establish procedures in order to ensure compliance by the Library with its Continuing Disclosure Agreement, including timely provision of information and notices as described above. Prior to making any filing required under the Rule, the Fiscal Officer shall consult with and obtain legal advice from, as appropriate, bond counsel or other qualified independent special counsel selected by the Library. The Fiscal Officer, acting in the name and on behalf of the Library, shall be entitled to rely upon any such legal advice in determining whether a filing should be made. The performance by the Library of its Continuing Disclosure Agreement shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(d) Application for Rating or Bond Insurance; Financing Costs. If, in the judgment of the Fiscal Officer, the filing of an application for (i) a rating on the Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance from a company or companies to better assure the payment of principal of and interest on the Bonds, is in the best interest of and financially advantageous to the Library, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency or company such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating or policy, except to the extent paid by the Original Purchaser in accordance with the Bond Purchase Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose. The Fiscal Officer is hereby authorized, to the extent necessary or required, to enter into any commitments or agreements, in the name of and on behalf of the Library, that the Fiscal Officer determines to be necessary in connection with obtaining of such ratings or that bond insurance.

The expenditure of the amounts necessary to secure that rating or those ratings and to pay the other financing costs (as defined in Section 133.01 of the Revised Code) in connection with the Bonds, to the extent not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, is authorized and approved, and the Fiscal Officer is authorized to provide for the payment of any such amounts and costs, except to the extent paid or reimbursed by the Original Purchaser in accordance with the Bond Purchase Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 3. Refunding; Call of Refunded Bonds. This Board determines that it is necessary and in the best interest of the Library to refund the Refunded Bonds. The Fiscal Officer

is authorized and directed to give to The Huntington National Bank, as the authenticating agent, bond registrar, transfer agent and paying agent for the Refunded Bonds, on or promptly after the Closing Date (as defined in the County Bond Resolution), written notice of the call for redemption, and the Refunded Bonds shall be redeemed in accordance with the Original Bond Legislation and the Escrow Agreement. The Library covenants for the benefit of the holders of the Refunded Bonds and of the Bonds, that it will at no time on or after the Closing Date take actions to modify or rescind that call for prior redemption, and that it will take, and will cause the bond registrar and paying agent for the Refunded Bonds to take, all steps required by the terms of the Refunded Bonds to make and perfect that call for prior redemption.

Section 4. Application of Proceeds. The proceeds from the sale of the Bonds (except any accrued interest and original issue premium in excess of the amount necessary to accomplish the refunding of the Refunded Bonds and the payment of costs relating to the issuance of the Bonds and the refunding of the Refunded Bonds, which shall be paid into the Bond Retirement Fund) shall be paid into the Escrow Fund as and to the extent provided in the County Bond Resolution, and are appropriated and shall be used for that purpose. Accrued interest and such excess premium received by the Library are appropriated and shall be used for the purpose of paying debt charges on the Bonds. Any proceeds received by the Library to be used for the payment of any expense relating to the refunding of the Refunded Bonds and the issuance of the Bonds shall be paid into the proper fund or funds, and are appropriated and shall be used for that purpose.

Section 5. Provisions for Tax Levy. Pursuant to the authority granted by the electors of the Library on November 6, 2012, this Board requests the County Board, as taxing and bond-issuing authority of the Library, to levy on all the taxable property in the Library, in addition to all other taxes, during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be unlimited as to amount or rate, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Library's Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.

Section 6. Federal Tax Considerations. The Library does not intend or represent that the interest on the Bonds will be excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended, and the Library is not and shall not be obligated to take any action to attempt to secure or maintain any such exclusion.

Section 7. Certification and Delivery of Resolution. The Fiscal Officer is directed to deliver or cause to be delivered a certified copy of this Resolution to the Clerk of the County Board.

Section 8. Retention of Bond and Disclosure Counsel. In connection with the issuance of the Bonds, the legal services of Squire Patton Boggs (US) LLP, as bond counsel and disclosure counsel, are hereby retained. The legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the issuance and sale of the Bonds and the rendering of the necessary legal opinion upon the delivery of the Bonds. In rendering those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of the Library in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the Library or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those legal services and shall be reimbursed for

the actual out-of-pocket expenses it incurs in rendering those legal services. The Fiscal Officer is authorized and directed, to the extent they are not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 9. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 10. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 11. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

A roll call vote was taken as follows:

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

Ayes: All
 Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2019 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
Date	Source	Amount	Use in Operations	Investment	Where
9/15/2019	PLF	\$1,502,244	\$702,244	800,000	STAR Ohio
Total		<u>\$1,502,244</u>	<u>\$702,244</u>	<u>800,000</u>	

On a motion by Ms. Merz, seconded by Ms. Johnson, the September 2019 Financial Report was approved by the Board.

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on his updated work plan for the current year.

Jayne Klose, Community Engagement Manager, shared with the Trustees that Dayton Metro Library has been selected to host Americans and the Holocaust, a traveling exhibition from the U.S. Holocaust Memorial Museum.

SALE OF FORMER EAST BRANCH LIBRARY

On October 2, 2019, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 2008 Wyoming St., Dayton, OH, formerly the East Branch Library, to Willis and Rife LLC for the price of \$112,700.00.

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 2008 Wyoming St., Dayton, OH, formerly the Fort East Branch Library, currently owned by the Library to Willis and Rife LLC for the price of \$112,700.00 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

2020 HEALTH DENTAL AND VISION INSURANCE

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the following for group health, dental, and vision insurance, for plan year 2020:

- Renew group health insurance with Anthem with no change in benefit coverage or plan design, with a premium rate increase of 4.54%. Continue to offer eligible employees 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.
- Retain group dental insurance with Superior Dental with no change in benefit coverage or plan design, and no change in premiums.
- Retain group vision insurance with EyeMed Access Network with no change in benefit coverage or plan design, and no change in premiums.
- The Library will continue to 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 will continue to be pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$698.13	4.54%
Family	\$1542.85	4.54%

Plan	HRA Rate	% change
Single	\$752.13	4.54%
Family	\$1662.22	4.54%

Plan	Dental Rate	% change
Single	\$24.14	0%
Family	\$101.12	0%

Plan	Vision Rate	% change
Single	\$5.36	0%
Family	\$13.67	0%

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2020 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2020. The approved meeting dates for 2020 are as follows:

January 22, 2020	July 15, 2020
February 19, 2020	August – no meeting
March 18, 2020	September 16, 2020
April 15, 2020	October 21, 2020
May 20, 2020	November 18, 2020
June 17, 2020	December 16, 2020

Additionally, the Board needed to establish a calendar of facilities meetings for 2020. The approved meeting dates for 2020 are as follows:

January 13, 2020	July 6, 2020
February 10, 2020	August – no meeting
March 9, 2020	September 8, 2020
April 6, 2020	October 12, 2020
May 11, 2020	November 9, 2020
June 8, 2020	December 7, 2020

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the Board approved the proposed Board and facilities meeting dates for 2020.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Trotwood is progressing nicely, but West has to resubmit schematic design due to budgetary reasons.

STRATEGIC PLANNING

The Executive Director updated Library Trustees on the progress of the new strategic plan for the Library.

Ms. Johnson left the meeting at 5:26 p.m.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 11, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 20, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Johnson, the Board adjourned at 5:38 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 20, 2019, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Merz, the minutes of the Board meeting of October 16, 2019, and the facilities meeting of November 11, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held at the Mandalay Banquet Center on October 22, 2019. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Eric Wirick, Programming Assistant, Youth Services, Operations Center, to attend “PLIX@Akron Workshop” being held in Akron, OH on October 29, 2019 through October 30, 2019. It is further recommended that mileage in an amount not to exceed \$230.23, parking in an amount not to exceed \$14.00, lodging in an amount not to exceed \$750.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, Jennifer Buckner, Children Services Librarian, Kettering-Moraine Branch Library, Rebecca Calfe, Information Services Librarian, Information Services, Main Library, Jennifer Hicks, Assistant Branch Library Manager, Vandalia Branch Library, Carol Macmann, Branch Library Manager, New Lebanon Branch Library, Kristina Richey, Information Services Librarian, Information Services, Main Library, and Erin Wen, Material Selection Librarian, Collection Development, Operations Center, to attend “OLC Leadership Conference” being held in Columbus, OH on October 30, 2019. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Nancy Horlacher, Local History Librarian, Special Collections, Main Library, to attend “Dayton Region’s Walk of Fame Luncheon” being held at Sinclair Community College on October 31, 2019. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Creating Family Service Partnership/Outreach” online course being sponsored by Library Juice on November 4, 2019 through November 29, 2019. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Megan Francis, Information Services Assistant, Vandalia Branch Library, to attend “Supporting LBGTQ Youth: A Summit for Miami Valley” being held at the Main Library on November 4, 2019 through November 5, 2019. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to participate in “Algorithmic Literacy in the Library” being sponsored by the Urban Libraries Council on November 6, 2019. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Laura Durham, Information Services Librarian, Information Services, Main Library, to participate in “Millennials Haven’t Ruined Book Club” webinar being sponsored by PLA on November 14, 2019. It is further recommended that registration in the amount of \$59.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “National Philanthropy Day Awards & Luncheon” being held in Dayton, OH on November 15, 2019. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “When Leveling Helps, When It Doesn’t, and How Libraries Can Make the Best of It” webinar being sponsored by OLC on December 4, 2019. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Behavior Management in Storytime” webinar being sponsored by SWON on December 4, 2019. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Kimberly Fox, Main Library Manager, Main Library Services, Main Library, to attend “Social Justice and Public Libraries” being held in Toledo, OH on December 9, 2019 through December 10, 2019. It is further recommended that registration in the amount of \$175.00, mileage in an amount not to exceed \$174.00, parking in an amount not to exceed \$80.00, lodging in an amount not to exceed \$340.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Matthew Jones, Web Developer, Information Technology Services, Operations Center, to attend “CodeMash” being held in Sandusky, OH on January 7, 2020 through January 10, 2020. It is further recommended that registration in the amount of \$800.00, mileage in an amount not to exceed \$212.28, lodging in an amount not to exceed \$860.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to attend “ALA Midwinter 2020” being held in Philadelphia, PA on January 23, 2020 through January 28, 2020. It is further recommended that registration in the amount of \$280.00, airfare in an amount not to exceed \$410.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$690.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Julie Buchannan, Programming Manager, Youth Services, Operations Center, to attend “Building Equity into the DNA of Your Organization” being held in Nashville, TN on February 25, 2020. It is further recommended that registration in the amount of \$325.00 be reimbursed by the Board.

Melissa Place, Systems Technician, Information Technology Services, Operations Center, to participate in “Mac OS Support Essentials 10.14” course being sponsored by New Horizons of Cincinnati on February 25, 2020 through February 27, 2020. It is further recommended that registration in the amount \$1,895.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Aimee Akerman, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective October 13, 2019 at the rate of \$16.51 per hour.

Hannah DeBorde, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective November 10, 2019 at the rate of \$10.65 per hour.

Freyja Vanoy, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective November 10, 2019 at the rate of \$17.03 per hour.

CHANGE IN HOURS

Alexander Weisbrodt, Patron Services Assistant, 3/5-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective November 10, 2019 at the rate of \$14.74 per hour.

CHANGE IN LOCATION

Candice Jeske, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective November 10, 2019 at the rate of \$21.33 per hour.

Janet Russell, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, from Patron Services Assistant substitute, Grade Sub05, Miami Township Branch Library, effective October 27, 2019 at the rate of \$10.65 per hour.

CHANGE IN POSITION

Aziz Shadmanov, Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, from Library Aide, Electra C. Doren Branch Library, effective November 10, 2019 at the rate of \$10.65 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective October 21, 2019 for 2.3 hours for medical reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective November 4, 2019 for 80 hours for medical reasons.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 16, 2019 for 40 hours for medical reasons.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 29, 2019 for 4.55 hours for medical reasons.

REHIRE AS SUBSTITUTE

Elijah Stephens, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective November 10, 2019 at the rate of \$12.68 per hour.

RESIGNATION

Jasmine Jones, Patron Services Assistant, ½-time, Grade 05, Northwest Branch Library, effective November 15, 2019.

Elijah Stephens, Information Services Assistant, full-time, Grade 08, Outreach Services, effective November 3, 2019.

RETIREMENT

Chuck Duritsch, External Relations Manager, full-time, Grade S08, External Relations, Operations Center, effective January 31, 2020 after 5 years of service.

Sandra Prell, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, effective January 3, 2020 after more than 10 years of services.

2020 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Nashville, TN from February 25-29, 2020. The Executive Director recommends the Board authorize reimbursement in an amount up to \$305.00 for registration, \$280.00 for airfare, \$940.00 for lodging, \$45.00 for ground transportation, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,070.00 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$280.00 for airfare, \$940.00 for lodging costs, \$45.00 for ground transportation, and \$120.00 for meals; and a maximum per person reimbursement of \$305.00 for registration costs. It is further recommended that \$5,070.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2019 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials. Mr. Hess gave the Trustees an update on the bond refinancing process, as well as an update on how the Memorial Day tornado will affect property taxes. He also informed the Trustees about a fraudulent check scam that the Finance department discovered.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/15/2019	PLF	\$1,370,108	\$570,108	\$800,000	STAR Ohio
11/14/2019	PLF	\$1,415,510	\$715,510	\$700,000	STAR Ohio
10/11/2019	RE Tax Settlement	\$3,922	\$3,922	-	
10/11/2019	RE Tax Settlement	\$3,657	-	\$3,657	Debt Service
10/17/2019	RE Tax Settlement	\$725,328	\$425,328	\$300,000	STAR Ohio
10/17/2019	RE Tax Settlement	\$676,367	-	\$676,367	Debt Service
Total		\$4,194,892	\$1,714,868	\$2,480,024	

On a motion by Ms. Holihan, seconded by Ms. Merz, the October 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2020

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2020, and
WHEREAS, these funds will be used for current operating expenses throughout 2020, Now
THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and
BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

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

Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of Marsh & McLennan reviewed the proposed 2019-2020 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2018-2019	2019-2020
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$13,591	\$13,519
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$3,980	\$3,980
Package (Liability and Property)	Westfield	\$145,975	148,058
TOTAL		\$163,546	\$165,629

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the addition of \$7,047 to include coverage for molestation and cyber security to the above rates.

Ayes: All
Nays: None

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$172,676.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Executive Director, gave the Board a presentation on the inaugural run of the Emerging Library Leadership Academy (ELLA) program for employees who were looking for a way to increase skills that would be beneficial for possible management opportunities.

Diane Farrell, External Relations and Development Director, gave the Board a presentation recapping Career Adventure Day, a spin off of Career Adventure Camp.

The Executive Director, discussed the Governor's Imagination Library with the Board.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Trotwood is about 62% complete.

NOMINATING COMMITTEE

The Board President appointed herself and Glenn Bower as the nominating committee in order to present a 2020 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2019. The slate will be presented at the December 2019 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2020. Mr. Glenn has served on the Board for five years, fulfilling an unexpired term, but has declined reappointment.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 9, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 18, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 5:44 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 18, 2019, 4:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan
Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:00 p.m. Ms. Vaughn was appointed Secretary Pro Tem.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by Ms. Holihan, 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 Ms. Holihan, the minutes of the Board meeting of November 20, 2019 as well as the December 9, 2019 facilities meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Vaughn, 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:

Victoria Hix, Information Services Assistant, Outreach Services, to attend “Clark State Driver Training” being held in Springfield, OH. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Meeting Diverse Needs through Sensory Storytime” online workshop being sponsored by Library Juice on January 6, 2020 through February 1, 2020. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to attend “Building Equity into the DNA of Your Organization” being held in Nashville, TN on February 25, 2020. It is further recommended that lodging in an amount not to exceed \$309.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, to attend “Teen Think Tank” being held in Ottawa, OH on February 27, 2020 through February 28, 2020. It is further recommended that registration in the amount of \$25.00 each, mileage in an amount not to exceed \$149.64 each, lodging in an amount not to exceed \$150.00 each, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Ian Kinser, Teen Services Librarian, Vandalia Branch Library, and Alexandra Young, Teen Services Librarian, Kettering-Moraine Branch Library, to attend “Teen Think Tank” being held in Ottawa, OH on February 28, 2020. It is further recommended that registration in the amount of \$25.00, and mileage in an amount not to exceed \$149.64 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective January 5, 2020 at the rate of \$17.03 per hour.

Kelley Gorniak, Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective January 5, 2020 at the rate of \$23.04 per hour.

Gilbert Rutledge, Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective December 8, 2019 at the rate of \$17.03 per hour.

CHANGE IN LOCATION

Victoria Hix, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective January 5, 2019 at the rate of \$18.30 per hour.

LEAVE WITHOUT PAY

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective February 24, 2020 for 56 hours for vacation.

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective December 8, 2019 for 24 hours for medical reasons.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective October 13, 2019 for 140 hours for medical reasons.

REHIRE AS SUBSTITUTE

Jasmine Jones, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective November 10, 2019 at the rate of \$12.63 per hour.

RESIGNATION

Jennifer Lobo, Information Services Assistant, substitute, Grade 08, Main Youth Services, Main Library, effective July 25, 2019.

RETIREMENT

Christine Estes, Senior Patron Services Assistant, full-time, Grade S06, Southeast Branch Library, effective February 29, 2020 after more than 30 years of service.

WILMINGTON-STROOP DP&L EASEMENT AGREEMENT

The Board approved the request from Dayton Power and Light for a 10 foot right of way and easement for the Wilmington-Stroop property. The proposed easement will not impact the library's use of the property.

TROTWOOD DP&L EASEMENT AGREEMENT

The Board approved the request from Dayton Power and Light for a 10 foot right of way and easement for the new Trotwood property. The proposed easement will not impact the library's use of the property.

Ayes: All
 Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for November 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
12/15/2019	PLF	\$1,422,161	\$722,161	\$700,000	STAR Ohio
Total		<u>\$1,422,161</u>	<u>\$722,161</u>	<u>\$700,000</u>	

On a motion by Ms. Merz, seconded by Ms. Holihan, the November 2019 Financial Report was approved by the Board.

Ayes: All
 Nays: None

AMENDED 2019 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2019 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Merz, seconded by Ms. Vaughn, the following amended appropriation allocations for fiscal year ending December 31, 2019:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$21,399,774	\$21,749,774	\$350,000
2000 – Supplies	\$812,871	\$812,871	\$0
3000 - Purchased Services	\$6,853,525	\$6,268,293	(\$585,232)
4000 - Library Materials & Information	\$4,901,029	\$4,901,029	\$0
5000 - Capital Outlay	\$1,980,994	\$1,980,994	\$0
7000 - Other Objects	\$185,509	\$185,509	\$0

9000 - Transfer to other funds	\$0	\$235,232	\$235,323
Total	<u>\$36,133,702</u>	<u>\$34,833,055</u>	<u>\$0</u>
<u>Sustainability Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$10,000	\$10,000	\$0
Total	<u>\$ 10,000</u>	<u>\$10,000</u>	<u>\$0</u>
<u>Future Employee Compensation Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$ 1,700	\$ 1,700	\$0
Total	<u>\$1,700</u>	<u>\$1,700</u>	<u>\$0</u>
<u>Facilities Enhancement Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
2000 – Supplies	\$500	\$500	\$0
3000 - Purchased Services	\$432,970	\$432,970	\$0
5000 - Capital Outlay	\$150,000	\$150,000	\$0
Total	<u>\$583,470</u>	<u>\$583,470</u>	<u>\$0</u>
<u>Debt Service Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$196,000	\$196,000	\$ 0
6000 - Debt Service	\$11,649,596	\$11,649,596	\$0
Total	<u>\$11,845,596</u>	<u>\$11,845,596</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$1,621,750	\$1,621,750	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
Total	<u>\$9,121,750</u>	<u>\$9,121,750</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
2000 – Supplies	\$30,235	\$30,235	\$0
3000 - Purchased Services	\$10,910,513	\$10,910,513	\$0
5000 – Capital Outlay	\$33,644,672	\$33,644,672	\$0
7000 – Other Objects	\$550	\$550	\$0
Total	<u>\$44,585,970</u>	<u>\$44,585,970</u>	<u>\$0</u>
<u>Tax Exempt Construction Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
2000 – Supplies	\$0	\$1,500	\$ 1,500

3000 - Purchased Services	\$2,675,204	\$1,163,696	(\$1,511,508)
5000 - Capital Outlay	\$2,557,192	\$4,066,700	\$1,509,508
7000 - Miscellaneous	\$0	\$500	\$500
Total	\$5,232,396	\$5,232,396	\$0

Ayes: All
Nays: None

TRANSFERS OF FUNDS

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 2018 the following amount:

Beginning Balance January 1, 2019	\$1,701,186.02
Plus: Earnings through November 30, 2019	\$44,382.31
Plus: Estimated Earnings for December 30, 2019	\$4,000.00
Less: Investment fees through November 30, 2019	(\$1,374.23)
Less: Encumbrances	\$0
Balance through November 30, 2019	\$1,748,194.20

Current Obligation

Vacation Accrual	\$1,018,051.00
Compensatory Time Accrual	\$73,886.00
25% of Sick Leave (Eligible Retirees)	\$573,674.00
5/11 of Current Payroll	<u>\$278,924.40</u>
Current Payroll expenditure obligation	\$1,944,535.40
Compensation tax liability (2% Medicare/Workers Comp)	<u>\$38,890.70</u>
Total current obligation	\$1,983,426.10
Requested Transfer from the General Fund to the Future Employee Compensation Fund	<u>\$235,232.00</u>

The **Sustainability Fund (102)** was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on the current balance and estimated daily expenditures, the library would have approximately 115 days of regular operating expenditures in the Sustainability Fund at December 31, 2019.

Beginning Balance January 1, 2019	\$9,578,636.76
Plus: Earnings through November 30, 2019	\$249,884.25
Plus: Estimated Earnings December 2019	\$9,000.00
Less: Investment fees through November 30, 2019	(\$7,737.66)
Less: 2019 Encumbrances	(\$0)
Requested Transfer to Sustainability Fund from General Fund	<u>\$0</u>
Projected Sustainability Fund Balance, December 31, 2019	<u>\$9,829,783.35</u>

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

Beginning Balance January 1, 2019	\$720,684.54
Plus: Earnings through November 30, 2019	\$19,505.13
Plus: Estimated Earnings December 2019	\$900.00
Less: Disbursements through November 30, 2019	(\$83,976.91)
Less: Disbursements through December 31, 2019	(\$800.00)
Less: Encumbrances, December 2019	(\$15,229.54)
<i>Projected Facilities Enhancement Fund Balance, December 31, 2019</i>	<u>\$641,083.22</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, 2019	\$11,354,620.77
Plus: Earnings through November 30, 2019	\$452,763.94
Plus: Estimated Earnings December 2019	\$20,000.00
Less: 2019 Expenditures through November 30, 2019	(\$31,672.01)
Less: 2019 Encumbrances	(\$83,148.20)
<i>Projected Building and Repair Fund Balance, December 31, 2019</i>	<u>\$11,712,564.50</u>

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the transfer of \$235,232.00 from the General Fund into the Future Employee Compensation Fund. No action is recommended for the Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

TEMPORARY 2020 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 2020.

GENERAL FUND

1000 – Salaries & Benefits	\$22,891,285
2000 - Supplies	\$746,750
3000 - Purchased Services	\$6,686,935
4000 – Library Materials & Information	\$4,286,290
5000 - Capital Outlay	\$1,133,475
6000 - Debt Service	\$0
7000 - Other Objects	\$182,265
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$35,927,000</u>

SUSTAINABILITY FUND

3000 - Purchased Services	<u>\$10,500</u>
Total Sustainability Fund Appropriations	<u>\$10,500</u>

FACILITIES ENHANCEMENT FUND

2000 - Supplies	\$1,250
3000 - Purchased Services	\$204,750
5000 - Capital Outlay	<u>\$150,000</u>
Total Facilities Fund Appropriations	<u>\$356,000</u>

FUTURE EMPLOYEE COMPENSATION FUND

3000 - Purchased and Contracted Services	<u>\$3,000</u>
Total Future Employee Compensation Fund Appropriations	<u>\$3,000</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$211,000
6000 - Debt Services	<u>\$11,004,342</u>
Total Debt Services Fund Appropriations	<u>\$11,215,342</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$502,500
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$600</u>
Total Building and Repair Fund Appropriations	<u>\$8,003,100</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$20,000
3000 - Purchased Services	\$2,259,000
5000 - Capital Outlay	\$27,950,000
7000 - Miscellaneous	<u>\$500</u>
Total Taxable Construction Fund Appropriations	<u>\$30,229,500</u>

TAX EXEMPT CONSTRUCTION FUND

5000 - Capital Outlay	\$0
Total Tax Exempt Construction Fund Appropriations	<u>\$0</u>

Total All Funds Appropriations **\$85,744,442**

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2020 for the General Fund in the amount of \$35,927,000, the Sustainability Fund in the amount of \$10,500, the Facilities Enhancement Fund in the amount of \$356,000, the Future Employee Compensation Fund in the amount of \$3,000, the Debt Service Fund in the amount of \$11,215,342, the Building & Repair Fund in the amount of \$8,003,100, and the Taxable Construction Fund in the amount of \$30,229,500.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed the meeting of the four Montgomery County library systems and the County Auditor. A new funding formula has been discussed and has tried to fix some issues with the old formula regarding excess monies.

Rachel Gut, Deputy Executive Director, shared with the Board a list of the 2019 victories and successes for the Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Trotwood is approximately 68% complete. West has finalized schematic design and has moved into the detailed design phase.

SALE OF FORMER BROOKVILLE BRANCH

On December 6, 2019, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 425 Rona Parkway, Brookville, OH, formerly the Brookville Branch Library, to Freedom First Credit Union for the price of \$225,000.00.

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 425 Rona Parkway, Brookville, OH, formerly the Brookville Branch Library, currently owned by the Library to Freedom First Credit Union for the price of \$225,000.00 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

BURKHARDT PURCHASE AGREEMENT

Through a third party, the Executive Director negotiated a contract to purchase the three parcels R72 15408 0224, R72 15408 0225, and R72 15408 0226: totaling approximately .97 acres located

at 4704 Burkhardt Ave, Dayton, OH for the new Burkhardt Branch Library. The Library agreed to purchase the land from Caryl N Logan for the amount of \$115,000.

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

Additionally, the Board authorized Fiscal Officer David Hess to execute all necessary documents to purchase the properties and building located at 4704 Burkhardt Ave, Dayton, OH, currently owned by Caryl N Logan for the price of \$115,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed Library Aide Pay Schedule includes increases of \$0.25 - \$0.30 over current rates:

Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2020

Current Rate	\$9.00	\$9.20	\$9.50	\$10.00
New Rate	\$9.25	\$9.50	\$9.75	\$10.25

The proposed Substitute Pay Schedule includes increases of 3.0% for each employee over current rates:

DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2020

Grade	Minimum	Maximum
Sub 01	\$9.55	\$11.40
Sub 02	\$9.83	\$11.73
Sub 03	\$10.14	\$12.11
Sub 04	\$10.50	\$12.53
Sub 05	\$10.97	\$13.10
Sub 06	\$11.44	\$13.66
Sub 07	\$12.03	\$14.37
Sub 08	\$12.67	\$15.13
Sub 09	\$13.40	\$15.99
Sub 10	\$14.26	\$17.03
Sub 11	\$15.22	\$18.17
Sub 12	\$16.36	\$19.53

Professional Offset **\$1.78**

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2020.

Ayes: All
Nays: None

APPROVAL OF THE 2020-2025 STRATEGIC PLAN

Based upon discussion by the Board, they decided to continue discussion on the vision statement. However, on a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved all other parts of the 2020-2025 Strategic Plan as presented in the Board documents.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed an ad hoc nominating committee consisting of herself and Mr. Bower at the November 20, 2019 Board meeting in order to present a 2020 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Hayde on behalf of the committee as follows:

Elaine Johnson – President
Jeanne Holihan – Vice President
Arlinda Vaughn – Secretary

The President asked if there were nominations from the floor and there were none.

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

Ayes: All
Nays: None

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

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

Ayes: All
Nays: None

Ms. Hayde on behalf of the committee also indicated that Mr. Glenn Bower has served on the Board for five years, fulfilling an unexpired term and that his term concludes on May 31, 2020. Mr. Bower has indicated that he does not wish to be reappointed. The committee is continuing to

discuss possible candidates to suggest to the Montgomery County Court of Common Pleas to fulfill this upcoming vacancy.

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 22, 2020 at 4:00 p.m. in the Board Room at the Main Library.

The January 2020 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday. This offers more time for the Finance Office to prepare the end of the year financial reports.

The next Facilities Meeting will be held Monday, January 13, 2020 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board adjourned at 5:44 p.m.

Ayes: All
Nays: None