

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., January 23, 2008

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

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:04 p.m.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

- A. Minutes of the Board Meeting of December 19, 2007.
- B. The Executive Director approved the following investments: On Wednesday, January 16, 2008, the Local Government Funds for January 2008 were received in the amount of \$1,503,747.24. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, (page 5)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 5 & 6)
- 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:

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for "Computers in Education", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Cataloging and Classification I”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the course “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Community Relations Clerk I/SWB, Main Library, for the workshop “ABC’s of Emergent Literacy”, Kent State University, 3.0 credit hours, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk I/SWB, Main Library, for the course “Management of Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, for the course “Cataloging and Classification I”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Beth Lynch, Accountant, Finance Office, for the course “Management Accounting”, Wright State University, 4.0 credit hours, at a cost of \$876.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through December 31, 2007. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the monthly Financial Report for December 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 the Library had finished 2007 with the highest circulation ever at 6,965,194 items. He told Board members that he was truly happy with the increased use of the collections, and thanked everyone who helped to make the Urban Initiative possible. The Board President also thanked all Library Staff and said everyone should be very proud of their part in making those increases possible.

The Executive Director then shared with the Board a mailer which is being sent to approximately 38,000 lapsed library users in conjunction with the Urban Initiative. The flyer invites users to come back to the library and explains that overdue fines have been waived for them. He explained that the mailer was ready late last year but decision was made to delay the mailing until after the holiday mailing season was over. He also said that the mailing of this flyer should have an impact that drives up circulation and library use further.

The Executive Director explained to the Board Members that he had received notice that an application had been made to the "National Register of Historic Places Designation" for the Dayton View Branch Library. He also said that a member of the FROC Priority Board had called him to share her concern over possible closure of the Dayton View Branch.

STRATEGIC PLANNING

The Executive Director said he was pleased to share with Board members the final full version of the 2008 Strategic Plan which details how the Planning for Results process worked and offers a glimpse as to what programs the Library will employ toward hopes of reaching the stated goals and objectives over the next five years. He also presented an Executive Summary of the plan which will be mailed to the community at large. On a motion by Mr. Turner, seconded by Mr. Oehlers the Board of Trustees adopted the final draft of the 2008 Strategic Plan.

Ayes: All
Nays: None

2008 WORK PROGRAM

The Executive Director reviewed the 2008 Work Program with the Board. He explained that this year's work program begins the implementation of the 2008 Strategic Plan. The work program identifies activities that will be undertaken in the coming year towards meeting the objectives outlined in the Strategic Plan. He stated that these activities only represent a subset of the full range of things that the library does, but focuses on the new initiatives.

The Executive Director said he was not asking the Board for approval of the 2008 Work Program at this month's meeting. He asked that the Board members look over the work program and offer any thoughts or suggestions, and he would incorporate more activities and strategic initiatives for presentation and approval at next month's Board meeting.

FACILITIES PLANNING

The Executive Director presented an outline of activities drafted by planning consultant Burges and Burges Strategists, highlighting activities required to complete a facilities plan in 2008. In addition, he shared a draft of a letter inviting participation in a Task Force that will create a working model of the Dayton Metro Library system's facilities for recommendation to the Board of Trustees. The Executive Director asked for suggestions from the Board as to who might be asked to participate in the Task Force.

David Milling and Eric Hartz , representing David Milling Associates, Architects discussed with the Board some of the key activities they will need to participate in during the development of a master facilities plan. Among the recommendations, David Milling suggested that the Board consider forming a facilities or buildings committee.

AFFIRMATIVE ACTION REPORT

Cindi Chibis, Human Resource Manager, presented the Library's annual Affirmative Action Report. She explained that this report has been accomplished since 1975, and compares internal minority and female representation to the available work force in Montgomery County. Statistics for both 2007 and 2008 were listed. Cindi said the overall staff number has stayed steady, the female representation is above the available work force in all but one category, and the minority representation is at or above the available work force in all but two categories, paraprofessionals and professionals.

HEALTH INSURANCE BENEFITS

The Executive Director reviewed Health Insurance information with the Board. He explained that 2008 premiums for the Anthem PPO plan could increase by as much as 28%. The Anthem HRA plan, first offered to employees in 2007, also increased 28%. Several different options have been pursued to try to keep costs as affordable as possible. The Executive Director said a recommendation would be brought to the Board of Trustees next month.

BOARD CALENDAR

Board bylaws call for regular meetings to be held on the third Wednesday of each month. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adopted the following revised schedule for 2008:

February 27, 2008	August – No Meeting
March 19, 2008	September 17, 2008
April 9, 2008	October 15, 2008
May 14, 2008	November 19, 2008
June 11, 2008	December 17, 2008
July 16, 2008	

COMMENTS FROM THE GENERAL PUBLIC

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He said that Mr. Kambitsch has provided details on library legislative issues which the Staff Association has incorporated into their Newsletter. He stated that although health insurance new is not good news, the Library has been very inclusive and cooperative of the Bargaining Unit as a solution is sought.

NEW BUSINESS

The Executive Director told the Board that Dr. Allan Spetter was appointed on January 9, 1996 by the Judges of the Court of Common Pleas to complete the unexpired term of Irving L. Schwartz. He was reappointed in 2001 and that term will expire on May 31, 2008. He is ineligible for reappointment.

The Executive Director then explained that he had received a letter from Michael T. Hall, Administrative Judge of the Court of Common Pleas, seeking the Executive Director's assistance in soliciting names of individuals to be considered for an appointment to the Board of Library Trustees, and the text of a notice which Judge Hall had requested be posted on the Library website from January 21, 2008 through March 21, 2008.

He also told Board Members that he had enclosed a copy of a letter from Judge Michael Merz, a former Dayton Metro Library Board Member nominating Marguerite L. Merz for consideration by the Court of Common Pleas.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be February 27, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

The Board adjourned to Executive Session 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
Dr. Spetter, Aye
Mr. Turner, Aye

The Board entered Executive Session at 5:40 p.m. and returned to open session at 5:57 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.

ADJOURNMENT

The Board adjourned at 5:58 p.m.

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:

Melissa Dix, Children's Librarian, Belmont Branch, to attend "Butler University Children's Literature Conference" in Indianapolis, Indiana on January 26, 2008. 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 \$89.89.

Nancy Bruck, Reference Librarian, Adult Services Division, Cheryl Wirtley, Miami Township Library Branch Manager, and Jan Nottingham, Specialist, to attend "Non-Fiction Reader's Advisory in Toledo, Ohio on May 14, 2008. It is further recommended that registration in the amount of \$95.00 each be paid by the Board and mileage for Nancy Bruck be reimbursed in an amount not to exceed \$150.49.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Cheryl Burns, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Ft. McKinley Branch, effective January 20, 2008 at the rate of \$8.74 per hour.

Bonnie Simmons, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective January 6, 2008 at the rate of \$14.17 per hour.

Jean DeLauche, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective January 6, 2008 at the rate of \$14.17 per hour.

Linda Lewis, Children's Librarian, full time, Grade 11, Step C, Burkhardt Branch Library, effective January 20, 2008 at the rate of \$19.83 per hour.

Kathryn Page, Catalog Librarian, full time, Grade 11, Step A, Catalog Division, Main Library, effective January 20, 2008 at the rate of \$18.84 per hour.

It is recommended that the following rehire be accepted:

Debra Eisert, Specialist, hourly substitute, Grade 12, Step F, Office of Collection Development, Main Library, effective January 20, 2008 at the rate of \$17.29 per hour.

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

Matthew Heath Davis, from Reference Librarian, hourly substitute, Adult Services Division, Main Library to Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services Division, Main Library, effective December 23, 2007 at the rate of \$16.41 per hour.

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

Brielle Maynor from Reference Librarian, hourly substitute, Grade 11, Step B, Wilmington Stroop Branch Library to Interim Branch Library Manager, hourly substitute, Grade S06, Step B, effective January 20, 2008 at the rate of \$21.3606 per hour.

It is recommended that the following promotion be accepted:

Christine Estes, from Library Technical Assistant I, full time, Grade 4, Step K, East Branch Library to Library Technical Assistant III, full time, Grade 6, Step J, East Branch Library, effective December 23, 2007 at the rate of \$16.08 per hour.

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

Mary Jewell, from Library Technical Assistant I, 7/10 time, Grade 4, Step C, East Branch Library, to Reference Assistant, full time, Grade 8, Step A, effective January 20, 2008 at the rate of \$13.97 per hour.

It is recommended that the following resignation be accepted:

Kacey Cramer, Library Technical Assistant I, hourly substitute, Grade 4, Step C, Northmont Branch Library, effective May 26, 2007 at the rate of \$9.27 per hour.

Victoria Rogers, Library Technical Assistant I, hourly substitute, Grade 4, Step B, E.C.Doren Branch Library, effective January 5, 2008 at the rate of \$9.00 per hour.

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

Helen Fogle, Library Technical Assistant I, Grade 4, Step D, Ft. McKinley Branch Library, effective December 19, 2007 for 30 minutes for personal reasons.