

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., June 11, 2008

PRESENT: William Gillispie, Jane Katsuyama, Margot Merz,
Joseph Oehlers, Dennis Turner

PRESIDING: Jane Katsuyama, Vice President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:01 p.m.

WELCOME

The Executive Director welcomed Margot Merz to her first meeting of the Board of Trustees.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any area on the agenda where there was an actual or potential perceived conflict of interest. All trustees confirmed that no issue had been identified.

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. Turner, seconded by Mr. Oehlers, the following items were approved by the Board:

A. Minutes of the Board Meeting of May 14, 2008.

B. Investment Actions:

On Thursday, May 15, 2008, the Public Library Funds for May 2008 were received in the amount of \$2,442,931.13. It was determined that \$642,931.13 was needed for current operating expenses. The remaining amount of \$1,800,000 was invested in the high balance savings account yielding 2.22%.

C. Workshop Hours (included in Consent Agenda Addendum, pages 5 & 6)

D. Personnel Actions (included in Consent Agenda Addendum, pages 6 & 7)

E. Tuition Reimbursement:

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Material Services for Children”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Library Personnel Management”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Digital Libraries”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,309.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Culminating Experience”, 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 “Electronic Publishing on the Web”, 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 “Electronic Reference”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through May 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial report for May 2008 was approved by the Board.

Ayes: All
Nays: None

2007 AUDIT

Nicole Cottrell, Auditor for Clark, Schafer, and Hackett updated the Board of Trustees on the 2007 audited financial statements. Ms. Cottrell explained the methodologies and practices used in performing the audit. She stated that no material deficiencies were found. The Executive Director thanked Ken Basista, Finance Manager and his staff for their assistance in achieving an unqualified audit for 2007.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Michelle Grim of the Brower Insurance Agency reviewed with the Board the proposed 2008-2009 renewal rates for Property, Liability and Blanket Insurance coverage. After reviewing coverage, she was able to explain that due to a soft market, coverage has actually increased and rates have dropped for the coming year. On a motion by Mr. Oehlers, seconded by Ms. Merz, the 2008-2009 renewal rates as presented 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 for May 2008 had increased by over 18% from May 2007. All locations throughout the Dayton Metro Library system experienced double digit increases in circulation.

David Slivken, Assistant Director for Main Library Services, reported on the semi-annual Patron Assistance Tallies. He explained the processes used in obtaining these tallies, the changes that were made to the report in April 2007, and the comparisons between the two years.

The Executive Director updated the Trustees on several specific areas of the Strategic Plan. He said that under the outcome of Youth Succeeding, MusicSlam, an event co-hosted by Five Rivers Metro Parks, DATV, WDPS and the Library's Teen Service staff members in May had been held and was extremely successful. Within the Adult Succeeding/Lifelong Learning arena, he told Board Members that the number of test preparation materials had been increased by 67%. Continuing in that area, he said the Library had increased nonfiction large print titles by 135% and nonfiction audio books by 86% in an effort to respond to the information needs and leisure time activities of adults. The Executive Director also said that distributions of book collections at "places of opportunity" such as laundromats, doctor's offices, and barbershops would begin soon.

Mr. Kambitsch told Board members that in the Discovery and Interaction in a Virtual World outcome, two early literacy computers geared towards children five and under had recently been added to the Children's Room at the Main Library. He explained that these computers would primarily provide teaching games for children in that age group. He stated a pilot program enabling patrons at the Main Library to pay for fines and library donations with credit and debit cards was presently being evaluated. He said that there were many other items accomplished in the Strategic Plan that he didn't have time to mention.

The Executive Director discussed the facilities survey results which had been accomplished in March and suggested to Board members that they might like to take the copies of the completed results with them in order to read them more fully.

The Executive Director offered several Property Tax Levy Scenarios in both written and graph form to Board members for their information and consideration. Within the scenarios, he had calculated the revenue that could be received from the following:

- a renewal at current 1.25
- a replacement at current 1.25
- a replacement of 1.25 with an increase of .25 to total 1.50
- a replacement of 1.25 with an increase of .75 to total 2.00

Mr. Kambitsch said that meetings would be held during the next few weeks with David Milling, Burges and Burges, and others to discuss what will be accomplished through the facilities planning efforts. He told the Trustees that he would report on those meetings and update them at future Board meetings.

REVISED CIRCULATION MANUAL

The Executive Director said that at the May meeting Trustees were presented with a copy of the new Circulation Manual developed by a committee of library staff and managers. At that time, the Executive Director asked Trustees to review the revised manual before the June Board meeting and email him with any questions, concerns or changes. The Board of Trustees felt there were no revisions needed. On a motion by Mr. Turner, seconded by Mr. Oehlers, the Circulation Manual was approved by the Board.

Ayes: All
Nays: None

BOARD OF TRUSTEES BYLAWS

The Executive Director explained 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. He said the draft revision of the bylaws included the addition of a new article entitled Ethics and Conflicts of Interest. Mr. Oehlers had suggested an additional amendment to the bylaws to specifically include the addition of a statement of conflict of interest in the agenda. After discussion it was decided to defer that change. Mr. Oehlers withdrew his proposed amendment. On a motion by Mr. Gillispie, seconded by Mr. Turner, the draft revision including the addition of the article entitled Ethics and Conflicts of Interest was approved.

Ayes: All
Nays: None

REVISION OF INVESTMENT POLICY

The Executive Director asked Ken Basista, Finance Manager to review the proposed changes. Mr. Basista told Board members that the current Investment Policy was approved by the Board of Trustees on December 17, 2003. He explained that the policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. He said the revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. On a motion by Mr. Turner, seconded by Ms. Merz, the revised Investment Policy was approved by the Board.

Ayes: All
Nays: None

CORRESPONDENCE

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

- a. A letter to the Executive Director dated May 28, 2008, from David D. Hicks, City Manager, City of Moraine.

COMMENTS FROM THE GENERAL PUBLIC

Janelle Oren, Copy Cataloger and member of the Dayton Metro Library Staff Association addressed the Board members. She said that the Staff Association members were actively involved in negotiations at this time, but were looking forward to putting their efforts toward the future levy campaign.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 16, 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. Katsuyama, Aye
Ms. Merz, Aye

Mr. Oehlers, Aye
Mr. Turner, Aye

The Board entered Executive Session at 5:28 p.m. and returned to open session at 5:42 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 5:43 p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Revision to reimbursement amount listed in May 14, 2008 Board of Trustees minutes: Karen Findlay, Huber Heights Assistant Branch Library Manager, Cara Kouse, Wilmington Stroop 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 \$97.00 each be paid by the Board for Rachelle Miller, Cara Kouse, Elaine Lindstrom, Karen Findlay and Mimi Morris.

Letitia Wilson, Assistant Director for Youth Services, Main Library, to attend the ALA preconference “Got Tweens? Serving Younger Teens and Tweens” in Anaheim, CA on June 27, 2008. It is further recommended that registration in the amount of \$235.00 be paid by the Board, meals for one day in an amount not to exceed \$40.00 be reimbursed by the Board and lodging for one night in an amount not to exceed \$160.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services, Main Library, to attend “Library Centered Book Clubs” in Blue Ash, Ohio on May 20, 2008. It is further recommended that registration in the amount of \$50.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$37.88.

Nancy Horlacher, Local History Specialist, Main Library, to attend “Making Special Collections Special” in Westerville, Ohio on June 11, 2008. It is further recommended that registration in the amount of \$95.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$85.85.

Katie Page, Catalog Librarian, Main Library, to attend “Cataloging Music Materials” in Columbus, Ohio on May 29, 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 \$72.72.

Revision to reimbursement amount listed in January 23, 2008 Board of Trustees minutes: 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, mileage for Nancy Bruck be reimbursed in an amount not to exceed \$150.49 and lodging for one night in an amount not to exceed \$69.44 be reimbursed to Cheryl Wirtley.

Kathleen Moore, Early Literacy Specialist, to attend "Every Child Ready to Read at Your Library" training in Columbus, Ohio on June 11, 2008. It is further recommended that mileage in an amount not to exceed \$79.29 be reimbursed by the Board.

D. PERSONNEL ACTIONS

APPOINTMENT

John Wiley, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Branch, effective May 25, 2008 at the rate of \$8.74 per hour.

CHANGE IN HOURS

Tony McCleskey, from Library Technical Assistant I, 3/5 time, Grade 4, Step D, Circulation Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step D, Circulation Division, Main Library effective June 8, 2008 at the rate of \$12.68 per hour.

CHANGE IN LOCATION

Joan Gagan, from Children's Librarian, full time, Grade 11, Step K, Brookville Branch to Children's Librarian, full time, Grade 11, Step K, Northmont Branch, effective June 22, 2008 at the rate of \$24.59 per hour.

RESIGNATION

Laura Tincher, Library Technical Assistant I, hourly substitute, Grade 4, Step L, Dayton View Branch, effective January 19, 2008 at the rate of \$15.38 per hour.

Rachelle Miller, Adult Services Assistant Division Manager, full time, Grade S07, Step B, Adult Services Division, Main Library, effective July 5, 2008 at the rate of \$22.8521 per hour.

Sandra Bailey, Library Technical I, hourly substitute, Grade 4, Step A, New Lebanon Branch Library, effective June 3, 2008 at the rate of \$8.74 per hour.

RETIREMENT

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 35 years of service.

LEAVE WITHOUT PAY

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.

Julie Buchanan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, East Branch, effective May 12, 2008 for 40.0 hours for personal reasons.

Linda Boddie, Library Technical Assistant I, full time, Grade 4, Step E, Madden Hills Branch, effective September 2, 2008 for 32.0 hours for personal reasons.

Sharon Vaughan, Processor, full time, Grade 2, Step A, Processing Division, Main Library effective July 10, 2008 for 24.0 hours for personal reasons.

Janet Marrinan, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Northtown Shiloh Branch, effective June 6, 2008 for 80.0 hours for personal reasons.