

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., March 21, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama, Dana Keish,
Barbara Hayde, Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

APPROVAL OF AGENDA

On a motion by Dr. Boyd, seconded by Ms. Hayde, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Keish, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of February 21, 2007.
- B. Investment Actions to include: On Wednesday, March 9, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$1,974,756.08. The entire amount was invested in the High Balance Account yielding 5.30% interest. On Wednesday, March 14, 2007, the Local Government Funds for March 2007 were received in the amount of \$858,103.33. The entire amount was invested in the High Balance Account yielding 5.32% interest.
- C. Workshop Hours (included in Consent Agenda Addendum, page 7)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 7, 8, & 9)
- 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 explained to the Board that shortly after the 2005 audit was completed, the library was notified by the State Auditors Office that they intended to solicit bids from outside sources for completion of the Library's 2006 audit. The Executive Director then reviewed library revenues and expenses. On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the monthly Financial Report for February 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 discussing February circulation statistics. He explained that the library system had been closed due to weather for one full day and three partial days in February. Even though circulation statistics showed a 4% drop for the month, minimal drop occurred during the month with a total 8.5% drop in service hours. He told Board members that taking the loss in service hours into consideration, circulation per hour in February 2007 actually rose 5% over circulation per hour in February of 2006. He also said year to date figures for 2007 were up slightly when compared to 2006.

The Executive Director shared projected library funding as outlined in Governor Strickland's budget proposal for 2008-2009. He told Board members that in 2005 a joint task force was created as a part of House Bill 66 to look at alternative ways in which libraries and local governments could receive more stable state support and funding. He explained that the task force had 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. He then said that in the Governor's proposal a new fund entitled "Local Libraries Fund" would replace the Library and Local Government Support Fund. Governor Strickland's proposal also bases funding on the calendar year, rather than the fiscal year as in the past. Although the task force recommended an immediate increase, the proposal allows for no increase in funding for 2007, it does reflect a 0.87% increase in 2008 and a 0.63% increase in 2009 for total fund revenue. For the Dayton Metro Library this would mean a \$165,900 increase in 2008 over 2007 funds and a \$120,275 increase in 2009 over 2008 funds.

The Executive Director also reminded Trustees about the "Successful Cities Conference" being held in Cleveland, Ohio on May 4-5, 2007. He explained that the conference had been very successful in the past and was geared toward city and county local government leaders to help them understand why libraries are important. He said he hoped some Trustees could attend, and said the Library had sent invitations to Montgomery County Commissioners and the City of Dayton Mayor and Commissioners.

The Executive Director told Board members that the 2007 Big Read featuring the *Glass Castle* by Jeanette Walls was going very well. Community Relations Manager Mark Willis said a recent discussion held at Books and Co. had drawn over fifty people. Mimi Morris, Assistant Director for Branch and Extension Services, also said that book discussions at various branches had been very well attended with some of the largest responses ever.

The Executive Director explained that a new electronic newsletter service called BookLetters™ was being offered on the Library's website. He said the service offers many different newsletters with varied interests for adults, teens, and children. Each newsletter contains summaries and review information on new books available from the Dayton Metro Library. Each newsletter is customized by library staff members and is sent once each month, giving patrons fresh ideas for great books to check out. The new service will be promoted via library due date alert messages.

The Executive Director shared a copy of a new general brochure outlining the Library's services and explained that it would soon be distributed system-wide. He said the layout and styling continues a theme and color scheme that will be used for this year's Annual Report.

AMERICAN LIBRARY ASSOCIATION

The Director stated that the American Library Association Annual Conference would be held June 21-27, 2007 in Washington, D.C. On a motion by Ms. Hayde, seconded by Dr. Boyd, the Board authorized reimbursement of expenses in an amount up to \$1,209 each, but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, lodging, meals and registration for the following individuals:

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

With the same motion, the Board authorized that in accordance with Article 50 of the Labor Agreement between the Board and District 1199/DML, \$3,627 will be divided amongst those bargaining unit members attending the conference and \$3,627 will be divided amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

As distributed to Trustees prior to the meeting a draft Final Appropriation Resolution for 2007 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. The Executive Director explained that the 2007 Final Appropriation resolution is reported at the major object level, but monthly financial reporting will continue to be reported at the basic account level.

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board adopted the following resolution:

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that to provide for the Trustees, during the fiscal year ending December 31, 2007, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made and during the said year.

**Final
Appropriation for
2007**

GENERAL FUND

1000 - Salaries and Benefits	\$19,085,642
2000 – Supplies	\$533,830
3000 - Purchased and Contracted Services	\$4,297,154
4000 - Library Materials & Information	\$5,000,000
5000 - Capital Outlay	\$2,900,000
6000 - Debt Service	\$0
7000 - Other Objects	\$57,000
8000 – Contingency	\$1,100,000
9000 - Transfers to other funds	\$3,864,305

Total General Fund Appropriations \$36,837,931

SPECIAL REVENUE FUND

1000 - Salaries and Benefits	\$1,333,286
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Total Special Revenue Fund Appropriations \$1,333,286

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$64,704
5000 - Capital Outlay	\$7,102,687

Total Building & Repair Fund Appropriations \$7,167,391

COMPUTER CO-OP FUND

5000 - Capital Outlay	\$235,274
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Total Computer Co-Op Fund Appropriations \$235,274

TRUST FUND

3000 - Purchased and Contracted Services	\$17,564
4000 - Library Materials & Information	\$106,723
5000 - Capital Outlay	\$40,000

Total Trust Fund \$164,287

ENDOWMENT FUND

4000 - Library Materials & Information	\$7,000
5000 - Capital Outlay	\$3,000

Total Endowment Fund \$10,000

Total All Funds Appropriations \$45,748,169

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Ms. Keish, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye
Dr. Boyd, Aye

REHIRING OF OPERS RETIRANTS

The Executive Director alerted the Board that due to irregularities surrounding the retirement and re-employment of several high profile public employees eligible for OPERS pension benefits, Board members could expect to receive notice from the Board of County Commissioners recommending the adoption of a policy barring such practices. The Executive Director then reviewed the Library's current practice regarding the re-employment of OPERS eligible retirants. He explained to Board members that OPERS retirees are not rehired by the library in the exact same position that they retired from and that retirees must wait the required sixty days before returning to work at the library in any position. No library employee has ever been permitted to retire one day and return to work the next day in the same position. He also told Board members that the required notice of rehiring a retiree is posted in the Board agenda prior to hiring any returning retired staff member. The Executive Director recommended that no action be taken by the Board until a specific policy recommendation is received from the Board of County Commissioners.

SOCIAL NETWORKING WEBSITES AND THE LIBRARY

The Executive Director and Barb Kuhns, Assistant Director for Information Technology Services, presented information about the access to social networking websites at the Library and programs the Library could offer to teens and adults. The Executive Director explained that some states have designed bills to legislate or bar the use of social networking sites such as MySpace and others. He explained he understands the intent of these bills, but feels it may not be in the best interest of young people to bar these sites. Public libraries have chosen to follow one of two paths in response: 1) to attempt to ban or restrict access 2) to engage and educate teens about the values, opportunities and risks of such sites. Barb Kuhns then explained that the Dayton Metro Library had chosen to help educate teens about MySpace and other social networking sites and how they can protect themselves against unwanted contacts. She explained that a staff task force created to explore programming ideas had met and developed a preliminary outline of programs that would engage young people and also involve them in understanding the safety issues of these sites. Barb said two programs for teens and one program for adults will be created. She also said several libraries had created their own MySpace profiles, and the task force hoped to engage youth in the library system in creating a profile for the Library. Ms. Hayde commented that creating MySpace pages and helping teens create such accounts might not be within the mission of the Library, but such programs are the hook that can bring kids into the library to learn about the risks associated with online use.

DIGITAL VIDEO SECURITY CAMERA POLICY

The Executive Director told the Board members he was considering a proposal to install security video cameras at the Main Library. Due to the sensitive nature of this topic to library staff and

patrons, the Executive Director recommended adoption of a policy to govern use of security cameras. On a motion by Ms. Keish, seconded by Dr. Boyd, the Board adopted the *Digital Video Security Camera Policy* as distributed.

Ayes: All
Nays: None

2007 GOALS AND OBJECTIVES

The Executive Director presented the Library's 2007 goals, objectives and action items identified as a part of the Library's current Strategic Plan. On a motion by Dr. Boyd, seconded by Mr. Turner, the 2007 Goals and Objectives were approved by the Board.

Ayes: All
Nays: None

PLANNING FOR RESULTS PROCESS

The Executive Director explained to the Board that he had facilitated weekly telephone conference calls to Burges and Burges and David Milling and Associates regarding the planning for results process. He told the Trustees that included in their Board folder was a list outlining fifteen organizations and representative members of those organizations whom he felt should participate in the Library's Strategic Planning process. He also said that courtesy invitations would be sent to community leaders who may not be able to participate, but could send a representative to contribute to the process. He encouraged Board members to contact him if they felt there was anyone else who should be included in either list.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN APRIL

The next meeting of the Dayton Metro Library Board of Trustees will be April 18, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

On a motion by Mr. Turner, seconded by Ms. Keish, the Board adjourned to 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 evaluation of the Executive Director and to discuss the upcoming labor negotiations with the Dayton Metro Library Chapter, District 1199, Service Employees International Union, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Ms. Keish, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye
Dr. Boyd, Aye

The Board entered Executive Session at 5:32 p.m. and returned to open session at 6:35. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code.

On a motion by Mr. Turner, seconded by Dr. Boyd, the Board adopted the following Resolution:

The Board commends the Executive Director for his excellent performance in 2006. Mr. Oehlers said in particular the Board commended Mr. Kambitsch for “moving the Library in a fantastic direction”. The President said that the Board of Trustees would encourage the Executive Director to complete the selection of a Deputy Director, and to move forward with completion of the Library Foundation. The President then said that given the Executive Director’s performance in 2006, the Board votes to extend the contract of the Executive Director through December 31, 2007, and to increase his salary to \$123,760 retroactive to January 1, 2007.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Turner seconded by Ms. Katsuyama, the Board adjourned at 6:40.

Ayes: All
Nays: None

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the “Spanish Language Outreach Program” in Springfield, Ohio on March 1, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$25.22 and lunch be reimbursed in an amount not to exceed \$8.00.

Kathleen Moore, Early Literacy Specialist, to attend “Train the Trainer – Early Literacy Content Standards” in Columbus, Ohio on February 5-7, 2007. It is further recommended that meals be reimbursed in an amount not to exceed \$80.00 (\$40.00 per day).

Carol Miller, Children's Librarian, E.C. Doren Branch, Cherie Spencer, Children's Librarian, Kettering-Moraine Branch, and Stephanie Bange, Children's Librarian, Wilmington-Stroop Branch, to attend "Connecting Boys to Books" in Miamisburg, Ohio on March 8, 2007. It is further recommended that registration in the amount of \$175.00 each be paid by the Board, and meals be reimbursed in an amount not to exceed \$8.00 each.

Jamie McQuinn, Magazines and Special Collections Manager, to attend "Tools for Managing Electronic Resources" in Columbus, Ohio on March 22-23, 2007. It is further recommended that registration in the amount of \$225.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$155.20.

Janelle Oren, Copy Cataloger I, and Tabitha Litteral, Copy Cataloger I, to attend the SWON workshop "MARC Bibliographic & Authority Formats" in Wilmington, Ohio on March 15, 2007. It is further recommended that the registration fee of \$70.00 each be paid by the Board and mileage be reimbursed to Janelle Oren in an amount not to exceed \$32.50.

Cindi Chibis, Human Resource Manager, to attend the "Ohio Public Sector Employment Law Update" in Columbus, Ohio on March 7, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$74.69.

D. PERSONNEL ACTIONS

APPOINTMENT

Carlette Baynum, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Audio-Visual Division, effective March 4, 2007 at the rate of \$8.74 per hour.

Don Vallance, Supply Clerk, 4/5 time, Grade 4, Step A, Finance Office, effective March 18, 2007 at the rate of \$11.31 per hour.

PROMOTION

Angela Jones, from Catalog Clerk II, full time, Grade 4, Step E, Catalog Division to Clerk II, full time, Grade 5, Step E, Magazines and Special Collections Division, effective March 4, 2007 at the rate of \$13.28 per hour.

Anita Moore, from Library Technical Assistant I, full time, Grade 4, Step L, Main Circulation Division, to Library Technical Assistant III, full time, Grade 6, Step K, Main Circulation Division, effective March 18, 2007 at the rate of \$16.57 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Holly Roeder, from Library Technical Assistant I, full time, Grade 4, Step C, Ft. McKinley Branch, to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Kettering- Moraine Branch effective March 18, 2007 at the rate of \$12.01 per hour.

CHANGE IN POSITION

Brielle Maynor, from Reference Librarian, hourly substitute, Grade 11, Step B, Wilmington-Stroop Branch, to Interim Branch Library Manager, hourly substitute, Grade 11, Step B, New Lebanon Branch, effective March 1, 2007 at the rate of \$20.8804 per hour.

RESIGNATION

Judy Miller, Library Technical Assistant I, hourly substitute, Grade 4, Step C, Northmont Branch, effective April 1, 2006 at the rate of \$9.00 per hour.

Christina Duffy, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Wilmington-Stroop Branch, effective October 14, 2006 at the rate of \$10.44 per hour.

Connie Freeman, Library Technical Assistant I, hourly substitute, Grade 4, Step A, East Branch, effective April 15, 2006.

Katherine Downey, Library Technical Assistant I, hourly substitute, Grade 4, Step D, East Branch, effective November 11, 2006.

Barbara Macke, Reference Librarian, hourly substitute, Grade 11, Step F, Magazine and Special Collections Division, effective July 8, 2006.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREEE

Lillian Ratliff, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Circ-ulation Division, Main Library, effective April 29, 2007 at the rate of \$10.44 per hour.

Patricia Oates, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Vandalia Branch, effective July 8, 2007 at the rate of \$10.44 per hour.

Jan Nottingham, Specialist, hourly substitute, Grade 12, Step G, Branch and Extension Services, effective May 27, 2007 at the rate of \$17.76 per hour.

LEAVE WITHOUT PAY

Sherry Griesheimer, Library Technical Assistant I, full time, Brookville Branch, effective February 14, 2007 for 8.0 hours for personal reasons.

Cindy Profitt, Community Relations Clerk I/Switchboard Operator, full time, Community Relations, effective February 15, 2007 for 264.0 hours for illness.