

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., February 21, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama
Barbara Hayde, Dennis Turner

PRESIDING: Dr. Roberta Boyd

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

Dr. Roberta Boyd was appointed President Pro Tem. The meeting was called to order at 4:02 p.m.

Mr. Turner entered the meeting at 4:17 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, 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 January 24, 2007.
- B. Investment Actions to include: On January 31, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$410,025.13. The entire amount was invested in the General Account earning 5.25% interest. On Thursday, February 15, 2007, the Local Government Funds for February 2007 were received in the amount of \$4,114,578.56. The entire amount was invested in the General Account earning 5.25% interest. On Tuesday, February 20, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$1,488,297.50. The entire amount was invested in the General Account earning 5.25% interest.
- C. Workshop Hours (included in Consent Agenda Addendum, pages 4 & 5)
- D. Personnel Actions (included in Consent Agenda Addendum, page 5 & 6)
- E. 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:

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, 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.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Hayde, seconded by Mr. Turner, the monthly Financial Report for January 2007 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 sharing a comparison of Youth Services Program Attendance Statistics for 2005 and 2006 with the Board. He explained that 2006 had been a banner year for both programming and attendance and thanked Tish Wilson, Assistant Director for Youth Services and Children’s Librarians throughout the system for their efforts in making 2006 such a successful year. Circulation and door count statistics for the month of January were also included in the Board folders.

The Executive Director told the Board that the Library had received \$5,000 from the Fraternal Order of Eagles in Miamisburg and explained that the donation would be used to enhance the public facilities and services at the Miamisburg library.

Included in the Board folder was a flyer outlining the Ohio Library Council’s Trustee Dinner sites for 2007. The Executive Director told Board members that the Southwest Chapter Dinner has been scheduled for 7:00 p.m. on April 19, 2007 at the Dayton Marriott and encouraged all Trustees to attend. He asked Board members to contact Cheri Edwards if they planned on attending the dinner.

The Executive Director told Board members that last year a joint task force was created out of House Bill 66 to look at alternative ways in which libraries and local governments could receive more stable state support and funding. This task force has made a number of strong recommendations, including replacing the LLGSF with a new fund that would receive a percentage of total revenues instead of a percentage of personal income revenues. The Executive Director said at this time Governor Strickland has not based his 2008 budget on any change in funding.

The Executive Director also told the Trustees about the “Successful Cities Conference” being held in Cleveland, Ohio on May 4-5, 2007. He said he hoped some Trustees could attend, and said the Library would be sending invitations to Montgomery County Commissioners and the City of Dayton Mayor and Commissioners.

Travis Bautz, Adult Services Manager spoke to the Board concerning the \$15,000 Fit for Life grant the Library received from the MetLife Foundation. Several community organizations have partnered

with the Library to provide programs, speakers, facilities, resources and more. A booklet which included an introduction to the program, a list of scheduled DML programs, information on trails in Montgomery County, walking tips, forms and charts to record steps taken, and a brief bibliography of DML resources was distributed to the Board members. Travis explained that the program will run for thirteen weeks, from March 3 through June 2, 2007 and said that over 100 Fit for Life programs have been planned throughout the system. The programs will cover a variety of topics relating to health and will be held at all DML locations. Travis explained how participants can earn entry forms, and showed the Trustees some of the prizes that will be given away weekly.

AILERON INFORMATION COMMONS PROPOSAL

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board approved the agreement between the Library and Aileron for the provision of library and information services as indicated in the Aileron Information Commons Proposal. The Executive Director explained that Assistant Montgomery County Prosecuting Attorney Nolan Thomas has reviewed the services proposal and recommended Letter of Agreement.

Ayes: All
Nays: None

2007 GOALS AND OBJECTIVES

On a motion by Mr. Turner, seconded by Ms. Hayde, the Board tabled this item until the March 21, 2007 Board meeting.

Ayes: All
Nays: None

STRATEGIC PLANNING UPDATE

The Executive Director discussed with the Board progress in developing the new strategic plan and facilities master plan for the Library. He reviewed several documents concerning the new strategic planning process, including the results of an exercise the Library managers had participated in. He explained that the Library needs to have a firm understanding about community needs, where these communities think our services could be improved, and how we can respond appropriately to those needs. He thanked the Board members for identifying individuals as possible interviewees, and said he would appreciate any other names they could forward to him. Included in the Board folder was a listing of possible interviewees.

He explained that community participation would be essential for the next part of the process which is identifying the needs of the communities and what the Library would do to meet those needs. He also shared a series of scripted meetings with the Board identifying how the next part of the process would proceed. He explained that he anticipated holding four community meetings over the next several months using the Public Library Association's "Planning for Results" process as a starting point.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. A letter dated January 10, 2007 from the Montgomery County Common Pleas Court, Juvenile Division, thanking the Library for providing an area for the posting of court publications concerning juvenile procedures.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN MARCH

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

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board adjourned at 5:06.

Ayes: All

Nays: None

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Travis Bautz, Adult Services Division Manager, Main Library, to attend the OLC workshop “Castles Against Ignorance” in Columbus, Ohio on March 15, 2007. It is further recommended that registration in an amount not to exceed \$50.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$75.66.

Ken Basista, Finance Manager, and Beth Lynch, Accountant, to attend the annual “Financial Report Workshop” in Hamilton, Ohio on March 13, 2007. It is further recommended that mileage be reimbursed for Beth Lynch in an amount not to exceed \$38.32, mileage be reimbursed for Ken Basista in an amount not to exceed \$35.89, and lunch be reimbursed in an amount not to exceed \$8.00 each.

Cindi Chibis, Human Resource Manager, to attend the Council on Education in Management’s “Ohio Public Sector Employment Law Update”, in Columbus, Ohio on March 7, 2007. It is further recommended that registration in the amount of \$599.00 be paid by the Board.

Kay Trochelman, Accounting Clerk III, Finance Office, to attend the CMI class “Payroll and Personnel Fast Track” in Englewood, Ohio on March 6, 2007. It is further recommended that registration in the amount of \$195.00 be paid by the board, and mileage be reimbursed in an amount not to exceed \$13.26.

Nancy Horlacher, Local History Specialist, Nicole Eby, Reference Librarian, and Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend

“Reference Services Interest Group Meeting” in Blue Ash, Ohio on February 15, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$5.00 each.

Kevin Delecki, Children’s Librarian, East Branch, Pat Clingman, Children’s Librarian, Miamisburg Branch, Jennie Eisnaugle, Children’s Librarian, Northmont Branch, Cherie Spencer, Children’s Librarian, Kettering Moraine Branch, Carol Miller, Children’s Librarian, EC Doren Branch, Karen Bryant, Children’s Librarian, Trotwood Branch, Miriam Wise, Children’s Librarian, Westwood Branch, Erin Hunt, Children’s Librarian, West Carrollton Branch, Teresa Gaylard, Children’s Librarian, Northmont Branch, Helen Patzer, Children’s Librarian, Northtown Shiloh Branch, Terri Stringer, Children’s Librarian, Vandalia Branch, Jean Gaffney, Collection Development Manager, Main Library, BJ Moore, Children’s and Young Adult Materials Selection Specialist, Main Library, Stephanie Cossell, Reference Assistant, Wilmington Stroop Branch, Pat Traves, Children’s Librarian, Ft. McKinley Branch, Sue Collins, Reference Assistant, Kettering Moraine Branch, Kathleen Moore, Early Literacy Specialist, and Jennifer Sivers-Shrader, Children’s Librarian, Miamisburg Branch to attend the Picture Book Read-In, to be held in Dayton, Ohio on February 9-10, 2007. It is further recommended that the total registration fee of \$600.00 be paid by the Board, and lunch be paid by the Board in an amount not to exceed \$168.00.

D. PERSONNEL ACTIONS

Zachary Kimble, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Branch, effective February 12, 2007 at the rate of \$8.74 per hour.

Brandon Ulman, Shipping and Receiving Clerk, full time, Grade 3, Step A, Acquisition Division, Main Library, effective February 4, 2007 at the rate of \$10.92 per hour.

Angela Newsome, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective February 4, 2007 at the rate of \$8.74 per hour.

It is recommended that the following resignation be accepted:

Therese Butera, Community Relations Clerk, 3/5 time, Grade 5, Step L, Community Relations Department, Main Library, effective February 17, 2007 at the rate of \$16.33 per hour.

Cristina Barnette, Integrated Systems Specialist, hourly substitute, Grade 12, Step G, Information Technology, Main Library, effective January 22, 2006 at the rate of \$17.26 per hour.

Susan Nixon, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch, effective August 20, 2005 at the rate pf \$8.49 per hour.

Ashley Seal, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective October 28, 2006 at the rate of \$12.68 per hour.

It is recommended that the following retirement be accepted:

Janet Nottingham, Branch Library Manager, full time, Grade S08, Step L, Miami Township Branch, effective January 31, 2007 after more than 31 years of service. (revised date)

Lillian Ratliff, Library Technical Assistant III, full time, Grade 6, Step L, Circulation Division, Main Library, effective February 28, 2007 after more than 37 years of service.

Jennie Eisnaugle, Children's Librarian, full time, Grade 11, Step L, Northmont Branch, effective May 12, 2007 after more than 30 years of service.

Mary Seiter, Children's Librarian, full time, Grade 11, Step L, New Lebanon Branch, effective April 30, 2007 after more than 32 years of service.

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

Blaire Helldoerfer, Library Technical Assistant I, 3/5 time, Trotwood Branch, effective February 20, 2007 for 100.0 hours for personal reasons.