

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., November 21, 2007

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

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

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

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the Clerk Treasurer and the Deputy Clerk Treasurer by Cheri Edwards.

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

CONSENT AGENDA

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

- A. Minutes of the Board Meeting of September 19, 2007.
- B. The Executive Director approved the following investments: On Friday, October 5, 2007 a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$422,254.29. It was determined that the entire amount was needed for current operations. On Friday, October 12, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$254,436.91 was received. It was determined that the entire amount was needed for current operations. On Wednesday, October 17, 2007, the Local Government Funds for October 2007 were received in the amount of \$1,892,990.91. The entire amount was invested in the High Balance Savings Account yielding 5.06% interest. On Wednesday, October 17, 2007, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$485.59. It was determined that the entire amount was needed for current operations. On Monday, October 29, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax

Elimination in the amount of \$544,343.64 was received. It was determined that the entire amount was needed for current operations. On Thursday, November 15, 2007, the Local Government Funds for November 2007 were received in the amount of \$1,444,949.88. It was determined that the entire amount was needed for current operations.

- C. Workshop Hours (included in Consent Agenda Addendum, (pages 5 & 6)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 7, 8, & 9)
- E. Expenditure from the Building and Repair Fund: The Board approved use of funds from the 401 Building and Repair Fund for repair work to the curbs of the Kettering-Moraine Branch parking lot in the amount of \$10,500.
- F. Cross Management Consulting Services: The Board authorized the Executive Director to execute the renewal of the "Contract for Services" with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$80/hour for consulting services, \$120/hour for staff attorneys and \$100/month as a retainer fee for the period October 7, 2007 through October 6, 2008.
- G. Tuition Agreement: The Board approved the Tuition Reimbursement Agreement between the Board and Arianne Ketchen, ComRel Clerk I/SWB Operator, Community Relations Office, Main Library, in order to attend the Kent State School of Library and Information Science.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Hayde, seconded by Mr. Turner, the monthly Financial Reports for September 2007 and October 2007 were 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 the Library continued to experience a phenomenal growth in circulation in October. Adult circulation climbed to 17.3% over last year's totals, juvenile circulation saw an increase of 15.0% and young adult circulation showed the largest gain at 35.4%. The Executive Director said he felt the "Fine Free Month" held in July continues to contribute to the increases. Door count statistics increased as well, although not as dramatically as circulation counts.

David Slivken, Assistant Director for the Main Library, presented statistics from the October 2007 Patron Assistance Log. He explained that this had been called the Reference and Directional Survey in the past and is performed twice annually, in April and October. The form has been revised to include counts of several types of questions patrons ask, as well as information on how many questions require more than 5 minutes to answer. In comparing the two surveys this year, October showed a strong rise over April's totals.

The Executive Director explained how the revised Ohio Senate Bill 185 would affect the library. He said the title of the fund always known as the LLGSF (Library and Local Government Support Fund) has been renamed the Public Library Fund. A clarification of the revised Bill limits the number of public library systems who could be eligible for public library funds to the existing number of 251. SB 185 also changes the title of Library Clerk-Treasurer and Deputy Clerk-Treasurer to Fiscal Officer and Deputy Fiscal Officer respectively.

The Executive Director reminded Board members that the January 2008 Board meeting was changed to January 23, 2008 which is the fourth Wednesday of the month rather than the regular third Wednesday. This offers more time for the Finance Office to prepare the end of the year financial reports.

OCTOBER STAFF COUNT

The Executive Director and Cindi Chibis, Human Resource Manager, reviewed the annual count of the staff, made from the first full payroll in October, 2007. Although the total number of staff increased by nine in comparison to last year, the FTE (full time equivalent) total dropped by three.

RECERTIFICATION OF BARGAINING UNIT REPRESENTATION

The Executive Director explained that on October 10, 2007 a recertification election was held to determine representation of the Dayton Metro Library bargaining unit as recognized by the State Employment Relations Board (SERB). There were 282 eligible voters and 239 votes cast. The results of the election were as follows:

151	Dayton Metro Library Staff Association
88	District 1199, SEIU, Dayton Metro Library Chapter
0	No representation

The SERB board approved the election results on October 25, 2007. A formal directive from SERB finalizing the transition was signed on November 16, 2007.

Rich Robinson, Dayton Metro Library Staff Association President, addressed the Board. He thanked the Board for their assistance in maintaining neutrality during the election. He also said the Staff Association is working to pass a Constitution and by-laws and hopes to have that accomplished in the next two weeks. He also offered the Board the opportunity to ask questions of him at any time by sharing his email address.

DRAFT PUBLIC RECORDS REQUEST, RETENTION AND DISPOSITION POLICY

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board of Trustees approved the Draft Public Records Request, Retention and Disposition Policy. The policy will be forwarded to the Ohio Historical Society and the Attorney General's Office for approval.

Schedules of Records Retention and Disposition were considered separately by the Dayton Metro Library Records Commission in a separate hearing following the Board of Trustees meeting at 5:30 p.m.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Executive Director updated the Board of Trustees on progress towards development of the Strategic Plan and the Facilities Plan. At the September Board meeting, six specific Strategic Goals were approved by the Board. The Executive Director distributed a document outlining specific operational goals with measurable outcomes within each of the Strategic Goals. Ms. Hayde asked the Executive Director if the Library could afford to do all of the operational goals listed. He replied that the number one thing on his mind was that exact question. The Executive Director explained that although he didn't expect any formal action from the Board at this time, he asked Board members to offer feedback concerning the document to him via email.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Lisa Malone dated September 18, 2007 concerning the request for reconsideration of the book *Bad President*.
- b. The Executive Director's letter to Michael Greenwood dated September 18, 2007 concerning the request for reconsideration of the book *A Kid's First Book About Sex*.
- c. The Executive Director's letter to Dwight Hooper dated September 19, 2007 concerning the request for reconsideration of the video *Babel*.
- d. The Executive Director's letter to Mary Parrish dated October 2, 2007 concerning the request for consideration of the book *The Secret Life of It Girls*.
- e. The Executive Director's letter to William B. Elliott, Esq., dated October 9, 2007 concerning a bequest from Mr. and Mrs. Harry Dore.
- f. A copy of the resolution adopted by the Board of County Commissioners of Montgomery County, Ohio, dated October 9, 2007, appointing William L. Gillispie to the Dayton Metro Library Board of Trustees.
- g. The Executive Director's letter to Brett Clark dated November 1, 2007 concerning the request for consideration of the video *Our Lady of the Assassins*.

NEW BUSINESS

The Board President appointed Mr. Turner and Ms. Katsuyama to serve as the nominating committee to present a slate of officers for 2008 at the December 19, 2007 regular Board meeting.

EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations in accordance with Section 121.22 (G)(4) of the Ohio Revised Code and to discuss the evaluation of the Executive Director 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye
Ms. Hayde, Aye
Ms. Katsuyama, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:29 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 and 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.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be December 19, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:30.

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:

Sue Steinke, Reference Librarian, Adult Services Division, Main Library to attend "Collection Development Symposium" in Columbus, Ohio on October 24, 2007. It is further recommended that the registration fee in the amount of \$30.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$68.87.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, Main Library to attend "Genealogy Interest Group Meeting" in Tipp City, Ohio on November 2, 2007. It is further recommended that mileage in an amount not to exceed \$15.04 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Main Library and Gretchen Yonata, Teen Specialist, Main Library, to attend "Greater Dayton Conference on Youth in Dayton, Ohio on October 17, 2007. It is further recommended that registration in the amount of \$90.00 each be paid by the Board.

Melissa Dix, Children's Librarian, Belmont Branch, Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch, Cynthia McNally, Reference Assistant, Miami Township Branch, Kim Fletcher, Children's Librarian, New Lebanon Branch, Mary Limbert, Reference Assistant, Vandalia Branch, Sue Collins, Reference Assistant, Kettering-Moraine Branch, Wendy Torrence, Children's Librarian, Huber Heights Branch and Jennifer Wihebrink, Children's Librarian, Northmont Branch to attend "Ohio Ready to Read Storytime Training" in Dayton Ohio on December 5, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each.

Barb Kuhns, Assistant Director for Information Technology Services, Main Library, to attend the "2007 CODI Conference" in Pittsburgh, Pennsylvania on November 6-8, 2007. It is further recommended that the registration fee in the amount of \$325.00, lodging for two nights in an amount not to exceed \$158.46 per night, and mileage in an amount not to exceed \$247.35 be reimbursed by the Board.

Josh Ashworth, Integrated Systems Specialist, Main Library, to attend the "2007 CODI Conference" in Pittsburgh, Pennsylvania on November 6-8, 2007. It is further recommended that the registration fee in the amount of \$325.00, lodging for two nights in an amount not to exceed \$158.46 per night, parking in an amount not to exceed \$44.00, and meals in an amount not to exceed \$31.66 be reimbursed by the Board.

Greg Estes, Reference Librarian, Adult Services, Main Library and Mike Nelson, Reference Librarian, Adult Services, Main Library, to attend "Taking ILL to the Next Level" in Columbus, Ohio on October 18, 2007. It is further recommended that the registration fee of \$40.00 each be paid by the Board and mileage be reimbursed to Greg Estes in an amount not to exceed \$81.48.

Kim Bautz, Children's Librarian, Outreach Services, Zachary Kimble, Substitute Library Technical Assistant I, and Victoria Rogers, Substitute Library Technical Assistant I, to attend Bookmobile Driver Training in Springfield, Ohio on October 25-26, 2007. It is further recommended that registration in the amount of \$250.00 each be paid by the Board, and meals in an amount not to exceed \$8.00 each be reimbursed by the Board.

Tim Kambitsch, Executive Director, Rachel Gut, Outreach Services Manager, Joe Greenward, Adult Services Division Manager, Rachelle Miller, Adult Services Assistant Division Manager, Andrea Christman, Catalog Librarian, and Cathy Hochadel, Reference Assistant, to attend the OLC 2007 Leadership Conference in Columbus, Ohio on November 8, 2007. It is further recommended that registration in the amount of \$25.00 each be paid by the Board and mileage for two vehicles (drivers to be determined) be paid by the Board in an amount not to exceed \$77.60 per driver.

Ken Basista, Finance Manager, to attend "Dayton CPE Day" to be held in Dayton, Ohio on November 1, 2007. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Janelle Oren, Copy Cataloger I, Catalog Division, and Tabitha Litteral, Copy Cataloger I, Catalog Division to attend "Introduction to the Dewey Decimal Classification" in Columbus, Ohio on December 6, 2007. It is further recommended that registration in an amount not to exceed \$70.00 each be paid by the Board, mileage be reimbursed for Janelle Oren in an amount not to exceed \$68.87 and lunch be reimbursed in an amount not to exceed \$8.00 each.

Marilyn Whaley, Mail Periodicals Clerk, Acquisition Division, to attend "Delivering Great Customer Service" in Columbus, Ohio on November 14, 2007. It is further recommended that registration in an amount not to exceed \$95.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$68.87 and lunch be reimbursed in an amount not to exceed \$8.00.

Kathy Bolmida, Reference Librarian, Adult Services Division and Sherrie Brittig, Reference Librarian, Magazine and Special Collections Division, to attend "Archives 101 Workshop" in Perrysburg, Ohio on November 14, 2007. It is further recommended that registration be reimbursed in an amount not to exceed \$30.00 each, and mileage be reimbursed for Sherrie Brittig in an amount not to exceed \$136.77.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Janice Cole, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective September 30, 2007 at the rate of \$8.74 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective September 26, 2007 at the rate of \$8.74 per hour.

Darryn Manship, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Belmont Branch, effective November 11, 2007 at the rate of \$11.31 per hour.

Derek Estes, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miamisburg Branch, effective November 11, 2007 at the rate of \$11.31 per hour.

It is recommended that the following promotion be accepted:

Teresa Huntley, from Assistant Branch Manager, full time, Grade S06, Step I, Huber Heights Branch, to Branch Library Manager, full time, Grade S08, Step F, Kettering-Moraine Branch, effective October 28, 2007 at the rate of \$27.0186 per hour.

Cathy Hochadel, from Reference Assistant, full time, Grade 8, Step I, Burkhardt Branch, to Teen Librarian, full time, Grade 11, Step D, Miamisburg Branch effective December 9, 2007 at the rate of \$17.92 per hour.

Eileen Krajewski, Reference Librarian, substitute, Grade 11, Step A, Magazine and Special Collections Division effective December 9, 2007 at the rate of \$12.68 per hour.

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

Courtney Dale, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Circulation Division, Main Library, to Library Technical Assistant I, 2/5 time, Grade 4, Step B, Children's Room, Main Library, effective October 14, 2007 at the rate of \$11.66 per hour.

Kimberly Bautz, from Children's Librarian, full time, Grade 11, Step F, Burkhardt Branch, to Children's Librarian, full time, Grade 11, Step F, Outreach Services effective October 14, 2007 at the rate of \$21.02 per hour.

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

Lois Clingman, from Processor, 4/5 time, Grade 2, Step L, Processing Division to Processor, 3/5 time, Grade 2, Step L, Processing Division, effective September 16, 2007 at the rate of \$14.63 per hour.

Leslie Williams, from Library Technical Assistant I, hourly substitute, Wilmington Stroop Branch to Library Technical Assistant I, 2/5 time, Grade 4, Step A, effective September 30, 2007 at the rate of \$11.31 per hour.

Lillian Ratliff, from Library Technical Assistant I, hourly substitute, Grade 4, Step G, Main Circulation, to Library Technical Assistant I, 2/5 time, Grade 4, Step L, Main Circulation, effective November 11, 2007 at the rate of \$15.69 per hour.

Joy Schwab, from Reference Librarian, 2/5 time, Grade 11, Step H, Adult Services, Main Library, to Reference Librarian, full time, Grade 11, Step H, Adult Services, Main Library, effective November 11, 2007 at the rate of \$20.15 per hour.

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

Lynne Watson, from Library Technical Assistant III, full time, Grade 6, Step L, East Branch to Library Technical Assistant I, full time, Grade 4, Step L, East Branch, effective October 28, 2007 at the rate of \$15.69 per hour.

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

Christian Brewington, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights, to Library Technical Assistant I, 2/5 time, Grade 4, Step A, Audio Visual Division, Main Library, effective October 28, 2007 at the rate of \$11.31 per hour.

Fred Kirchner, from Children's Librarian, full time, Grade 11, Step C, Outreach Services, to Teen Librarian, full time, Grade 11, Step C, Wilmington-Stroop effective October 20, 2007 at the rate of \$19.38 per hour.

It is recommended that the following rehire as substitute be accepted:

Katherine Gutshall, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Miamisburg Branch, effective October 28, 2007 at the rate of \$10.44 per hour.

It is recommended that the following discharge be accepted:

Miriam Hilton, Reference Librarian, full time, Adult Services Division, Main Library, Grade 11, Step J, effective September 26, 2007 at the rate of \$23.40 per hour.

Troy Gudger, Custodian I, full time, Facilities, Main Library, Grade 2, Step K, effective October 2, 2007 at the rate of \$14.20 per hour.

It is recommended that the following resignation be accepted:

Katherine Gutshall, Library Technical Assistant I, 2/5 time, Grade 4, Step I, Miamisburg Branch, effective October 26, 2007 at the rate of \$14.35 per hour.

Tiffany Wilson, Catalog Librarian, full time, Grade 11, Step B, Catalog Division, Main Library, effective October 27, 2007 at the rate of \$18.90 per hour.

Christyn Reigelsperger, Library Technical Assistant I/Driver, hourly substitute, Outreach Services, Grade 4, Step B, effective September 16, 2006 at the rate of \$9.00.

Irene Hanley, Reference Librarian, hourly substitute, Grade 11, Step G, Magazine and Special Collections, effective December 8, 2007 at the rate of \$16.63 per hour.

Dawn French, Children's Librarian, hourly substitute, Grade 11, Step B, Dayton View, effective March 3, 2007 at the rate of \$14.55.

It is recommended that the following retirement be accepted:

Cynthia Profitt, Community Relations Clerk/SWB Operator, full time, Grade 4, Step L, Community Relations Office, Main Library, effective March 31, 2007 at the rate of \$15.69 per hour.

Lois Clingman, Processor, 3/5 time, Grade 2, Step L, Processing Division, effective December 31, 2007 at the rate of \$14.63 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.

Diane Saettel, Reference Assistant, hourly substitute, Grade 8, Step G, Brookville Branch, effective November 11, 2007 at the rate of \$12.60 per hour.

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

Bobbi Marquart, Processor, Grade 2, Step J, Processing Division, Main Library, effective September 20, 2007 for 50.0 hours for personal reasons.

Bobbi Marquart, Processor, Grade 2, Step J, Processing Division, Main Library, effective November 19, 2007 for 32.0 hours for personal reasons.

Bobbi Hatfield, Library Technical Assistant III, Grade 6, Step L, Huber Heights, effective October 29, 2007 for 80.0 hours for personal reasons.