

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., May 14, 2008

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

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The meeting was called to order at 4:00 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 Judge Michael Merz.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

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 April 9, 2008.
- B. Investment Actions:

On Tuesday, April 15, 2008, the Public Library Funds for April 2008 were received in the amount of \$1,367,150.01. It was determined that \$867,150.01 was needed for current operating expenses. The remaining amount of \$500,000.00 was invested in the high balance savings account yielding 2.53%.

On Wednesday, April 9, 2007, a Property Tax settlement for the first half of 2007 was received in the amount of \$514,329.00. It was determined that the entire amount was needed for current operating expenses.

On Tuesday, May 6, 2008, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$418,080.87. It was determined that the entire amount was needed for current operations.

- C. Workshop Hours (included in Consent Agenda Addendum, pages 4 & 5)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 5, 6, & 7)
- E. Tuition Reimbursement:

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

Arianne Ketchen, Children’s Librarian, Huber Heights Library, for the course “Information Technology for Library Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children’s Librarian, Huber Heights Library, for the workshop “Toys in a Library”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Joshua Ashworth, Integrated Systems Specialist, Main Library, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Library Management”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Youth Services”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director had presented an interim financial report at the April Board Meeting for the month ending March 31, 2008. No changes were made to the interim report. The Executive Director reviewed library revenues and expenses through April 30, 2008. On a motion by Mr. Gillispie, seconded by Mr. Turner, the financial reports for March 2008 and April 2008 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 telling Board members that circulation statistics for April 2008 had increased by 14.1% over

April 2007. He said that the majority of locations throughout the Dayton Metro Library system are experiencing double digit increases.

Mark Willis told Board Members that Urban Nights would be held in downtown Dayton on Friday, May 16, 2008 from 5:00 to 9:00 p.m. He said that close to a hundred creative places and spaces would be a part of the event, including locations throughout downtown, the Oregon Arts District and the Wright-Dunbar Business Village. Mark said the New Tradition jazz band would perform at the Main Library.

The Executive Director told the Board members that he, Jane Katsuyama and Mark Willis had attended Legislative Day in Columbus and felt it was a very successful day.

#### GROUP LIFE INSURANCE RENEWAL

Anthem Life Insurance Company of Indiana had notified the Executive Director that the rate of \$0.18/\$1,000 for Group Life Insurance coverage for library staff from Anthem Life Insurance Company of Indiana for the period July 1, 2008 through June 30, 2009 had not changed.

On a motion by Mr. Turner, seconded by Mr. Gillespie, the Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.18/\$1,000 for the period July 1, 2008 through June 30, 2009.

Ayes: All  
Nays: None

#### 2009 BUDGET REQUEST

The Executive Director presented the 2009 Tax Budget Request for consideration by the Trustees. He reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2009 and explained that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2008. The budget request will be forwarded to the Montgomery County Budget Commission, if approved by the Board. The Executive Director said the 2009 Budget Request includes \$34,153,286 for the General Fund.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board approved the 2009 Tax Budget Request as presented by the Executive Director and authorized requesting \$22,774,050 for the General Fund from the Library and Local Government Support Fund.

Ayes: All  
Nays: None

#### RESOLUTION FOR DR. ALLAN SPETTER

On a motion by Ms. Katsuyama, seconded by Mr. Gillispie, the following Resolution for Board Member Dr. Allan B. Spetter was adopted by the Board of Trustees:

BOARD OF LIBRARY TRUSTEES  
DAYTON METRO LIBRARY

*May 14, 2008*

*Whereas, Dr. Allan B. Spetter served with distinction on the Board of Library Trustees of the Dayton and Montgomery County Public Library from June 1, 1979 through May 31, 1993; and;*

*Whereas, he further demonstrated his commitment to the Library by returning to service as a member of the Board as a Trustee from January 17, 1996 and serving for more than twelve additional years until May 31, 2008.*

*Whereas, he served in a leadership position for nine of the twenty-seven years of his tenure as either President or Vice President of the Board; and*

*Whereas, he freely and unselfishly gave of his time, talents, expertise and efforts to promote the Library through attendance at Board meetings, community meetings and various library functions; and*

*Whereas, he played a valuable role as a member of the County Council, in the development of a funding formula for Montgomery County's libraries; and*

*Whereas, he brought credit to the Library through his service on the Legislative and Intellectual Freedom Committees of the American Library Trustee Association; and*

*Whereas, his advice, counsel and knowledge helped the Administration and the Board of Trustees make wise decisions during times that included both years of rapid growth in funding and years of unprecedented cuts in funding; and*

*Whereas, his experience as an educator, a public library supporter and a library user proved to be exceedingly valuable to the Board; now*

*Therefore Be It Resolved, that on this 14th day of May, Two Thousand and Eight, the Members of the Board of Library Trustees of the Dayton Metro Library formally and gratefully recognize the significant personal and civic contribution that Dr. Allan B. Spetter has made to the Library and to the residents of Montgomery County during his distinguished service as a community volunteer.*

## BOARD OF TRUSTEES BYLAWS - INFORMATION

The Executive Director told Board Members that he had prepared a draft revision to the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library in accordance with a suggestion made by the auditing firm of Clark, Schaeffer, Hackett & Co. in their management letter dated June 13, 2007. The draft revision of the bylaws includes the addition of a new article entitled Ethics and Conflicts of Interest. The Executive Director said he would recommend adoption of the proposed bylaws at the June Board of Trustees meeting.

Mr. Gillispie said that on other Boards that he had served on, an early item in the agenda allows the members who are voting on agenda items to disclose if they want to recuse themselves from the voting process. The President indicated that such a step could be added to the regular agenda without an additional change to the Board Bylaws.

## CORRESPONDENCE

Since the last meeting the Board has received the following correspondence:

- a. A copy of the entry and order dated April 9, 2008 from The Honorable Michael T. Hall, Court of Common Pleas, appointing Jeanne S. Holihan to the Board of Trustees of the Dayton Metro Library for an unexpired term beginning April 14, 2008 and ending May 31, 2010.
- b. A copy of the entry and order dated April 9, 2008 from The Honorable Michael T. Hall, Court of Common Pleas, appointing Marguerite Merz to the Board of Trustees of the Dayton Metro Library for a term of seven (7) years beginning June 1, 2008 and ending May 31, 2015.

## COMMENTS FROM THE GENERAL PUBLIC

Roberto Gonzalez, a regular patron of the library system, addressed the Board of Trustees. He thanked Board members for the wonderful libraries throughout Montgomery County and distributed information to them concerning his company TekCollect which specializes in collecting debts owed to libraries.

Rich Robinson, President of the Dayton Metro Library Staff Association addressed the Board members. He said he was happy to report that during this time of negotiations, the Library and bargaining unit members are continuing to conduct business as usual. He also thanked Dr. Spetter on behalf of the Dayton Metro Library Staff Association for his long tenure on the Board of Trustees.

## NEW BUSINESS

Board Members received a draft copy of the revised Circulation Manual in their Board folders. The Executive Director explained that he hoped to place an action item on the June agenda for Board approval of the manual. He asked Trustees to review the revised manual before the June Board meeting and email him with any questions, concerns or changes.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 11, 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  
Ms. Hayde, Aye  
Ms. Holihan, 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 5:35 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

Chris Zurbuchen, Microcomputer Specialist, and Josh Ashworth, Integrated Systems Specialist, to attend "Dual Boot 2008, OLC Boot Camp" in Columbus, Ohio on April 29, 2008. It is further recommended that the registration fee of \$95.00 each be paid by the Board and mileage be reimbursed to Josh Ashworth in an amount not to exceed \$80.80.

Karen Findlay, Huber Heights Assistant Branch Library Manager, Cara Kouse, Wilmington Stoop Assistant Branch Library Manager, Donna Brown, Northmont Branch Library Manager, Elaine Lindstrom, Brookville Branch Library Manager, Teresa Huntley, Kettering-Moraine Branch Library Manager, Rachelle Miller, Adult Services Assistant Division Manager, Mimi Morris, Assistant Director for Branch and Extension Services, Tish Wilson, Assistant Director for Youth Services and Sandy Prell, Business Specialist, Main Library to attend the "OLC Management Conference in Columbus, Ohio on May 21-22, 2008. It is further recommended that registration in the total amount of \$1,164.00 be paid by the Board, dinner in an amount not to exceed \$24.00 each be reimbursed, mileage be reimbursed in an amount not to exceed \$37.37 for Karen Findlay and Sandy Prell, mileage be reimbursed in an amount not to exceed \$74.74 for Mimi

Morris and Teresa Huntley and lodging for one night in an amount not to exceed \$115.00 each be reimbursed for Rachelle Miller, Cara Kouse, Elaine Lindstrom, Karen Findlay and Mimi Morris.

Stephanie Bange, Children's Librarian, Wilmington Stroop Branch Library, to attend the ALA preconference "Summer Reading Survivor" in Anaheim, CA on June 26-27, 2008. It is further recommended that registration in the amount of \$195.00 be paid by the Board, meals for two days in an amount not to exceed \$40.00 per day be reimbursed by the Board and lodging for one night in an amount not to exceed \$200.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services, Main Library, to attend "Cooperating Collections Network Days" in Cleveland, Ohio on June 4-5, 2008. It is further recommended that lodging for two nights be reimbursed in an amount not to exceed \$130.00 per night, parking for two days be reimbursed in an amount not to exceed \$22.00 per day, meals for two days be reimbursed in an amount not to exceed \$40.00 per day, and mileage be reimbursed in an amount not to exceed \$217.15.

Nancy Horlacher, Local History Specialist, Main Library, to attend "Developing a Special or Rare Books Collection" in Columbus, Ohio on May 22, 2008. It is further recommended that registration in the amount of \$80.00 be paid by the Board, lunch be reimbursed in an amount not to exceed \$8.00 and mileage be reimbursed in an amount not to exceed \$73.23.

#### D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Alvey Shrader, Reference Assistant, hourly substitute, Grade 8, Step A, Miamisburg Branch Library, effective April 26, 2008 at the rate of \$10.56 per hour.

Julie Buchanan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, East Branch Library, effective April 27, 2008 at the rate of \$11.57 per hour.

Janet Marrinan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Northtown-Shiloh Branch Library, effective May 11, 2008 at the rate of \$11.57 per hour.

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

Jean Gaffney, from Collection Development Manager, full time, Grade S09, Step L, Office of Collection Development, Main Library to Interim Collection Development and Acquisitions Manager, full time, Grade S10, Step K, Office of Collection Development and Acquisition Division, Main Library, effective March 30, 2008 at the rate of \$37.5269 per hour.

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

Paul Brown, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch to Library Technical Assistant I, 7/10 time, Grade 4, Step A, Northmont Branch, effective April 27, 2008 at the rate of \$11.57 per hour.

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

James Hicks, from Library Technical Assistant I, 4/5 time, Grade 4, Step A, EC Doren Branch to Library Technical Assistant I, 4/5 time, Grade 4, Step A, West Carrollton Branch, effective May 11, 2008 at the rate of \$16.05 per hour.

It is recommended that the following promotion be accepted:

David Hicks, from Library Technical Assistant I, full time, Grade 4, Step H, Circulation Division, Main Library, to Library Technical Assistant III, full time, Grade 6, Step G, EC Doren Branch Library, effective May 11, 2008 at the rate of \$15.08 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.

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 June 8, 2008, at the rate of \$10.44 per hour.

It is recommended that the following resignation be accepted:

Jennifer Wihebrink, Children's Librarian, full time, Grade 11, Step B, Northmont Branch, effective May 10, 2008 at the rate of \$19.33 per hour.

Marcia Davis, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Belmont Branch, effective July 21, 2007 at the rate of \$9.00 per hour.

Merrily Federle, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Burkhardt Branch, effective May 26, 2007 at the rate of \$9.00 per hour.

Betty Lou Schmidt, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Wilmington Stroop Branch, effective November 24, 2007 at the rate of \$12.89 per hour.

Amanda Andrews, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Huber Heights Branch, effective February 17, 2007 at the rate of \$10.44 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective January 19, 2008 at the rate of \$8.74 per hour.

Toni McNaughton, Copy Cataloger, hourly substitute, Grade 7, Step G, Catalog Division, Main Library, effective March 31, 2007 at the rate of \$11.96 per hour.

Laura Baumer, Reference Librarian, hourly substitute, Grade 11, Step G, Huber Heights Branch, effective August 4, 2007 at the rate of \$16.63 per hour.

Sheryl Brittig, Reference Librarian, full time, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective June 7, 2008 at the rate of \$19.83 per hour.

Carol Coy, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Miamisburg Branch, effective January 5, 2008 at the rate of \$9.00 per hour.

It is recommended that the following rehire be accepted:

Carla Sullenberger, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Outreach Services, effective May 11, 2008 at the rate of \$8.74 per hour.

It is recommended that the following retirement be accepted:

Cecelia Lovett, Senior Services Manager, full time, Grade S04, Step K, Outreach Services, effective July 31, 2008 at the rate of \$24.4803 after more than 13 years of service.

Sharon Watkins, Library Technical Assistant I, full time, Grade 4, Step L, Outreach Services, effective June 30, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

Charlene Scherbauer, Reference Assistant, full time, Grade 8, Step L, Main Children's Room, Youth Services, effective June 30, 2008 at the rate of \$19.33 per hour after more than 33 years of service.

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

Carlette Baynum, Library Technical Assistant I, full time, Grade 4, Step A, Kettering Moraine Branch Library, effective May 30, 2008 for 8.0 hours for personal reasons.

Paul Brown, Library Technical Assistant I, full time, Grade 4, Step A, Northmont Branch Library, effective May 5, 2008 for 28.0 hours for personal reasons.

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step B, Miami Township Branch, effective July 28, 2008 for 8.0 hours for personal reasons.