

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., June 20, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama, Dana Keish  
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.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

CONSENT AGENDA

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

- A. Minutes of the regular Board Meeting of May 16, 2007.
- B. Investment Actions to include: On Friday, June 15, 2007, the Local Government Funds for June 2007 were received in the amount of \$862,185.95. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 5, 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:

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, Main Library, for the workshop "Marketing to the Masses", Kent State University, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for the workshop "Genealogy and Local History", Kent State University, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for “E-Publishing on the Web”, 3.0 credit hours, Kent State University, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for “Ethical Concerns of Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

- F. Daily start-up cash for the Audio Visual Division in the amount of \$50.00 to be used for the collection of fines and fees.
- G. An increase in daily start-up cash for the amount listed at each of the following locations in order to provide change for the new cash/bill acceptors used by the PC Reservation and Print Management systems, with the recommendation that this change begin when the coin/bill acceptors are installed into the PC Reservation system at each location.

<b>Location</b>	<b>Current Amount</b>	<b>Increase Amount</b>	<b>New Opening Cash Amount</b>
Belmont Branch	\$65.00	\$33.00	\$98.00
Brookville Branch	\$50.00	\$33.00	\$83.00
EC Doren Branch	\$50.00	\$33.00	\$83.00
Ft. McKinley Branch	\$40.00	\$33.00	\$73.00
Madden Hills Branch	\$30.00	\$33.00	\$63.00
New Lebanon Branch	\$50.00	\$33.00	\$83.00
Trotwood Branch	\$40.00	\$33.00	\$73.00
West Carrollton Branch	\$50.00	\$33.00	\$83.00
Westwood Branch	\$20.00	\$33.00	\$53.00
<b>Total Increase</b>	<b>\$395.00</b>	<b>\$297.00</b>	<b>\$692.00</b>

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Keish, seconded by Dr. Boyd, the monthly Financial Report for May 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 May circulation statistics. He said that although compared to last May circulation was down, statistics for the past several years show no real changes for the month of May. He also explained that door statistics in June 2007 would be the first statistics to offer a comparison between the previous year (June 2006) and the current year.

The Executive Director updated Board members on the first Planning for Results meeting, held June 14<sup>th</sup>. He said approximately thirty members from the community participated in the process and that he was extremely pleased with the results of the first meeting. The group developed a list of specific vision statements for the community, created a SWOT analysis to determine strengths, weaknesses, opportunities and threats, and finally determined community needs in order to achieve the specific vision. The Executive Director explained that during the next session on June 28<sup>th</sup>, attendees would determine the library's role in the community needs analysis.

The Executive Director said Easy Checkout had begun in the Audio Visual Division of the Main Library. He explained that 86% of the circulation was accomplished through Easy Checkout on the first day. He also said that Wilmington-Stroop's first day of Easy Checkout circulation showed 96% usage. The Executive Director told Board Members that everything seemed to be going well, and the transition had been very smooth.

The Executive Director discussed the 2007-2008 State Budget with Board members, saying that the budget had been "sailing through the legislature". He explained that if Governor Strickland's budget was passed, public library funding would remain frozen through the end of calendar year 2007 and receive a modest increase in 2008 and 2009. He said that the most importantly, the legislatures had not varied from the governor's original proposal, which was to earmark 2.2 % of all general revenue receipts for local libraries. In the past, any reduction in the personal income tax revenue had an immediate and immense affect on library funding. The Executive Director explained that having a broader funding base would mean that tax changes might not have the same drastic impact on public library funding as in the past. He said there were no real differences between the House and the Senate version of the budget that would affect libraries.

The Executive Director introduced and welcomed Carol Macmann, the new Branch Library Manager at the New Lebanon Branch Library.

#### PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2007-2008 rates for Property, Liability and Blanket Insurance coverage. On a motion by Dr. Spetter, seconded by Ms. Keish, the Board approved the proposed rates for 2007-2008.

Ayes: All  
Nays: None

#### MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board approved an Interim Managerial and Confidential employee Benefit and Compensation Program to be effective with the pay period that includes July 1, 2007. The Executive Director explained that a revised compensation plan would be presented to the Board for approval following ratification and Board approval of a new collective bargaining agreement.

Ayes: All  
Nays: None

## CHANGES TO CIRCULATION POLICIES AND SCHEDULE OF FINES

The Executive Director said that last month the Board approved a revision to the schedule of charges, to include the following:

- 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.

At last month's meeting the Executive Director told Board members that he would work with key staff members to come up with specific plans for roll out of the changes including specific effective dates and promotional strategies. In trying to make the transition to the new changes as smooth as possible, the Executive Director said he had accepted a staff committee report recommending a "Freedom from Fines Month" for July 2007 when fine rates would be set to zero for all materials. In addition, all outstanding overdue fines for materials that have been returned would be waived. The new fine rate schedule would go into effect August 1, 2007. Charges for lost and damaged books would remain in effect. The Executive Director said that the number one goal of these changes is to enable more patrons to have active cards.

Ms. Keish moved to adopt the plan and Dr. Spetter seconded the motion. The Board discussed the "Freedom from Fines Month" at length, making several suggestions to aid in the transition for both patrons and staff members, particularly emphasizing that the draft press release and the staff talking points be modified to emphasize that one of the benefits of the fine free month will be the return of lost items to the collection.

Ayes: All  
Nays: None

## TUITION REIMBURSEMENT PROGRAM

The Executive Director told the Board of Trustees that in 2006, the Board approved up to \$25,000 annually for the tuition reimbursement program that supports eligible library employees to improve their skills through approved post-secondary and advanced degree programs. He explained that most staff members who have participated in the program have earned their Master of Library Science degree.

Due to an extraordinary number of participants in 2007, the Executive Director recommended Board approval for an increased allocation of \$10,000 for the program to bring the total appropriation for 2007 to \$35,000. On a motion by Ms. Keish, seconded by Ms. Katsuyama, the Board approved the increased allocation of \$10,000 for the Tuition Reimbursement Program to bring the total appropriation for 2007 to \$35,000.

Ayes: All  
Nays: None

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN JULY

The President said the next meeting of the Dayton Metro Library Board of Trustees would be July 18, 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:

Dr. Boyd, Aye  
Ms. Katsuyama, Aye  
Ms. Keish, Aye  
Mr. Oehlers, Aye  
Dr. Spetter, Aye

The Board entered Executive Session at 5:23 p.m. and returned to open session at 5:40 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.

### ADJOURNMENT

The Board adjourned at 5:41.

## 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:

M.J. Kalkis, Northtown-Shiloh Branch Library Manager, to attend the “Great Books Seminar” in Urbana, Ohio on June 25, 2007. It is further recommended that the registration fee of \$150.00 be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, to attend “The Legal Side of HR/HR Update” in Columbus, Ohio on June 27-28, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$137.74.

Tish Wilson, Assistant Director for Youth Services, to attend the ALA preconference “Fun and Facts in Early Literacy” in Washington, D.C., on June 22, 2007. It is further

recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$205.00 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Pat Clingman, Children's Librarian, Miamisburg Branch, to attend the ALA preconference "Beginner's Guide to Teens in Libraries" in Washington D.C. on June 22, 2007. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$170.60 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the ALA preconference "Libraries, Older Adults & Technology" in Washington, D.C., on June 22, 2007. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$240.00 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jean Gaffney, Collection Development Manager, to attend the ALA preconference "Workflow Analysis, Redesign, and Implementation: Integrating the Complexities of Electronic Resources in the Digital Age", on June 22, 2007. It is further recommended that registration in the amount of \$139.00 be reimbursed by the Board, and lodging for one night in an amount not to exceed \$75.00 be reimbursed by the Board.

Andrea Christman, Catalog Librarian, to attend NASIG Annual Conference in Louisville, Kentucky on May 31, 2007 through June 3, 2007. It is further recommended that registration in the amount of \$700.00 be paid by the Board, lodging for four nights in an amount not to exceed \$580.00 (\$145.00 per night) be paid by the Board, meals be reimbursed in an amount not to exceed \$60.00 and mileage be reimbursed in an amount not to exceed \$147.44.

#### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Pearlena Sanders, Processer, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

Sharon Culbertson, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Children's Room, Main Library, effective May 27, 2007 at the rate of \$11.31 per hour.

Jennifer Wihebrink, Children's Librarian, full time, Grade 11, Step A, Northmont Branch, effective June 24, 2007 at the rate of \$18.41 per hour.

Arianne Ketchen, Community Relations Clerk I/Switchboard Operator, full time, Grade 4, Step A, Community Relations, effective June 24, 2007 at the rate of \$11.31 per hour.

Kristyn Smith, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective June 19, 2007 at the rate of \$8.74 per hour.

It is recommended that the following change in hours be accepted:

Lois Clingman, from Processor, full time, Grade 2, Step L, Processing Division, to Processor, 4/5 time, Grade 2, Step L, Processing Division, Main Library, effective May 27, 2007 at the rate of \$14.63 per hour.

It is recommended that the following change in location be accepted:

Tony McCleskey, from Library Technical Assistant I, 3/5 time, Grade 4, Step C, E.C. Doren Branch to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Circulation Division, Main Library, effective June 10, 2007 at the rate of \$12.01 per hour.

It is recommended that the following resignation be accepted:

Elizabeth Stanze, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch, effective July 8, 2006 at the rate of \$10.13 per hour.

Travis Bautz, Adult Services Division Manager, Adult Services Division, full time, Grade S10, Step D, effective June 30, 2007 at the rate of \$29.8271 per hour.

Jennifer Rembold, Children's Librarian, full time, Grade 11, Step A, Dayton View Branch, effective June 23, 2007 at the rate of \$18.41 per hour.

It is recommended that the following retirement be accepted:

Elli Bambikidis, Reference Librarian, full time, Grade 11, Step L, effective May 31, 2007 at the rate of \$24.70 per hour after more than 18 years of service.

Mary Ellen Bagen, Library Technical Assistant I, 1/2 time, Grade 4, Step G, Wilmington-Stroop Branch, effective July 31, 2007 at the rate of \$14.35 per hour after more than 8 years of service.

Diane Saettel, Reference Assistant, 3/5 time, Grade 8, Step K, Brookville Branch, effective August 31, 2007 at the rate of \$18.35 after more than 20 years of service.

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.

Pearlena Sanders, Processor, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 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 June 12, 2007 for 36.0 hours for personal reasons.

Anne R.C. Moore, Library Technical Assistant I, 3/5 time, Vandalia Branch, effective July 16, 2007 for 20.0 hours for personal reasons.

Teresa Adkins, Library Technical Assistant I, 3/5 time, Vandalia Branch, effective June 23, 2007 for 32.0 hours for vacation planned before accepting position.

Krista Gaylor, Library Technical Assistant I, full time, Vandalia Branch, effective June 30, 2007 for 8.0 hours for personal reasons.

Marianne Ritter, Library Technical Assistant I, full time, Brookville Branch, effective July 11, 2007 for 10.0 hours for personal reasons.

Noel Lemons, Library Technical Assistant I/Driver, 3/5 time, Outreach Services, effective July 28, 2007 for 140.0 hours for personal reasons.

Kimberly Fletcher, Children's Librarian, full time, New Lebanon, effective July 2, 2007 for 8.0 hours for event planned before accepting position.