

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., February 27, 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 4:00 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. Gillispie, seconded by Mr. Oehlers, the following items were approved by the Board:

- A. Minutes of the Board Meeting of January 23, 2008.
- B. The Executive Director approved the following investments: On Friday, January 18, 2008, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$2049.80. It was determined that the entire amount was needed for current operations. On Tuesday, January 29, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$399,581.74. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 11, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$370,726.29. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 19, 2008, a Property Tax advance for the first half of 2007 was received in the amount of \$502,713.03. It was determined that the entire amount was needed for current operating expenses. On Tuesday, February 19, 2008, the Local Government Funds for February 2008 were received in the amount of \$2,051,959.07. It was determined that \$551,959.07 was needed for current operating expenses. The remaining amount of \$1,500,000.00 was invested in the high balance savings account yielding 3.98%.
- C. Workshop Hours (included in Consent Agenda Addendum, (page 7, 8, & 9)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 9 & 10)

- 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:

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Materials/Services-Adolescent”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Utilizing Instructional Media”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

Angela Jones, Clerk II, Magazines and Special Collections 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.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Library Materials and Services for Adults”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Digital Imaging”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

G. OLC SOUTHWEST CHAPTER CONFERENCE

The Southwest Chapter Conference of the Ohio Library Council will be held May 2, 2008 at Roberts Centre, Wilmington, Ohio. The registration fee for the conference is \$70.00 for OLC members. The Executive Director recommends the Board approve reimbursement of one-half of the registration fee (\$35.00) for staff members who wish to attend the OLC Southwest Chapter Conference only. Staff must be members of OLC to attend.

The Executive Director also recommends approval for payment of the \$35.00 registration fee for the Executive Director and any Trustee attending the OLC Trustee Dinner on May 1, 2008.

H. 2008 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Minneapolis, Minnesota from March 25-29, 2008. The Executive Director recommends the Board authorize reimbursement of expenses in an amount up to \$1,360 but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, shuttle service, lodging, meals and registration for the following individuals:

Board members who will attend

Executive Director

Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 50 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,080 will be divided amongst those bargaining unit members attending the conference. It is further

recommended that \$4,080 will be divided amongst those managerial and confidential staff members attending the conference.

H. AMERICAN LIBRARY ASSOCIATION

The American Library Association Annual Conference will be held June 26-July 2, 2008 in Anaheim, California. It is recommended that the Board authorize reimbursement of expenses in an amount up to \$1,255 each, but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, lodging, meals and registration for the following individuals:

Board members who will attend

Executive Director

Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 50 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$3,765 will be divided amongst those bargaining unit members attending the conference. It is further recommended that \$3,765 will be divided amongst those managerial and confidential staff members attending the conference.

I. RENEWAL OF IRS SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Executive Director recommends renewal of IRS Section 125 Flexible Spending Account benefits for the benefit year 2008. The cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds. As in prior years, the Library will assume the cost of third-party administration fees for the program.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through January 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Turner, the monthly Financial Report for January 2008 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 telling Board members that January 2008 circulation and door count statistics were included in the Board folder. He then discussed Senate Bill 185 with the Board members. He explained that the bill had been unanimously passed by the Senate. He said a number of changes will be made with the passing of the bill some of which include:

- Limits the number of libraries in Ohio which can share in the Local Government Fund to the existing 251
- Allows public libraries to require their employees to participate in direct deposit

- Changes procedures for bidding and letting of contracts over \$25,000
- Corrects an error in HB 9 Public Records Law to include School District Free Public Libraries
- Changes the name of the Library and Local Government Support Fund to the Public Libraries Fund
- Places OPLIN in permanent law
- Renames the position of library clerk treasurer to library fiscal officer

The Executive Director then discussed the impact of projected shortfalls in the Ohio General Receipts Fund (GRF) for the years 2008 and 2009. He shared a table with the Board outlining how revenues in the Library and local Government Support Fund might be affected under a low growth scenario, a zero growth scenario and a recession scenario.

The Executive Director invited all Trustees to the 2008 Library Trustee Dinner which will be held on May 1, 2008 at Roberts Center in Wilmington, Ohio. He asked Trustees to contact Cheri Edwards if they were interested in attending.

2008 WORK PROGRAM

At the January Board of Trustees meeting, the Executive Director reviewed the 2008 Work Program with Board members and asked that they look over the work program and offer any thoughts or suggestions. He said he would incorporate more activities and strategic initiatives for presentation and approval at the next Board meeting. Copies of the final Plan were presented to Trustees at the February meeting. On a motion by Mr. Oehlers, seconded by Ms. Katsuyama, the Board approved the final 2008 Goals and Objectives with Work Plan Activities.

Ayes: All
Nays: None

HEALTH INSURANCE BENEFITS

The Board discussed a memorandum of understanding (MOU) with the DMLSA to modify Article 44 of the Collective Bargaining Agreement to cap Library expenditures to an amount equal to the Library's Lumenos high deductible insurance plan with the employer provided Health Reimbursement Account (HRA). The MOU would further provide to each bargaining unit member up to \$25 per month for wellness program expenditures or a supplemental insurance plan developed by the Library's Labor Management Committee. The Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. The Board of Trustees took no action at this time.

HEALTH INSURANCE BENEFITS

The Executive Director explained that renewal rates had been received from Anthem Blue Cross/Blue Shield for the Blue Access Preferred Provider Organization (PPO) Health Plan as well as rates for Anthem's Lumenos high deductible PPO plan which includes an employer provided Health Reimbursement Account (HRA) to cover first dollar expenditures. He said rates were also received from Medical Mutual of Ohio for dental and vision insurance. The following proposed rates would be effective March 1, 2008 through February 28, 2009.

	Current Rate		Renewal Rate	
	Single	Family	Single	Family
Lumenos HRA PPO	\$363.49	\$803.84	\$466.39	\$1,031.41
Annual HRA Contribution	\$500.00	\$1,000.00	\$500.00	\$1,000.00
Anthem BC/BS				
Blue Access PPO	\$457.07	\$1,010.83	\$586.47	\$1,297.00
Medical Mutual of Ohio				
Vision	\$1.34	\$3.46	\$1.29	\$3.33
Dental	\$21.81	\$91.88	\$23.18	\$97.76

The Executive Director recommended the Library offer the Lumenos HRA PPO plan as the core health insurance plan. He explained that eligible employees would be offered the opportunity to “buy up” to the more expensive Blue Access PPO plan but would be responsible for the additional premiums. He also recommended that the Board approve the core plan design and rates submitted by Anthem Blue Cross/Blue Shield for Lumenos HRA health coverage and funding of HRA contributions for participating library staff. He recommended that the Board approve the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2008 through February 28, 2009. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the Lumenos HRA PPO plan as the core health insurance plan, approved the core plan design and rates as submitted by Anthem Blue Cross/Blue Shield for Lumenos HRA health coverage and funding of HRA contributions for participating library staff and approved the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2008 through February 28, 2009.

Ayes: All
Nays: None

ENDORSEMENT OF SINCLAIR COMMUNITY COLLEGE LEVY

Gary Honnert, Director of College Communications, Sinclair Community College, addressed Trustees seeking endorsement of ISSUE 39. On a motion by Mr. Turner, seconded by Mr. Oehlers the Board approved the following resolution:

*Whereas, Sinclair Community College was founded as an adult training school;
and*

*Whereas, the College has grown to 22,000 enrollees, becoming one of the largest
community colleges in the United States; and*

*Whereas, the College has developed a national reputation, earning numerous
awards for excellence; and*

Whereas, the Board of Trustees recognizes that the College shared missions with the Dayton Metro Library, one of supporting students, families, workers and employers in Montgomery County; and

Whereas, the College and the Dayton Metro Library have collaborated on many projects for the benefit of the citizens of Montgomery County; and

Whereas, Sinclair Community College has placed Issue 39 on the March 4th Ballot, consisting of a replacement levy of 2.5 mils with an increase of 0.7 mils for ten years;

Therefore be it resolved, that the Dayton Metro Library Board of Trustees endorses Issue 39 to keep Sinclair Community College as a world class, affordable and accessible resource for the Montgomery County citizens; and

Be it further resolved, that the Dayton Metro Library Board of Trustees in demonstrating its support for Sinclair Community College authorizes the placement of yard signs on library property and display of informational literature in support of Issue 39.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Cinnamon Peppo dated January 30, 2008 concerning the request for reconsideration of the book The Visual Dictionary of the Human Body.
- b. The Executive Director's letter to Michele Powell dated January 30, 2008 concerning the request for reconsideration of the video Third Man Out.

COMMENTS FROM THE GENERAL PUBLIC

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He said health care renewal has been the main issue for the past several weeks. He told Board members he feels that the Staff Association and management have come to an agreeable solution for all. He felt there was a great deal of cooperation during the last month at a very trying time.

Doris Ernst, a Huber Heights Branch Library patron, addressed the Board concerning the Library's Rules of Conduct. She said she feels behavior in the Library has become a problem. She hopes that management will see that teens in particular need a consequence for bad behavior. She described such behaviors at the Huber Heights Branch as use of cell phones in the Library, yelling, playing cards, and foul or graphic language and told Board members that she feels the Library sounds at times like a busy restaurant or a bowling alley. She said she feels this is inappropriate in the library and hopes that management will address and improve the situation.

A discussion about these types of problems and situations followed. The Executive Director said this is definitely a challenge, and one that is being addressed. The Library's Rules of Conduct are being revised, with appropriate consequences for infractions.

NEW BUSINESS

The Executive Director told the Board that notices had been posted on the Library's Website soliciting interested persons to serve on the Board of Library Trustees. The Executive Director said that if the Board wanted to make any recommendations to the Court of Common Pleas, he would be happy to forward those recommendations to the Court. The Board chose not to send recommendations or nominations at this time.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be March 19, 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 5:15 p.m. and returned to open session at 6:10 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. Oehlers said the Board commends the Executive Director for his excellent performance in 2007. He said that the Board of Trustees would encourage the Executive Director to complete the selection of a Deputy Director, and to move forward with completion of the Library Foundation. On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved to extend the contract of the Executive Director through December 31, 2008, and to increase his salary to \$129,000 retroactive to January 1, 2008.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board adjourned at 6:26 p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Terri Stringer, Children's Librarian, Vandalia Branch and Kim Fletcher, Children's Librarian, New Lebanon Branch, to participate in the webinar "Science Sleuthing" on February 15, 2008. It is further recommended that registration in the amount of \$50.00 each be paid by the Board.

Karen Bryant, Children's Librarian, Trotwood Branch and Kim Bautz, Outreach Services, to attend the 2008 Ohio Reading Program "Catch the Reading Bug @ Your Library" in West Chester, Ohio on March 17, 2008. It is further recommended that registration in the amount of \$35.00 each be paid by the Board and mileage for Karen Bryant be reimbursed in an amount not to exceed \$21.21.

Andrea Christman, Catalog Librarian, and Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library to attend "Choosing Our Tools For Tomorrow" in Perrysville, Ohio on April 1, 2008. It is further recommended that registration in the amount of \$125.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$151.50 and lodging for one night be reimbursed in an amount not to exceed \$111.62.

Arianne Ketchen, Children's Librarian, Huber Heights, Cynthia Carpenter, Reference Assistant, Brookville, Tonya Cross, Reference Assistant, Main Children's, Linda Lewis, Children's Librarian, Burkhardt, and Rebecca Kearney, Children's Librarian, Dayton View, to attend "Basic Ready to Read" workshop in Wilmington, Ohio on April 7, 2008. It is further recommended that meals be reimbursed in an amount not to exceed \$8.00 each, and mileage be reimbursed for Cynthia Carpenter and Tonya Cross in an amount not to exceed \$34.34.

Sheryl Brittig, Reference Librarian, Magazines and Special Collections Division, to participate in the online class "Digital Imaging for Text-Based Collections" on February 26-29, 2008. It is further recommended that the registration fee of \$155.00 be paid by the Board.

Joshua Ashworth, Integrated Systems Specialist, to attend the "Polaris Demonstration" for the Columbus Metro Library on January 31, 2008. It is further recommended that mileage be reimbursed in an amount not to exceed \$68.68 and lunch be reimbursed in an amount not to exceed \$8.00.

Virginia Palmer, Grants Specialist, to attend the PLA pre-conference "Grants for Libraries" in Minneapolis, Minnesota on March 26, 2008. It is further recommended that registration in the amount of \$85.00 be paid by the Board, lodging for one night not to exceed \$80.00 be reimbursed by the Board, and meals for one day 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 PLA "3M Leadership Institute" on March 25, 2008. It is further recommended that lodging for one night be reimbursed by the Board in an amount not to exceed \$238.00 and meals for one day be reimbursed by the Board in an amount not to exceed \$40.00.

Jonathan Knight, Community Relations Clerk I, SWB Operator, to attend "Adobe In Design" training at New Horizons in Fairborn, Ohio on March 4, 2008. It is further recommended that the registration fee of \$250.00 be paid by the Board and lunch be reimbursed in an amount not to exceed \$8.00.

Ken Basista, Finance Manager, to attend "Investment Training for the Fiscal Officer" in Columbus, Ohio on April 3-4, 2008. It is further recommended that the registration fee of \$165.00 be paid by the Board, lodging be reimbursed in an amount not to exceed \$86.90, mileage be reimbursed in an amount not to exceed \$78.28 and meals be reimbursed in an amount not to exceed \$40.00.

Nancy Horlacher, Local History Specialist, Jamie McQuinn, Manager, Magazines and Special Collections, Betty Brown, Reference Assistant, Sheryl Brittig, Reference Librarian, to attend "Midwest ContentDM Users Group Meeting", in Indianapolis, Indiana on April 29, 2008. It is further recommended that the registration fee of \$70.00 each be paid by the Board, lodging be reimbursed for Nancy Horlacher, Jamie McQuinn and Sheryl Brittig in an amount not to exceed \$155.00 each, parking for Nancy Horlacher be reimbursed in an amount not to exceed \$20.00, mileage for Nancy Horlacher be reimbursed in an amount not to exceed \$121.20, and meals be reimbursed in an amount not to exceed \$40.00 each.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Sharon Vaughan, Processor, full time, Grade 2, Step A, Processing Division, Main Library, effective February 3, 2008 at the rate of \$10.84 per hour.

Patricia Crawford, Reference Librarian, hourly substitute, Grade 11, Step A, Human Resource Office, Main Library, effective February 7, 2008 at the rate of \$12.68 per hour. It is recommended that the following rehire be accepted:

Marianne Ritter, Library Technical Assistant I, hourly substitute, Grade 4, Step E, Brookville Branch Library effective February 17, 2008 at the rate of \$9.84 per hour.

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

Kristina Scott, from Reference Assistant, full time, Grade 8, Step L, Brookville Branch Library to Copy Cataloger I, full time, Grade 7, Step L, effective February 17, 2008 at the rate of \$18.36 per hour.

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

David Jewell, from Library Technical Assistant I, 1/2 time, Grade 4, Step E, East Branch to Library Technical Assistant I, 7/10 time, Grade 4, Step E, East Branch, effective March 2, 2008 at the rate of \$13.04 per hour.

It is recommended that the following promotion be accepted:

Suzanne Gourlie, from Reference Librarian, full time, Grade 11, Step D, Adult Services Division, Main Library to Adult Materials Selection Specialist, full time, Grade 12, Step C, Office of Collection Development, Main Library, effective February 17, 2008 at the rate of \$21.18 per hour.

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

Arianne Ketchen, from Community Relations Clerk I/SWB Operator, full time, Grade 4, Step B, Community Relations, Main Library to Children's Librarian, full time, Grade 11, Step A, effective March 2, 2008 at the rate of \$16.79 per hour.

It is recommended that the following resignation be accepted:

Marianne Ritter, Library Technical Assistant I, full time, Grade 4, Step E, Brookville Branch Library, effective February 16, 2008 at the rate of \$13.04 per hour.

Joan Milligan, Reference Librarian, hourly substitute, Grade 11, Step C, Adult Services Division, Main Library, effective September 15, 2007 at the rate of \$14.94 per hour.

It is recommended that the following retirement be accepted:

Debra Henning, Acquisitions Division Manager, full time, Grade S05, Step L, Acquisitions Division, Main Library, effective March 31, 2008, at the rate of \$26.8266 after more than 31 years of service.

Carole Pierce, Library Technical Assistant I, full time, Grade 4, Step L, Kettering Moraine Branch Library, effective March 31, 2008, at the rate of \$16.05 after more than 27 years of service.