

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 18, 2007

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

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:05 p.m.

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

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

CONSENT AGENDA

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

- A. Minutes of the special Board Meeting of July 14, 2007.
- B. Investment Actions to include: On Friday, June 29, 2007, the Tangible Personal Property Tax in the amount of \$260,837.09 was received. It was determined the entire amount was needed for current operating expenses. On Friday, July 13, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$84,812.30 was received. It was determined that the entire amount was needed for current operations. On Friday, July 13, 2007 the Local Government Funds for July 2007 were received in the amount of \$1,297,8089.46. The entire amount was invested in the General Account earning 5.25% interest.\*\*  
\*\*The amounts of the Personal Proper Tax and the Local Government Funds were incorrectly reported in the July 18, 2007 Consent Agenda. The corrected amounts are shown above.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 6 & 7)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 8 & 9)

- 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:

Kathryn Lynch, Accountant, Finance Office, Main Library, for the course “Strategic Management,” Wright State University, at a cost of \$876.00.

Cathy Hochadel, Technical Reference Assistant, Burkhardt Branch Library, for the online course “Web Publishing”, Kent State University, at a cost of \$1,224.00.

Cathy Hochadel, Technical Reference Assistant, Burkhardt Branch Library, for the course “Practicum and Project”, Kent State University, at a cost of \$1,224.00.

Ayes: All  
Nays: None

#### ELECTION OF SECRETARY

The President explained that due to the resignation from the Board of Dr. Roberta Boyd, an election is necessary to fill the vacancy of Secretary of the Board. He told Board members that the elected candidate would serve until the regular election of officers in December 2007. The President requested nominations from the Trustees. Ms. Hayde nominated Jane Katsuyama. On a motion by Ms. Hayde, seconded by Dr. Spetter, Ms. Katsuyama was elected to serve as Secretary of the Board for the remainder of 2007.

Ayes: All  
Nays: None

#### 2006 AUDIT

Nicole Cottrell, Auditor for Clark, Schafer, and Hackett updated the Board of Trustees on the 2006 audited financial statements. Ms. Cottrell explained that the audit had gone very well, with no reportable internal control conditions, or noncompliance issues. Also discussed was a Management Letter outlining comments on two topics. While not evaluating the costs or benefits of the recommendation, Clark, Schafer and Hackett recommends daily reconciliation between the branch cash registers and the library’s Dynix Horizon fine collection logs. Also recommended was an amendment of Board Bylaws to include conflict of interest statements. The Executive Director and Barbara Hayde complimented the Finance Office Manager Ken Basista for the work of his office in completing another successful audit.

## MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Dr. Spetter, seconded by Ms. Hayde, the monthly Financial Report for June 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 saying that this year's June circulation was up slightly compared to last year, with young adult statistics showing a 6.4% increase. He then discussed the door count statistics, explaining that June 2007 was the first month a comparison could be made between last year's statistics (June 2006) and this year's statistics. He told Board members that foot traffic showed a 5.8% increase over last year.

The Executive Director said Freedom From Fines Month was being very well accepted throughout the library system, and patrons at several locations had voiced their appreciation.

The Executive Director stated that Easy Checkout was going very well at four locations. The fifth location, Vandalia, would begin shortly. He reported that currently about 39% of all circulation transactions in our system were being processed through the Easy Checkout. Once Vandalia begins, approximately 45% of all circulation will be done by patrons using the Easy Checkout system. Four additional branches are being considered for easy checkout.

The Executive Director told Board members that Staff Day would be held on Friday, November 9<sup>th</sup> this year at the Hope Hotel and Conference Center, near Wright Patterson AFB. He encouraged Board members to attend, and said that more information would be available as the date grew nearer.

Tish Wilson invited all Board members to the Harry Potter book release events scheduled for Friday, July 20<sup>th</sup> beginning at 8:00 p.m. She explained that Harry Potter Parties would be held at five branch locations which included EC Doren, Huber Heights, Miamisburg, Wilmington-Stroop and West Carrollton. Ms. Wilson also said the "Hogwarts Express", the library's very own Kids Bookmobile, would be visiting each location.

## HUMAN SERVICES LEVY

County Administrator Deborah Feldman presented information regarding the Human Services Levy scheduled for November. The Human Services Levy seeks voter approval of a replacement of the 5.21 mill levy and an increase of 2 mills. The added cost would be approximately \$15 per month per \$100,000 of home valuation.

The Board has endorsed the previous Human Service Levies. On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board of Trustees adopted the following endorsement resolution:

*Whereas, the Dayton Metro Library recognizes the importance of Montgomery County Human Services organizations that provide critical care and programs that protect and sustain more than 50,000 residents every year; and*

*Whereas, Montgomery County Human Services assists all county residents, especially the most vulnerable in our community, such as children, seniors, and the homeless, job seekers and others with nowhere else to turn; and*

*Whereas, Montgomery County Human Services provides important services to all residents by performing critical health inspections, water testing and emergency preparedness; and*

*Whereas, the Dayton Metro Library is an important partner with many Human Services organizations in improving the quality of life of all Montgomery County residents;*

*Therefore be it resolved, that*

*The Dayton Metro Library hereby endorses the passage of the 2007 Human Services issue that will support critical services provided by more than fifty community human services agencies including the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board, the Board of Mental Retardation and Developmental Disabilities, Job and Family Services—Children Services Division, Public Health Dayton Montgomery County, Montgomery County Juvenile Court, the Stillwater Center, Frail Elderly Senior Services, and Medical Care for the Indigent III; and*

*Be it further resolved that in support of the successful passage of the 2007 Human Services issue, the Board agrees to allow use of its name in campaign presentations and literature, placement of signs on library property and distribution of campaign materials at library locations.*

Ayes: All  
Nays: None

## STRATEGIC PLANNING

The Executive Director updated the Board on the upcoming strategic planning session scheduled for July 19, 2007. He thanked the Trustees for their assistance and suggestions during the Board Retreat on July 14<sup>th</sup> and explained that he had incorporated their ideas into the Draft Strategic Goals document which would be presented to the planning session participants the following evening.

The Executive Director also presented the Board of Trustees draft revisions of the library's mission statement. The Board discussed at length whether or not draft statements should be shared with the community planning committee. Ms. Katsuyama wondered if it were appropriate for the group to help draft the library's mission, as it probably was the Board's responsibility. The President thought it might be useful to get reaction to the various drafts, but not seek their assistance in writing the revision.

The Board also discussed the pros and cons of having short and memorable statements rather than longer ones that might serve as touchstones for planning of services or resource allocation. The Board members decided to send their top five choices to the Executive Director via email by noon

the next day. The top three or four choices would then be shared with the Strategic Planning participants on Thursday evening. Participants would be asked to comment on them.

FUNDING DISTRIBUTION OF LIBRARY AND LOCAL GOVERNMENT SUPPORT FUND FOR 2008

The Montgomery County Budget Commission is expected to schedule the 2008 Tax Budget Allocation Meeting for August 20, 2007 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

In prior years, the Board has passed the following resolution in anticipation of the Budget Commission meeting. On a motion by Dr. Spetter, seconded by Ms. Hayde, the Board approved the following resolution for consideration by the 2008 County Budget Commission.

*Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Library and Local Government Support Fund, and*

*Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Library and Local Government Support Fund for a five year period commencing with calendar year 1999, and*

*Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now*

*THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2008 Library and Local Government Support Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

BOARD VACANCY

The Executive Director explained that the Board President had received a letter of resignation from Roberta Boyd, effective July 5, 2007. He told Trustees that the Board of County Commissioners is responsible for appointing this position, and that Board members have traditionally nominated candidates to appointing authorities whenever vacancies have occurred. The Board of Trustees offered several names for possible candidates. The Executive Director noted that one candidate, William Gillespie, was a very strong library supporter and possessed extensive public sector experience. The names of several other potential candidates were discussed. Ms. Katsuyama stated she was unfamiliar with some of the names and wanted to see a resume prior to sending a recommendation to the Commission.

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Trustees instructed the Executive Director to contact Mr. Gillespie to determine if there was interest in serving on the Library

Board of Trustees. The Executive Director would forward Mr. Gillespie's name to the Board of County Commissioners after his resume was shared with trustees and found satisfactory. Other candidates could be contacted if necessary.

Ayes: All  
Nays: None

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

On a motion by Ms. Hayde, seconded by Dr. Spetter, the Board approved a recommendation to forego the next regular meeting of the Board currently scheduled for August 15, 2007. The next regular meeting of the Dayton Metro Library Board of Trustees will be September 19, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

With the same motion, the Board also approved to reschedule the January 16, 2008 Board of Trustees meeting to January 23, 2008 to provide sufficient time for preparation of the 2007 financial statements.

Ayes: All  
Nays: None

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Russell Grandon dated July 10, 2007 concerning his request for reconsideration of the video *3 Needs*.
- b. The Executive Director's letter to Steve and Jean White dated July 11, 2007 concerning their request for reconsideration of the teen novel *Wonder Woman*.

#### ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board adjourned at 5:47.

#### 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:

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the Lifelong Access Libraries Institute, sponsored by the Americans for Libraries Council at the University of North Carolina from July 29, 2007 through August 3, 2007.

Carl Bach, Facilities Manager, for the online class “UW Certificate Program in Facility Management,” from September 26, 2007 through December 4, 2007. It is further recommended that the application fee of \$50.00 be reimbursed by the Board, the registration fee of \$35.00 be reimbursed by the Board, the technology fee of \$13.00 be reimbursed by the Board, and the tuition fee of \$761.00 be reimbursed by the Board.

Beth Lynch, Accountant, to attend the Ohio Library Council’s “New Clerk-Treasurer’s Roundtable” and “Ohio’s New Open Records Law” in Columbus, Ohio on August 14, 2007. It is further recommended that the registration fee of \$25.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$76.15.

Erin Hunt, Children’s Librarian, West Carrollton Branch, Kim Bautz, Children’s Librarian, Burkhardt Branch, Melissa Dix, Children’s Librarian, Belmont Branch, and Kathleen Moore, Early Literacy Specialist, Main Library, to attend Ohio Library Council’s “Early Child Literacy”, in Columbus, Ohio on August 8, 2007. It is further recommended that the registration fee of \$110.00 each be paid by the Board, and that mileage be reimbursed for Kim Bautz in an amount not to exceed \$71.78.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Ohio Early Learning Standards”, in Cincinnati, Ohio on June 8, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$99.91.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Orientation for Providers of ODE”, in Columbus, Ohio on July 31, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$69.84.

Ken Basista, Finance Manager, to visit Youngstown Public Library in Youngstown, Ohio on June 28, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$235.23 and meals be reimbursed in an amount not to exceed \$40.00.

Tish Wilson, Assistant Director for Youth Services, Rachel Gut, Outreach Services Manager, and Gretchen Yonata, Teen Specialist to attend “Enhancing Your Library’s Outreach Services” in Dublin, Ohio on August 1, 2007. It is further recommended that the registration fee of \$95.00 each be paid by the Board.

Jean Gaffney, Collection Development Manager, Debra Eisert, Adult Materials Selection Specialist, BJ Moore, Youth Services Materials Selection Specialist, and Matt Kish, AV Materials Selection Specialist, Office of Collection Development, to attend the Ohionet workshop “Basics of Acquisitions” in Columbus, Ohio on July 26, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage for Jean Gaffney be reimbursed in an amount not to exceed \$77.60.

Virginia Palmer, Grants Specialist, Adult Services Division, to attend the “Foundation Center’s Cleveland Advisory Board” meeting in Cleveland, Ohio on July 26, 2007. It is further recommended that lodging for one night in an amount not to exceed \$115.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$208.00.

#### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Tricia Bingham, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Wilmington-Stroop Branch, effective July 8, 2007 at the rate of \$11.31 per hour.

Sheryl Brittig, Reference Librarian, full time, Grade 11, Step B, Magazines and Special Collections Division, Main Library, effective August 5, 2007 at the rate of \$18.90 per hour.

It is recommended that the following promotion be accepted:

Joseph Greenward, from Adult Services Assistant Division Manager, full time, Grade S08, Step C, to Adult Services Division Manager, Grade S09, Step B, effective July 8, 2007 at the rate of \$25.9142 per hour.

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

Linda Lanning, from Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township, to Library Technical Assistant I, 4/5 time, Grade 4, Step A, Miami Township, effective June 24, 2007 at the rate of \$11.31 per hour.

It is recommended that the following rehire be accepted:

Nicholas Lake, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Miamisburg Branch, effective June 24, 2007 at the rate of \$9.00 per hour.

It is recommended that the following resignation be accepted:

Angela Newsome, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective June 12, 2007 at the rate of \$8.74 per hour.

It is recommended that the following Hay Reclassifications be accepted:

Rachel Gut, from Outreach Services Manager, full time, Grade S08, Step E, Outreach Services, to Outreach Services Manager, full time, Grade S09, Step E, Outreach Services, effective June 24, 2007 at the rate of \$28.3182 per hour.

Jean Gaffney, from Collection Development Manager, full time, Grade S08, Step L, Office of Collection Development, to Collection Development Manager, full time, Grade S09, Step L, Office of Collection Development, effective June 24, 2007 at the rate of \$34.8268 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.

Pearlena Sanders, Processer, 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:

Phyllis Dines, Library Technical Assistant I, full time, Belmont Branch, effective June 1, 2007 for 200.0 hours for personal reasons.

Noel Lemons, Library Technical Assistant I/Driver, 3/5 time, Outreach Services, effective June 15, 2007 for 288.0 hours for illness.