

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., May 16, 2007

PRESENT: Jane Katsuyama, Barbara Hayde,
Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board approved amending the Agenda in order to begin the Board Meeting with Agenda item number nine, COMMENTS FROM THE GENERAL PUBLIC.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the amended Agenda was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Patron Marie Chahil, addressed the Board of Trustees with concerns about the Library's Internet guest passes and time restrictions.

Rich Robinson, representing the Dayton Metro Library Staff Association, a labor organization currently challenging SEIU 1199 to be the exclusive representative of the bargaining unit at Dayton Metro Library, made a formal request to the Board concerning equal access by the DML Staff Association to employees during the current ongoing election. Specifically Mr. Robinson requested equal representation with respect to Rule 4117-5-06 of the Administrative Code. He asked that the same authorization be granted to the DML Staff Association that is granted in the Collective Bargaining Agreement to SEIU 1199 in Article 8A, which deals with representation and Article 9, which deals with the use of bulletin boards, inter-office mail and the *Staff Newsletter*. The President said the Board of Trustees would discuss the request during Executive Session.

CONSENT AGENDA

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

- A. Minutes of the regular Board Meeting of April 18, 2007.
- B. Investment Actions to include: On Tuesday, May 1, 2007, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$729.53. It was determined that the entire amount was needed for current operations. On Tuesday, May 8, 2007 a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$418,080.87. It was determined that the entire amount was needed for current operations. On Wednesday, May 16, 2007, the Local Government Funds for May 2007 were received in the amount of \$2,214,461.77. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, pages 6 & 7)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 7 & 8)
- 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:

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Bibliographic Access and Control”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95

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

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Electronic Reference Startup”, Kent State University, at a cost of \$458.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Marketing to the Masses”, Kent State University, at a cost of \$408.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Genealogy and Local History”, Kent State University, at a cost of \$408.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “E-Publishing on the Web”, 3.0 credit hours, Kent State University, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Ethical Concerns of Library and Information Professionals”, 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 Mr. Turner, seconded by Ms. Katsuyama, the monthly Financial Report for April 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 April circulation statistics. He explained that compared to last April, circulation was up 2.1%, with Young Adult statistics showing an 11.7% increase. David Slivken, Assistant Director for Main Library Services, spoke to the Board concerning the new Patron Assistance Count, which replaces the former reference and directional counts. David explained that the revised count program takes into account many more facets of patron assistance, such as Reader's Advisory.

The Executive Director told the Board that the Library has hopes of co-hosting with the United Way a summit to bring together early childhood care, educational services, and support organizations to share information and ideas about services to pre-school age children. He said that he had been invited to participate in the Families and Children First Council Young People Succeeding (YPS) Outcome Team. He explained that Tish Wilson and Kathleen Moore were also participating in YPS committees, and said there is broad interest in seeing a stronger Library presence and participation in the activities of this group. Gaining participation of these key community organizations will likely result in delay of the planned summit originally envisioned for mid-November.

The Executive Director updated Board members on the Planning for Results preparations. He said approximately forty invitations to participate in the process had been sent to members of the community, and approximately ten had responded as willing and able participants. He shared comments from David Millings and Associates concerning a facilities assessment they had recently accomplished throughout the library system. Cramped interiors, poorly defined AV, computing and teen areas, and cramped stacks were some of the issues they reported finding. Burgess and Burgess have completed approximately 20% of the fifty interviews they will accomplish during the upcoming weeks. The date of July 14, 2007 was decided upon for the Board Retreat. The Retreat will begin at 8:30 a.m..

The Executive Director reminded the Board members that Urban Nights would take place on Friday, May 18th throughout downtown Dayton. He also said the Library was hosting artist and musician Michael Bashaw who is creating a unique sculpture installation on the first floor of the Main Library. Mr. Bashaw's project will culminate at 8:00 p.m. Friday, May 18th, with a live musical performance by his band, Puzzle of Light, as part of the Urban Nights festivities.

CHANGES TO CIRCULATION POLICIES AND SCHEDULE OF FINES

The Executive Director shared with the Board of Trustees details of projected fines and fee revenues if the recommendations presented to the Board in April were implemented. He also presented details about borrowing and return behaviors of patrons who borrow specific types of materials and speculated on the impact that the changes might have borrower behavior. He recommended the Board adopt the recommended changes to the Library's circulation policies and Schedule of Fines:

- Set the overdue fine rate for all materials to \$0.10 per day
- Eliminate fines on juvenile books
- Prohibit patrons from borrowing additional items when the number of items overdue reaches ten
- Raise the number of times a patron can renew an item from two to five.

The Board of Trustees discussed the recommended changes. On a motion by Mr. Turner, seconded by Ms. Hayde, the changes to the Library's circulation policies and Schedule of Fines were approved by the Board.

The Executive Director stated that he would work with key staff members to come up with specific plans for role out of the changes including specific effective dates and promotional strategies.

Ayes: All
Nays: None

2008 BUDGET REQUEST - ACTION

The Executive Director had prepared the 2008 Tax Budget Request for consideration by the Trustees and reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2008. The 2008 Budget Request includes \$33,020,994 for the General Fund. The Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2007. If approved by the Board, the budget request is forwarded to the Montgomery County Budget Commission. On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board approved the 2008 Budget as presented by the Executive Director and authorized requesting \$21,265,057 for the General Fund from the Library and Local Government Support Fund.

The Executive Director cautioned readers of the Tax Budget Request that the budget request represents only a budget of need and it is likely that actual state funding will be approximately \$2.2 million less than requested.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN JUNE

The President said the next meeting of the Dayton Metro Library Board of Trustees would be June 20, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

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

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
Mr. Turner, Aye

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:35 p.m. 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.

The Board discussed the request made by Rich Robinson, representing the Dayton Metro Library Staff Association. That request, as detailed in a written memorandum, sought to extend to the Dayton Metro Library Staff Association equal access to bulletin boards, interoffice communication channels and other rights currently available to SEIU under Articles 8A and 9 of the Collective Bargaining Agreement.

The President recognized as legitimate the desire for a prompt decision. Ms. Katsuyama commented that the request was complex and that since it was presented without notice an immediate response was impossible. The President then asked for a motion to grant the Executive Director authorization to seek a written independent legal opinion regarding the request and upon receipt of that legal opinion provide to the Dayton Metro Library Staff Association the access required by law.

A motion to grant the Executive Director authority to respond to the request upon written advice of legal counsel was made by Mr. Turner and seconded by Ms. Katsuyama.

Ayes: All
Nays: None

ADJOURNMENT

The Board adjourned at 5:37.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Elli Bambakidis, Reference Librarian, Magazines and Special Collections Division, to attend "MAC Annual Meeting" in Columbus, Ohio on May 3-5, 2007. It is further recommended that registration in the amount of \$130.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$68.87, lodging for one night be reimbursed in an amount not to exceed \$129.00, and parking be reimbursed in an amount not to exceed \$23.00.

Gretchen Yonata, Teen Specialist, Youth Services, to attend "Some Flying, No Tights" in Blue Ash, Ohio on April 24, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$43.17.

Erin Hunt, Children's Librarian, West Carrollton Branch and Mary Limbert, Reference Assistant, Vandalia Branch, to attend "Preschool Training Day" in Dayton, Ohio on May 5, 2007. It is further recommended that parking be reimbursed in an amount not to exceed \$10.00 each and meals be reimbursed in an amount not to exceed \$8.00 each.

Ken Basista, Finance Manager to attend the "Annual Clerk Treasurer's Update" in Columbus, Ohio on April 19-20, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, lodging for one night be reimbursed in an amount not to exceed \$95.70, and mileage be reimbursed in an amount not to exceed \$70.06.

Jeff Reid, Teen Librarian, Northmont Branch, to attend "What's New in YA Literature" in Columbus, Ohio on May 17, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$79.54, and lunch be reimbursed in an amount not to exceed \$8.00.

Jamie McQuinn, Magazines and Special Collections Division Manager, to attend the "CONTENT Workshop and User Group Meeting" in Dublin, Ohio on May 23-24, 2007. It is further recommended that registration in the amount of \$85.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$77.60. (Day 1)

Nancy Horlacher, Local History Specialist, Magazines and Special Collections Division, to attend the "CONTENT Workshop and User Group Meeting" in Dublin, Ohio on May 23-24, 2007. It is further recommended that registration in the amount of \$85.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$77.60. (Day 2)

Lynn Watson, Library Technical Assistant III, East Branch, to attend "Indispensable Assistant" in Dayton Ohio on May 14, 2007. It is further recommended that registration

in the amount of \$149.00 be paid by the Board and lunch be reimbursed in an amount not to exceed \$8.00.

Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend "Federation of Genealogical Societies" annual conference in Fort Wayne, Indiana on August 15-18, 2007. It is further recommended that registration in the amount of \$155.00 be paid by the Board, lodging for three nights be reimbursed in an amount not to exceed \$45.00 per night, meals be reimbursed for two days in an amount not to exceed \$40.00 per day, mileage be reimbursed in an amount not to exceed \$132.89 and parking be reimbursed in an amount not to exceed \$24.00.

Stephanie Bange, Children's Librarian, Wilmington-Stroop Branch, to attend the "ALSC-ASCLA Joint Conference" in Washington, D.C. on June 22, 2007. It is further recommended that registration in the amount of \$235.00 be paid by the Board, Meals be reimbursed for one day in an amount not to exceed \$40.00, and lodging be reimbursed for one night in an amount not to exceed \$206.00.

Nancy Bruck, Reference Librarian, Adult Services Division, Cheryl Wirtley, Branch Library Manager, Miami Township Branch, Doris Pettit, Branch Library Manager, Vandalia Branch, and Jan Nottingham, hourly substitute, to attend the OLC "Readers Advisory Intensive 2-Day Workshop" on May 22-23, 2007 in Toledo, Ohio. It is further recommended that registration in the amount of \$145.00 each be paid by the Board, that mileage be reimbursed in the amount of \$48.50 for Cheryl Wirtley, Doris Pettit and Nancy Bruck, that meals be reimbursed in the amount of \$20.00 for Cheryl Wirtley, Doris Pettit and Nancy Bruck, and lodging for one night be reimbursed in the amount of \$80.00 for Doris Pettit and Cheryl Wirtley.

Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend "MAC Annual Meeting" in Columbus, Ohio on May 4, 2007. It is further recommended that registration in the amount of \$80.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$67.90, parking be reimbursed in an amount not to exceed \$15.00, and meals be reimbursed in an amount not to exceed \$8.00.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Matthew Davis, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, effective April 29, 2007, at the rate of \$12.68 per hour.

Benjamin Murphy, Teen's Librarian, full time, Grade 11, Step A, Vandalia Branch, effective April 29, 2007, at the rate of \$18.41 per hour.

Teresa Adkins, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Vandalia Branch, effective May 13, 2007 at the rate of \$11.31 per hour.

Jill Clark, Promotions Assistant, full time, Grade 9, Step A, Community Relations, effective May 27, 2007 at the rate of \$14.45 per hour.

It is recommended that the following change in hours, position and location be accepted:

Sarah Swafford, from Library Technical Assistant I, 3/5 time, Grade 4, Step C, Wilmington Stroop Branch, to Catalog Clerk II, full time, Grade 4, Step C, Catalog Division, Main Library, effective May 27, 2007 at the rate of \$12.01 per hour.

It is recommended that the following resignation be accepted:

Sharon Kerestes, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch, effective September 2, 2006 at the rate of \$8.74 per hour.

Melanie Jai' Taylor, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Westwood Branch, effective April 29, 2006 at the rate of \$8.49 per hour.

Kathleen Co, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Miami Township Branch, effective May 26, 2007 at the rate of \$12.01 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

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

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

Blaire Helldoerfer, Library Technical Assistant I, 3/5 time, Trotwood Branch, effective May 19, 2007 for 120.0 hours for personal reasons.

Cindy Profitt, Community Relations Clerk/Switchboard Operator, full time, Community Relations, for 2080.0 hours for personal reasons.