

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., December 19, 2007

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,  
Allan Spetter, Dennis Turner

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

Barbara Hayde was appointed President Pro Tem. The meeting was called to order at 4:02 p.m.

The President Pro Tem then appointed Mr. Turner to act as Secretary Pro Tem.

Ms. Katsuyama entered the meeting at 4:05 p.m. and resumed Secretary duties.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Mr. Turner, 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: Each year the Ohio Department of Taxation reviews the cash balance of the local government public utility property tax replacement fund and determines if the amount exceeds what is necessary to meet the fund's distribution needs of the following month. If there is an excess, the department then distributes this excess to the counties for distribution to the local governmental taxing district. On Thursday, December 6, 2007 an Excess Deregulation Revenue Distribution in the amount of \$7,289.49 was received from the State of Ohio. It was determined that the entire amount was needed for current operation. On Friday, December 7, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$254,436.92 was received. It was determined that the entire amount was needed for current operations. On Wednesday, December 13, 2007, the Local Government Funds for December 2007 were received in the amount of \$1,341,174.24. The entire amount was invested in the High Balance Savings Account yielding 4.57 % interest. On Tuesday, December 18, 2007, the \$10,000 Tangible Personal Property Tax Exempt Settlement was

received in the amount of \$4,269.55. It was determined that the entire amount was needed for current operating expenses.

C. Workshop Hours (included in Consent Agenda Addendum, (page 10)

Personnel Actions (included in Consent Agenda Addendum, (page 11)

E. ALA Midwinter: The 2008 ALA Midwinter Meeting will be held in Philadelphia, Pennsylvania, from January 11-16, 2008. The Board authorized payment of the advance registration fee of \$160.00 and airfare, shuttle service, lodging and meals in an amount not to exceed \$955 each for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

F. Tuition Reimbursement: The Board approved 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 the course "Audio and Video Sources", IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Information Architecture for the Web", IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through November 30, 2007. On a motion by Mr. Gillispie, seconded by Mr. Turner, the monthly Financial Reports for November 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 growth in circulation during the month of November. Adult circulation climbed to 10.7% over last year's totals, juvenile circulation saw an increase of 5.2.0% and young adult circulation again showed the largest gain at 19.7%. He then shared a bar chart comparing monthly circulation trends over the past four years and said that if December 2007 circulation increased in the same manner as recent months, 2007 would be a banner year.

The Executive Director then informed the Board about two significant bequeaths to the Library. A gift of \$10,000 was received from the estate of Jean Barger Rice and \$15,000 was received from the estate of Mr. and Mrs. Harry Dore.

### ELECTION OF OFFICERS

The Nominating Committee, comprised of Mr. Turner and Ms. Katsuyama, presented the following slate of officers for the year 2008:

President – Barbara Hayde

The President Pro Tem asked if there were any nominations from the floor for the position of President, Vice President, or Secretary. Dr. Spetter nominated Ms. Katsuyama for the position of Vice President. Ms. Katsuyama accepted the nomination. Ms. Hayde nominated Mr. Gillispie for the position of Secretary. Mr. Gillispie acknowledged the honor of the nomination but felt a more experienced member of the board might provide better leadership in that position. Mr. Gillispie suggested that Mr. Turner should accept the nomination. Mr. Turner expressed some concern about his ability serve on the Board due to scheduling. Mr. Gillispie accepted the nomination. On a motion by Dr. Spetter, seconded by Mr. Turner, the slate was accepted and the nominees were elected as follows:

President – Barbara Hayde

Vice President – Jane Katsuyama

Secretary – William Gillispie

Ayes: All

Nays: None

The Board discussed that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Executive Director and Finance Manager respectively, who serve without compensation in these positions since they are compensated in their regular positions. On a motion by Mr. Turner, seconded by Mr. Gillispie, surety bonds for these two officers in the amount of \$50,000 were authorized by the Board.

Ayes: All

Nays: None

### SMOKING BAN

The Executive Director explained his recommendation that the Board of Trustees adopt a resolution to prohibit smoking within 25 ft. of library entrances and air intake vents. On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board adopted the following resolution prohibiting the use of smoking materials within 25 feet of any building entrance, operable windows or air intake vents. The resolution recommends an effective date of January 1, 2008. The library has ordered additional smoking urns for all locations to be placed approximately 30 ft away from public entrances.

“WHEREAS, the Dayton Metro Library Board of Trustees in its concern for the health and well-being of its patrons and employees has an established policy that prohibits the use of smoking materials in library owned facilities and vehicles, and

WHEREAS, the enjoyment of library facilities is based upon an expectation that library patrons and staff will not be exposed to smoke and smoking related debris, and

WHEREAS, on December 7, 2006, a statewide smoking ban affecting all Ohio employers, public and private, took effect that requires employers and owners of public buildings to take steps to prohibit smoking near building entrances and exits, operable windows and air intake vents,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library that effective January 1, 2008, smoking is prohibited with 25 feet of any library building entrance or exit, operable windows and air intake vents, and

BE IT FURTHER RESOLVED that this resolution includes prohibition of smoking in library owned spaces designated for outdoor reading and similar uses by library patrons and staff, including the Main Library Reading Garden.

Ayes: All  
Nays: None

AMENDED 2007 APPROPRIATION RESOLUTION

The Executive Director informed the Board that it would be necessary to amend the 2007 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations. On a motion by Mr. Gillispie, seconded by Mr. Turner, the following amended appropriation allocations for fiscal year ending December 31, 2007 were approved by the Board:

<b>General Fund</b>	<b>Current Appropriation</b>	<b>Amended Appropriation</b>	<b>Amount Changed</b>
7000 - Other Objects	\$57,131	\$82,131	\$25,000
8000 - Contingency	\$1,100,000	\$0	(\$1,100,000)
9000 - Transfer to other funds	\$3,864,305	\$4,939,305	\$1,075,000

Ayes: All  
Nays: None

TRANSFERS OF FUNDS- ACTION

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director and the Deputy Clerk Treasurer reported on current fund balances, projected revenues and expenditures, and recommended transfers.

The 201 Special Revenue Fund was established in December 2003. The purpose of the fund is to accumulate funds for paying termination benefits and/or paying salaries when the number of pay periods exceeds the usual and customary number for a year.

Beginning Balance January 1, 2007	\$ 1,281,286.32
Earnings through November 30, 2007	<u>61,595.23</u>
Balance through November 30, 2007	\$ 1,342,881.55
Current Obligation	
Vacation	\$ 735,247.26
Compensatory Time	159,362.63
25% of Sick leave (Eligible Retirees)	337,937.47
4/11 of Current Payroll	<u>190,527.52</u>
Total Obligation	\$ <u>1,423,074.88</u>
Requested Transfer to Special Revenue Fund	\$ <u>80,193.33</u>

The 402 Computer Coop Fund was established in August 1991. The purpose of the fund was to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library. To establish adequate funds for the next replacement or upgrade of the Library's shared system it is estimated that a total of \$374,217 will be needed over the next five years. Initial funding of \$66,416.00 was made in 2004. Current funding should be at 80% or \$299,373.60.

Beginning Balance January 1, 2007	\$ 225,274.46
Earnings through November 30, 2007	<u>10,726.44</u>
Balance through November 30, 2007	\$ 236,000.90
Fund Objective	\$ 299,373.60
Requested Transfer to Computer Coop Fund	\$ <u>63,372.70</u>

The General Fund unreserved cash balance is estimated to be \$4,640,335 as of December 31, 2007 based on anticipated expenditures and recommended \$4,143,566 in transfers listed below. The General Fund will have an unreserved balance equal to 61 days of operating expenses. It is recommended that the Board approve a \$4,000,000 transfer to the Building and Repair Fund. It is also recommended that the Board approve the transfer of \$ 80,193.33 to meet the objectives of the Special Revenue Fund. It is further recommended that the Board approve the transfer of \$63,372.70 to meet the objectives of the Computer Coop Fund.

On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board approved the transfer of \$4,000,000 to the Building and Repair Fund, the transfer of \$80,193.33 to meet the objectives of the Special Revenue Fund and the transfer of \$63,372.70 to meet the objectives of the Computer Coop Fund.

Ayes: All  
Nays: None

TEMPORARY 2008 APPROPRIATION RESOLUTION

A final appropriation resolution is normally approved by the Board in March of each year once the Montgomery County Budget Commission has provided a revised Official Certificate of Estimated Resources that includes the total of unencumbered funds remaining at the end of the year.

All expenditures between January 1, 2008 and before the March 2008 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original Certificate of Estimated Resources issued by the Budget Commission on August 20, 2007.

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board approved the Temporary Appropriation for 2008 for the General Fund in the amount of \$31,099,664 and the Building and Repair Fund in the amount of \$6,325,000.

**GENERAL FUND**

1000 – Salaries & Benefits	\$19,344,989
2000 - Supplies	\$593,200
3000 - Purchased and Contracted Services	\$4,189,886
4000 – Library Materials & Information	\$4,719,582
5000 - Capital Outlay	\$2,055,000
6000 - Debt Service	\$0
7000 - Other Objects	\$74,000
8000 - Contingency	\$0
9000 - Transfers to other funds	\$123,007

**Total General Fund Appropriations** **\$31,099,664**

**BUILDING AND REPAIR FUND**

3000 - Purchased and Contracted Services	\$200,000
5000 - Capital Outlay	\$6,125,000

**Total Building and Repair Fund Appropriations** **\$6,325,000**

**Total All Funds Appropriations** **\$37,424,664**

Ayes: All  
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2008

The President requested a roll call vote to adopt the following resolution:

“WHEREAS, funds from the 1.25 mil Operating Levy will be collected in 2008,  
and

WHEREAS, these funds will be used for current operating expenses throughout  
2008, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the  
Dayton Metro Library that a request on the tax dollars collected be forwarded to the  
Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000  
from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Katsuyama, Aye  
Dr. Spetter, Aye  
Mr. Turner, Aye

STRATEGIC PLANNING

The Executive Director shared a very rough draft of a brochure summarizing the elements of the 2008 Strategic Planning document that was previously sent to the Trustees in the mail. He went on to explain that he would like feedback from the Board concerning the Executive Summary, and said that he hoped to have a final document at the February Board meeting.

Ms. Katsuyama said that she thought the general public would want to look at something and be immediately engaged in what they see. She felt the public would want to know “what they would be looking forward to in the coming years.” Mr. Gillispie agreed and said he felt not as much space was needed in explaining the process, and more space was needed in explaining what was actually going to be done in the future. The Board members agreed that they would continue discussion throughout the following month.

MEMORANDUM OF UNDERSTANDING (MOU) WITH THE DAYTON METRO LIBRARY  
STAFF ASSOCIATION

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. A roll call vote was taken as follows:

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

Dr. Spetter, 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. Mr. Turner moved and Mr. Gillispie seconded the following resolution:

The Board grants conditional authorization to the Executive Director to sign and execute the terms of the Memorandum of Understanding as proposed by management on December 14, 2007, providing a signed Memorandum of Understanding is received from the Dayton Metro Library Staff Association by 8:00 a.m. on Friday, December 21, 2007.

Ayes: All  
Nays: None

LIBRARY AIDE WAGE RATES

In November 2006 Ohio voters passed a constitutional amendment to raise the minimum wage to \$6.85 per hour effective in January 2007. The amendment also required the State of Ohio to adjust the new minimum wage annually based upon changes to the cost of living in Ohio. Beginning in January 2008, the minimum wage increases by \$0.15 to \$7.00 per hour or approximately 2.3%. The Executive Director recommends approval of a revised Library Aide Compensation Plan that incorporates increases for all library aides. New rates will be implemented with the pay period that includes January 1, 2008.

Proposed Library Aide pay scale/schedule:

Step A min. wage	Step B year 1	Step C year 2	Step D year 3	Step E year 4	Step F year 7
\$7.00	\$7.21	\$7.43	\$7.65	\$8.00	\$8.45

Library aides below Step E will receive step increments effective with the pay period that includes January 1st of each year. Employees who have completed three years at Step E will receive a step increment with the pay period that includes January 1st.

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the proposed Library Aide Wage Rates were approved.

Ayes: All  
Nays: None

## AMENDED MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

In July Trustees approved a 2007 compensation plan for managerial and confidential employees. The approved plan did not include step increases or across-the-board adjustments to grade and step rates. At the time the Executive Director recommended delaying those pay rate changes until the issue of bargaining unit representation was resolved. The Executive Director recommends adoption of an increase of 2.3% for managerial and confidential employees. The Executive Director also recommends implementation of rate changes, step advancements and offsets retroactive to the pay period that included July 1, 2007.

On a motion by Mr. Gillispie, seconded by Mr. Turner, the Amended Managerial and Confidential Employees Compensation Plan was approved. With the same motion, the Board approved implementation of rate changes, step advancements and offsets retroactive to the pay period that included July 1, 2007.

Ayes: All  
Nays: None

## CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Brett Clark dated December 10, 2007 concerning the request for reconsideration of the video *Our Lady of the Assassins*.
- b. The Executive Director's letter to Mary Parrish dated December 11, 2007 concerning the request for reconsideration of the book *The Secret Life of It Girls*.

## NEW BUSINESS

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He reviewed the Staff Association's negotiation team's dissatisfaction with the Administration in negotiating the terms of the Memorandum of Understanding but expressed confidence in working cooperatively on other issues of mutual benefit.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be January 23, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. The Executive Director reminded Board members that the January 2008 Board meeting was changed to 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.

## ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Hayde, the Board adjourned at 5:56 p.m.

## CONSENT AGENDA ADDENDUM

### WORKSHOP HOURS

Mimi Morris, Assistant Director for Branch and Extension Services, to attend “Mission Possible” in Philadelphia, PA on January 11, 2008. It is further recommended that registration in the amount of \$280.00, lodging for one night in an amount not to exceed \$220.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jill Clark, Promotions Assistant, Arianne Ketchen, Library Technical Assistant I/SWB Operator, and Gwen Owen, Community Relations Assistant, and Lindy McDonough, Display Artist, Community Relations Office, to attend the New Horizons “Adobe In Design” in Fairborn, Ohio on December 18, 2007. It is further recommended that the registration fee in the amount of \$250.00 each be paid by the Board and that meals be reimbursed in an amount not to exceed \$8.00 each.

Fred Kirchner, Teen Librarian, Wilmington Stroop, to attend “What’s New in Young Adult Literature” in Cincinnati, Ohio on January 10, 2008. It is further recommended that registration in the amount of \$195.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$58.20.

Laura Durham, Reference Librarian, Adult Services Division, and Shawna Woodard, Reference Librarian, Magazine and Special Collections Division, to attend “Public Libraries Adult Program Planning Network” in Ft. Thomas, KY on December 12, 2007. It is further recommended that mileage in an amount not to exceed \$57.23 be reimbursed to Laura Durham by the Board.

Tim Kambitsch, Executive Director, Mimi Morris, Assistant Director for Branch and Extension Services, Jean Gaffney, Office of Collection Development Manager, Stephanie Bange, Children’s Librarian, Wilmington Stroop, Kim Bautz, Children’s Librarian, Outreach Services and Kevin Delecki, Children’s Librarian, East Branch, to attend the ALA Midwinter Conference in Philadelphia, PA on January 11-15, 2008. It is further recommended that registration in an amount not to exceed \$160.00, transportation in an amount not to exceed \$250.00 round trip, lodging for three (3) nights in an amount not to exceed \$555.00 (\$185.00 per night), shuttle service in an amount not to exceed \$30.00, and meals for three (3) days in an amount not to exceed \$40.00 per day for a total of \$120.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

### APPOINTMENT

Zachary Kimble, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Outreach Services, effective November 25, 2007 at the rate of \$11.31 per hour.

Sandra Prell, Business Specialist, full time, Grade 12, Step D, Adult Services, effective November 25, 2007 at the rate of \$19.27 per hour.

Steve Watts, Custodian I, full time, Grade 2, Step A, Facilities, Main Library, effective December 9, 2007 at the rate of \$10.60 per hour.

### RESIGNATION

Wendy Torrence, Children's Librarian, full time, Grade 11, Step A, Huber Heights, effective December 22, 2007 at the rate of \$18.41.

Debra Eisert, Adult Materials Selection Specialist, full time, Grade 12, Step F, Office of Collection Development, effective January 19, 2008 at the rate of \$22.42 per hour.

Lee Davey, Copy Cataloger I, full time, Grade 7, Step C, Catalog Division, Main Library, effective January 5, 2008 at the rate of \$13.76 per hour.

### RETIREMENT

Sammie Allen, Branch Library Manager, full time, Grade S08, Step L, Burkhardt Branch Library, effective January 31, 2008 at the rate of \$32.2614 per hour.

### LEAVE WITHOUT PAY

Tricia Bingham, Library Technical Assistant I, Grade 4, Step A, Wilmington Stroop Branch Library, effective November 26, 2007 for 24.0 hours for personal reasons.