

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., January 24, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama
Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

APPROVAL OF AGENDA

On a motion by Dr. Boyd, seconded by Mr. Turner, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of December 20, 2006.
- B. Investment Actions to include: On Friday, December 29, 2006, the \$10,000 Tangible Personal Property Tax Exempt Settlement was received in the amount of \$5,339.91. It was determined that the entire amount was needed for current operating expenses. On Tuesday, January 16, 2007, the Local Government Funds for January 2007 were received in the amount of \$1,422,029.57. The entire amount was invested in the General Account earning 5.25% interest.
- C. Funds Allocation for Tuition Reimbursement for staff members in the amount of \$25,000 for calendar year 2007 to be awarded in accordance with the Staff Development Program.
- D. Workshop Hours (included in Consent Agenda Addendum, page 5)
- E. Personnel Actions (included in Consent Agenda Addendum, pages 5 & 6)
- F. The Tuition Reimbursement Agreement between the Board and Tabitha M. Litteral, Copy Cataloger I, Catalog Division, Main Library, in order to attend IUPUI (Indiana University Purdue University Indianapolis) School of Library and Information Science. The Tuition Reimbursement Agreement between the Board and Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library in order to attend the Kent State School of Library and Information Science.

- G. 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 Agreement:

Cathy Hochadel, Reference Assistant, Burkhardt Branch Library, for “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch Library, for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Reference and Information Resources and Services”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,371.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Information Analysis and Organization”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,371.00.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Library Materials for Children and Young Adults”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Collection Development and Management”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/Switchboard Operator, Community Relations Department, Main Library, for “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/Switchboard Operator, Community Relations Department, Main Library for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

- H. Renewal of IRS Section 125 Flexible Spending Account benefits for the benefit year 2007. The cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds. Costs for participation through a third party administrator are expected to be approximately \$4200 during the benefit year. The Library’s Labor-Management Committee, comprising management and bargaining unit employees, unanimously recommends funding the program from \$5763 in rebated premiums received from Medical Mutual during 2006.

Ayes: All
Nays: None

FRIENDS OF THE LIBRARY REPORT

Neta Lovell, President of the Friends of the Library, updated the Board of Trustees on Friends of the Library activities during 2006. Ms. Lovell said the Friends' largest profits come from the bi-annual book sale, which is now held at Hara Arena. She also distributed a list of the Friends' 2006 accomplishments to Board members.

MONTHLY FINANCIAL REPORT

On a motion by Mr. Turner, seconded by Dr. Boyd, the monthly Financial Report for December 2006 was approved by the Board.

Ayes: All

Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying that he was very pleased that 2006 was the highest circulation year ever for the Library, and thanked everyone for contributing to that effort.

The Executive Director then shared a report regarding the Dayton Metro Library's statistical ranking against 100 public libraries throughout the United States and Canada. The data used was collected from the *2006 Report from the Public Library Data Service (PLDS)*, a report which contains statistical and financial data for fiscal year 2005. The analysis reported the highest ranking library, Dayton Metro Library's ranking, the average value for the criteria, the median (51st) ranking library, and the lowest ranking library. The sole selection criteria used was population of the legal service area. This year's analysis also included the Dayton Metro Library's ranking from the previous year's report. The Dayton Metro Library ranked well above the median in nearly every category and ranked in the top 25% in 20 of the 29 measures.

The Executive Director reported that the Library had received 267 shares of DP&L stock valued at \$7,500 from Jean Barger Rice, a long time patron of the library. He also told Trustees that \$2,000 was bequeathed to the library from the estate of Susanna Savage.

Downloadable audio books were introduced to the Dayton Metro Library public in January, with just over 1000 downloadable titles offered. The Executive Director said the library has already seen considerable circulation throughout the new online collection.

The Executive Director introduced Rachelle Miller, Dayton Metro Library's Business Specialist, and explained that several events are being offered by members of the Entrepreneurial Development Network as part of the Region's celebration of Entrepreneurship Week USA, February 24th through March 3rd. Rachelle told Board members that the Dayton Metro Library and the Greater Dayton IT Alliance is hosting an essay contest for high school students called The Miami Valley's Next Top Entrepreneur. The contest encourages students to write about a new product or service. Winners will be announced on February 27th at the breakfast event being planned by the Dayton Development Coalition. Dayton Metro Library Board members are invited to attend the breakfast event.

STRATEGIC PLANNING UPDATE

The Executive Director discussed with the Board progress in developing a new strategic plan and facilities master plan for the Library. He explained that the Library needs to have a firm understanding about community needs, where these communities think our services should be and how we can respond appropriately to those needs. He explained that the Public Library Association had developed broad service descriptions for use in strategic planning. He told Board members that the service responses from the PLA model were posted throughout the auditorium, and would be used in an exercise with managers on the following day. He also explained that this was not just an internal exercise. Critical to the PLA Planning for Results process is the involvement of our users and the communities we serve. He told Board members that external interviews of key community leaders and focus groups of users and non-users would be conducted to get a firm understanding about community needs and that Board members would have a future opportunity to participate in this process.

AFFIRMATIVE ACTION REPORT

Cindi Chibis, Human Resource Manager, presented the Library’s annual affirmative action report for 2006. She explained that in 2006 the total number of staff increased from 626 to 640. In 2005, minority representation was above the available labor force in three categories (Administrative Support, Skilled Craft Workers and Service Maintenance). In 2006 minority representation is at or above the available labor force in four areas (Officials and Administrators, Administrative Support, Skilled Craft Workers and Service Maintenance) and below in three areas (Professionals, Technicians, and Paraprofessionals). Hiring goals for categories below the available minority labor force have been set.

HEALTH INSURANCE BENEFITS

The Executive Director explained to Board members that the Dayton Metro Library provides health and major medical insurance options to eligible employees and that the Library pays 80% of the premium for managerial, confidential and bargaining unit employees in authorized positions of forty or more hours per two-week pay period. He said renewal rates had been received from Anthem Blue Cross/Blue Shield for the Blue Access PPO Health Plan and from Medical Mutual of Ohio for dental and vision insurance. The proposed rates would be effective March 1, 2007 through February 28, 2008.

The Executive Director also told the Board that a new proposal this year is a Heath Reimbursement Account (HRA) plan as an alternative to the traditional PPO plan. He explained that HRA plans offer substantial reductions in premiums in exchange for substantially higher deductibles, and required as a part of the proposed HRA plan is the establishment of an employer contributed health reimbursement account for participating employees. Costs for all plans are outlined below.

	Current Rate		Single	Renewal Rate		
	Single	Family		Change	Family	Change
Medical Mutual of Ohio						
Vision	\$1.52	\$3.91	\$1.34	-11.54%	\$3.46	-11.54%
Dental	\$18.93	\$79.63	\$21.81	15.36%	\$91.88	15.36%

Anthem BC/BS Blue Access PPO	\$421.28	\$931.64	\$457.07	8.5%	\$1010.83	8.5%
Lumenos HRA HRA Contributions	NA	NA	\$363.49 \$500.00		\$803.84 \$1000.00	

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board approved the plan design and rates submitted by Anthem Blue Cross/Blue Shield for health care coverage and the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2007 through February 28, 2008. With the same motion, the Board approved the plan design and rates for the Lumenos HRA health coverage and funding of HRA contributions for participating library staff for the period April 1, 2007 through February 28, 2008.

NEW BUSINESS

Marie Chihil addressed the Board concerning time limits on public computers, in particular, limits for those individuals who are researching information.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN FEBRUARY

The next meeting of the Dayton Metro Library Board of Trustees will be February 21, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by President Oehlers, the Board adjourned at 5:32.

CONSENT AGENDA ADDENDUM

WORKSHOP HOURS

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend the workshop “Early Learning Content Standard – Literacy” in Eaton, Ohio on January 10th, 24th, 31st and February 7th, 2007. It is further recommended that mileage in an amount not to exceed \$100.88 be reimbursed by the Board and meals in an amount not to exceed \$8.00 per day be reimbursed by the Board.

Rachelle Miller, Business Specialist, Adult Services Division, Main Library, to attend the online course “Certified Public Library Administrator Course – Organization & Personnel Management through the University of Illinois. It is further recommended that registration be paid by the Board in an amount not to exceed \$300.00.

Chris Zurbuchen, Microcomputer Specialist, Information Technology Services Division, to attend the “Microsoft Across America Launch Event” in Columbus, Ohio on January 25, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$68.87.

Nancy Horlacher, Local History Librarian, Magazines and Special Collections, Main Library, to attend the SWON workshop "What to Keep?" in Cincinnati, Ohio on January 30, 2007. It is further recommended that registration in an amount not to exceed \$45.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$43.17 and lunch be reimbursed in an amount not to exceed \$8.00.

PERSONNEL ACTIONS

APPOINTMENT

Linda Lanning, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township Branch, effective January 21, 2007 at the rate of \$11.31 per hour.

Jeff Reid, Teen Librarian, full time, Grade 11, Step A, Northmont Branch, effective January 21, 2007 at the rate of \$18.41 per hour.

Mary Ellen Elvers, Reference Librarian, 1/2 time, Grade 11, Step F, Adult Services Division, Main Library, effective December 24, 2006 at the rate of \$21.02 per hour.

PROMOTION

Lorinda Rotterman, from Supply Clerk, 4/5 time, Grade 4, Step D, Finance Office, Main Library, to Clerk II, full time, Grade 5, Step D, Magazines and Special Collections Division, Main Library, effective February 4, 2007 at the rate of \$12.91 per hour.

Cara Kouse, from Reference Librarian, hourly substitute, Grade 11, Step A, Wilmington Stroop Branch, to Assistant Branch Library Manager, full time, Grade S06, Step A, Wilmington Stroop Branch Library, effective January 21, 2007 at the rate of \$20.2720 per hour.

CHANGE IN LOCATION

Cheryl Wirtley, from Branch Library Manager, full time, Grade S08, Step F, New Lebanon Branch Library, to Branch Library Manager, full time, Grade S08, Step F, Miami Township Branch Library, effective February 18, 2007 at the rate of \$27.0186.

Timothy Capehart, from Children's Librarian, full time, Grade 11, Step G, Belmont Branch to Reference Librarian, full time, Grade 11, Step G, Adult Services Division, effective January 7, 2007 at the rate of \$21.60 per hour.

RESIGNATION

Amanda Frommeyer, Library Technical Assistant I, 3/5 time, Grade 4, Step F, Kettering Moraine Branch, effective January 20, 2007 at the rate of \$13.15 per hour.

RETIREMENT

Patricia Oates, Library Technical Assistant I, 3/5 time, Grade 4, Step J, Vandalia Branch, effective April 27, 2007 after more than 10 years of service.

Harriet Watson, Clerk II, full time, Magazines and Special Collections Division, effective February 28, 2007 after more than 30 years of service.

LEAVE WITHOUT PAY

Christine Grillot, Library Technical Assistant I, 3/5 time, Northtown-Shiloh Branch, effective December 12, 2006 for 168.0 hours for personal reasons.

Jessica Wallace, Order Clerk I, full time, Acquisition Division, Main Library, effective January 30, 2007 for 40.0 hours for personal reasons.