

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., April 9, 2008

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

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:02 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

Dr. Spetter entered the meeting at 4:06.

CONSENT AGENDA

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

- A. Minutes of the Board Meeting of March 19, 2008.
- B. Workshop Hours (included in Consent Agenda Addendum, page 4)
- C. Personnel Actions (included in Consent Agenda Addendum, pages 5& 6)

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed a draft of library revenues and expenses through March 31, 2008.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by telling Board members that circulation statistics for March 2008 had increased by 13.2% over March 2007. He said that every agency had increased circulation statistics as well as door count

statistics in March 2008. He also said the largest increases continue to come from areas targeted by the Urban Initiative.

The Executive Director then discussed House Bill 521 which was recently introduced to create the Ohio Commission on Local Government Reform and Collaboration to develop recommendations on reforming and restructuring local government in Ohio. He explained that this Bill could force many changes in local government and library funding, and said he would be following any news on it very closely.

The Executive Director told trustees that he would encourage their attendance at the Ohio Library Council's Legislative Day on May 6<sup>th</sup> in Columbus. He explained that this day would be a perfect opportunity to meet with legislators to talk about key issues facing libraries, and to let legislators know how much libraries do for the citizens of Ohio. He said that Governor Strickland would be the honored guest and speaker.

Included in the Board folder were preliminary numbers from online sources concerning the facilities survey. The Executive Director said there were also many comments about services included within the survey. He explained that he would have a complete report of the survey findings available at the next Board meeting. He also said that he had met with David Milling and Associates and received a preliminary report detailing and evaluating the Dayton Metro Library facilities.

#### HEALTH INSURANCE BENEFITS

At the February meeting the Executive Director 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). He explained that 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. At that meeting, the Executive Director recommended the Board approve identical healthcare options and benefits outlined in the MOU for all Managers and Confidential Employees. At the March meeting, the Executive Director explained to the Board that he had not received a signed copy of the document, although the Dayton Metro Library Staff Association had voted to approve the MOU. At the April meeting, the Executive Director told Board members that he had received a signed copy of the MOU, and recommended approval of the document as well as identical healthcare options and benefits outlined in the MOU for all Managers and confidential Employees. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the MOU was approved by the Board of Trustees.

Ayes: All  
Nays: None

#### LIBRARY RULES OF CONDUCT

The Executive Director recommended approval by the Board of Trustees of a revised draft of the Library's Rules of Conduct. The Board was presented a draft at the March meeting. The draft was amended following comments received by library managers and staff.

The Executive Director explained what led to making changes since the draft introduced in March. Among the changes were explicit prohibitions to the use of profanity and the prohibitions related to inappropriate contacts of minors by adults. Mr. Turner asked why cell phones weren't banned out right. The Executive Director discussed how cell phone use policies had been explored many times at the staff level and that there is a consensus that there are legitimate uses of cell phones in the library so a blanket prohibition was not recommended. On a motion by Mr. Turner, seconded by Mr. Oehlers, the revised draft was approved by the Board.

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 March 20, 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 March 20, 2008 concerning the request for reconsideration of the video Third Man Out.

Trustees discussed the amount of work required to complete the re-evaluation of items in the collection. Mr. Turner said that he felt while the letters written concerning requests for reconsideration were very informative he was concerned that the inclusion of a detailed analysis might encourage point by point challenges. The Executive Director explained that a great deal of work does go into every request, and documentation is absolutely necessary, but agreed that being more limited in the analysis was sound advice.

### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, read a statement to the Board concerning the amount of time allowed for DMLSA negotiation preparation. Chris Zurbuchen, Treasurer for the Dayton Metro Library Staff Association, also addressed the Board on behalf of the Staff Association. She explained that the purpose for the Staff Association to address the monthly board meetings is to emphasize issues that the Staff Association considers important to the mission of the Dayton Metro Library. She said the Staff Association believes that the employees of the library are the library's greatest asset and those same employees are essential to achieve the operational goals stated in the 2008 Strategic Plan. She stated that the Staff Association intends to work with management to achieve a labor contract that reflects fair labor practices and looks forward to negotiations beginning on April 22<sup>nd</sup>.

### NEW BUSINESS

The Executive Director told the Trustees that the term of Dr. Allan Spetter will expire in May, 2008. He told Board members that he would like to recognize Dr. Spetter for his long service to the Library Board of Trustees by meeting for a reception from 3:00 – 4:00 p.m. on May 14, 2008.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 14, 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 upcoming labor negotiations with the Dayton Metro Library Staff Association, 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	Mr. Oehlers, Aye
Ms. Hayde, Aye	Dr. Spetter, Aye
Ms. Katsuyama, Aye	Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:35 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 5:40 p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Shawna Woodard, Reference Librarian, to attend the workshop “Science Fiction and Fantasy for Readers’ Advisory” in Blue Ash, Ohio on April 22, 2008. It is further recommended that mileage in the amount of \$45.45 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, Jeff Reid, Teen Librarian, Ben Murphy, Teen Librarian, Christy Trent, Reference Assistant, Tracee Arnold, Reference Assistant, and Chetuan Pegues-Nixon, Reference Assistant, to attend the Miami Valley Teen Coalition’s Spring Symposium in Dayton, Ohio on April 29, 2008. It is further recommended that the registration fee of \$30.00 each be paid by the Board.

Jeff Reid, Teen Librarian, Cathy Hochadel, Teen Librarian, and Ben Murphy, Teen Librarian to attend the Ohio Youth Symposium XIX in Mt. Sterling, Ohio on April 30-May 1, 2008. It is further recommended that registration in the amount of \$130.00 each be paid by the Board, mileage be reimbursed for Ben Murphy in an amount not to exceed \$64.64, lodging be reimbursed for Ben Murphy in an amount not to exceed \$113.00 and lodging be reimbursed for Cathy Hochadel in an amount not to exceed \$56.50.

Virginia Palmer, Grants Specialist to attend "Grant Writing Made Easy" in Dayton, Ohio on May 8, 2008. It is further recommended that the registration fee of \$99.00 be paid by the Board.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Nathan Burger, Community Relations Clerk/Switchboard Operator, full time, Grade 4, Step A, Community Relations Office, Main Library, effective March 30, 2008 at the rate of \$11.57 per hour.

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

Lark Heit, from Library Technical Assistant I, 7/10 time, Grade 4, Step K, Northmont Branch, to Library Technical Assistant I, full time, Grade 4, Step K, Brookville Branch, effective March 30, 2008 at the rate of \$15.58 per hour.

It is recommended that the following resignation be accepted:

Marianne Ritter, Library Technical Assistant I, hourly substitute, Grade 4, Step E, Brookville Branch, effective March 16, 2008 at the rate of \$9.84 per hour.

Matthew Holzauer, Facilities Maintenance Technician, Main Library, full time, Grade 7, Step C, effective April 12, 2008 at the rate of \$14.07 per hour.

Collette Herbig, Library Technical Assistant I, 1/2 time, Grade 4, Step L, Northtown-Shiloh Branch, effective April 26, 2008 at the rate of \$16.05.

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.

Donald Niess, Jr., Library Aide, West Carrollton Branch, effective May 19, 2008 at the rate of \$7.00 per hour.

Mary Lou Sendral, Library Technical Assistant I, hourly substitute, Grade 4, Step G, EC Doren Branch Library, effective May 29, 2008, at the rate of \$10.44 per hour.

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

Zachary Kimble, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective June 9, 2008 for 160.0 hours for personal reasons.