

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., April 18, 2007

PRESENT: Jane Katsuyama, Barbara Hayde,
Joseph Oehlers, Dr. Allan Spetter

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

The President appointed Ms. Katsuyama to serve as Secretary Pro Tem.

The President welcomed Dr. Spetter back to the meeting. Dr. Spetter explained that he had missed several Board meetings due to back surgery, and said he was very happy to be back.

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

CONSENT AGENDA

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

- A. Minutes of the regular Board Meeting of March 21, 2007.
- B. Investment Actions to include: On Friday, April 6, 2007, a Property Tax settlement for the first half of 2006 was received in the amount of \$550,869.96. It was determined that the entire amount was needed for current operating expenses. On Tuesday, April 17, 2007, the Local Government Funds for April 2007 were received in the amount of \$891,502.62. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, page 5)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 5 & 6)
- E. Reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Josh Ashworth, Integrated Systems Specialist, Information Technology, for "PHP and MySQL", Kent State University, at a cost of \$866.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the monthly Financial Report for March 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 March circulation statistics. He said that circulation was down in many agencies when compared to last March, however, historically March 2007 ranked as the library's second best March since 2001. He explained that March 2006 had set the bar so high that it would have been difficult to surpass those statistics.

The Executive Director shared with Board members a draft of proposed revisions to the Schedule of Charges and selected circulation policies. He explained that he is supporting these recommendations from the Library's Urban Initiative Task Force. Some of the changes are in preparation for the Easy Checkout deployment that will begin in June. The specific recommendations were: set the overdue fine rate for all materials to \$0.10 per day, eliminate fines on juvenile books, prohibit patrons from borrowing additional items if the number of items overdue reaches ten, raise the number of times a patron can renew an item from two to five. He said that the goals of the changes were to: increase on time return of materials, reduce the number of blocked cards currently in use, reduce the likelihood of cards becoming blocked, encourage the use of materials by children and teachers, and simplify Easy Checkout processes for patrons. He told Board members that the primary motivator to return borrowed items would be "limits on borrowing privileges" rather than "overdue fines". He also said he was not asking the Trustees to approve any changes at the April meeting, but would propose a final version at the May meeting.

The Executive Director said he had visited with several legislators at the OLC Legislative Day earlier that morning. He told Board members that one of the top priorities of library members attending Legislative Day was the new library funding formula recommended by a legislative task force last year and new school readiness initiatives.

He also reported the Library has hopes of hosting a summit with other partner organizations such as the United Way, to bring together early childhood care, educational services, and support organizations to share information and ideas about services to pre-school age children.

GROUP LIFE INSURANCE RENEWAL

The Executive Director stated that the Library had been notified by Anthem Life Insurance Company of Indiana that the rate of \$.18/\$1,000 for Group Life Insurance coverage for the staff from Anthem Life Insurance Company of Indiana for the period July 1, 2007 through June 30, 2008 had not changed.

On a motion by Ms. Katsuyama, seconded by Ms. Hayde, the Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at a rate of \$.18/\$1,000 for the period July 1, 2007 through June 30, 2008.

Ayes: All
Nays: None

APPOINTMENT OF INDEPENDENT PUBLIC ACCOUNTANTS

The Executive Director explained that a notice was received from the Auditor of State of Ohio dated November 16, 2006, that pursuant to Section 117.11(C)(1) of the O.R.C., the Auditor of State was planning to engage an independent public accounting firm to perform the next regularly scheduled audit of the Dayton Metro Library.

After the Deputy Clerk Treasurer completed a questionnaire, the Auditor of State's office issued a Request for Proposal (RFP) to fourteen (14) CPA firms requesting complete, concise and comprehensible proposals as to scope of the audit, auditing standards to be followed, compliance issues and other special considerations. The RFP was issued January 26, 2007, with deadlines for submission by the prospective firms to be received no later than February 5, 2007. The contract proposed was for a five year term, for the fiscal periods January 1, 2006 through December 31, 2010.

Of the fourteen firms contacted, four submitted technical and fee proposals. The following firms submitted bids:

Caudill and Associates, CPA's, Portsmouth, Ohio
Clark, Schaeffer, Hackett, & Company, Springfield, Ohio
Balestra, Harr & Scherer, CPA's, Piketon, Ohio
Manning & Associates, Dayton, Ohio

Pending an oral presentation by Clark, Schaeffer and Hackett, and based on criteria designated by the Auditor of State and evaluation of technical and fee proposals, a conditional recommendation was made to award Clark, Schaeffer and Hackett a contract to perform the annual audit of the Dayton Metro Library for the fiscal periods January 1, 2006 through December 31, 2010.

After representatives of Clark, Schaeffer and Hackett made an oral presentation on March 27, 2007 to the Clerk Treasurer and Deputy Clerk Treasurer, a formal non-conditional recommendation was made to the Auditor of State's office to award Clark, Schaeffer and Hackett the contract.

Proposed fees for the contract period are as follows:

Fiscal Year 2006 - \$8,000
Fiscal Year 2007 - \$8,250
Fiscal Year 2008 - \$8,500
Fiscal Year 2009 - \$8,750
Fiscal Year 2010 - \$9,000

On a motion by Dr. Spetter, seconded by Ms. Hayde, the Board authorized the Clerk Treasurer to execute the Memorandum of Agreement (MOA) forms and Certificate of Compliance with Procurement Requirements (COC) form.

Ayes: All
Nays: None

PLANNING FOR RESULTS

The Executive Director updated the Board on efforts to develop a new strategic plan. He explained that the meeting he had planned with County Administrator Deborah Feldman had been canceled and would be rescheduled for later in the month. He also said that new dates for the planning sessions would need to be determined. He asked that at least two Board members attend the planning sessions and asked for preferred dates. Ms. Hayde said she would be happy to attend, however she would be gone the last three weeks of June. Ms. Katsuyama also indicated interest, and the Executive Director said he would forward rescheduled dates for the planning sessions to everyone.

APPOINTMENT OF BOARD MEMBER

The Executive Director told Board Members that the term of Barbara Hayde, appointed on April 1, 2006 by the Montgomery County Board of Commissioners to complete the unexpired term of Ms. Monica Nicholas, will expire on May 31, 2007. He said Ms. Hayde has expressed her willingness to be nominated for a full term. On a motion Ms. Katsuyama, seconded by Dr. Spetter, the Board of Trustees approved a resolution instructing the Executive Director to write to the Montgomery County Board of Commissioners to request that Ms. Hayde be appointed to a full seven-year term beginning June 1, 2007.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director told the Board of Trustees a Board meeting was not held in August of last year. The President said that he was agreeable to not having an August meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN MAY

The President said the next meeting of the Dayton Metro Library Board of Trustees would be May 16, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

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 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
Mr. Oehlers, Aye
Dr. Spetter, Aye

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:14. 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.

ADJOURNMENT

The Board adjourned at 5:15.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Jamie McQuinn, Magazines and Special Collections Manager, to attend “Planning Digital Projects” in Columbus, Ohio on March 29, 2007. It is further recommended that registration in the amount of \$125.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$70.81.

Tim Kambitsch, Executive Director, and Mark Willis, Community Relations Manager, to attend Legislative Day 2007 in Columbus, Ohio on April 18, 2007. It is further recommended that registration in the amount of \$42.00 each be paid by the Board and mileage for Mark Willis be reimbursed in an amount not to exceed \$68.48.

Tim Kambitsch, Executive Director, to attend National Library Legislative Day in Washington D.C. on May 1-2, 2007. It is further recommended that meals, transportation and lodging be reimbursed in an amount not to exceed \$590.00.

Tim Kambitsch, Executive Director, to attend the ULC Conference “Changing Face of Cities” in Cleveland, Ohio on May 4-5, 2007. It is further recommended that registration in the amount of \$425.00 be paid by the Board, and meals, lodging and mileage be reimbursed in an amount not to exceed \$405.26.

D. PERSONNEL ACTIONS

APPOINTMENT

Kimberly Fletcher, Children’s Librarian, full time, Grade 11, Step A, New Lebanon Branch, effective May 27, 2007, at the rate of \$18.41 per hour.

Carol Macmann, Branch Library Manager, full time, Grade S08, Step A, New Lebanon Branch, effective June 10, 2007 at the rate of \$23.3068 per hour.

Melissa Dix, Children's Librarian, full time, Grade 11, Step A, Belmont Branch, effective April 15, 2007 at the rate of \$18.41 per hour.

Wendy Baker Torrence, Children's Librarian, full time, Grade 11, Step A, Huber Heights Branch, effective April 1, 2007 at the rate of \$18.41 per hour.

PROMOTION

Carole Dyer, from Catalog Clerk II, full time, Grade 4, Step L, Catalog Division, to Quality Control Clerk, full time, Grade 5, Step L, Catalog Division, effective April 15, 2007 at the rate of \$16.33 per hour.

CHANGE IN HOURS

James Hicks, from Library Technical Assistant I, 3/5 time, Grade 4, Step L, Main Circulation Division to Library Technical Assistant I, full time, Grade 4, Step L, Main Circulation Division effective April 29, 2007 at the rate of \$15.69 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Samantha Hixson, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Main Children's Room, to Library Technical Assistant I, full time, Grade 4, Step B, Ft. McKinley Branch effective April 29, 2007 at the rate of \$11.66 per hour.

RESIGNATION

William Seymour, hourly substitute, Grade 4, Step A, Dayton View Branch, effective November 12, 2005 at the rate of \$8.49 per hour.

Marilyn Ingersoll, hourly substitute, Grade 4, Step B, New Lebanon Branch, effective December 23, 2006 at the rate of \$11.43 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Lillian Ratliff, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Circulation 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.

Jennie Eisnaugle, Reference Librarian, hourly substitute, Grade 11, Step G, Northmont Branch, effective July 22, 2007 at the rate of \$15.14 per hour.

LEAVE WITHOUT PAY

Bobbi Marquart, Processor, full time, Processing Division, effective March 28, 2007 for 55.0 hours for personal reasons.