

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 16, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Margot Merz, Joseph Oehlers

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:03 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 Ms. Merz, seconded by Ms. Holihan, the following items were approved by the Board:

A. Minutes of the Board Meeting of June 11, 2008.

B. Investment Actions:

On Friday, June 13, 2008, the Public Library Funds for June 2008 were received in the amount of \$1,507,503.77. The entire amount was invested in the High Balance Savings account yielding 2.13%.

On Friday, June 13, 2008 a Property Tax advance for the second half of 2007 was received in the amount of \$162,992.41. It was determined that the entire amount was needed for current operating expenses.

On Friday, June 20, 2008, a Tangible Personal Property Tax payment in the amount of \$56,726.66 was received. It was determined the entire amount was needed for current operating expenses.

On Thursday, July 3, 2008, a Property Tax advance for the second half of 2007 was received in the amount of \$440,920.41. It was determined that the entire amount was needed for current operating expenses.

On Friday, July 11, 2008, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$119,539.45 was received. It was determined that the entire amount was needed for current operations.

On Wednesday, July 15, 2008, the Public Library Funds for July 2008 were received in the amount of \$1,816,684.81. It was determined that \$316,684.81 was needed for current operating expenses. The remaining amount of \$1,500,000 was invested in the High Balance Savings account yielding 2.26%.

C. Workshop Hours (included in Consent Agenda Addendum, pages 6 & 7)

D. Personnel Actions (included in Consent Agenda Addendum, pages 7 & 8)

E. Tuition Reimbursement Agreement:

The Tuition Reimbursement Agreement between the Board and Sandra L. Prell, Business Specialist, Adult Services Division, Main Library, in order to attend Kent State School of Library and Information Science.

The Tuition Reimbursement Agreement between the Board and Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, in order to attend Kent State School of Library and Information Science.

F. Tuition Reimbursement:

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

Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Christian Clair Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Arianne Ketchen, Children's Librarian, Huber Heights Branch Library, for the workshop "Electronic Reference Start-up", 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 June 30, 2008. On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the financial report for June 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 circulation for June 2008 had increased by 12.7% over June 2007. He said that nearly all locations throughout the Dayton Metro Library system had experienced double digit increases in circulation compared to last year. He explained that the average daily door count statistics had also increased by 2.4% over the same period.

The Executive Director showed Board members a 2.0 G flash drive that will be available for sale to the public as of August 1st. He said that the drives will cost \$10.00.

The Executive Director reviewed data showing a substantial increase in card holders around Montgomery County. The percentage of residents throughout the county with usable borrower cards by zip code has risen 8.6% since 2006. He reminded Trustees that in July 2007 the Library reset overdue fines on all library cards to zero and fines were waived on all items brought back during that month in an effort to welcome delinquent library card users back to the Library. The data also underscores how successful this and other initiatives were in attracting users to the urban branches. The President said that this information would be very helpful when discussing facilities planning.

Mark Willis, Community Relations Manager, updated Board members with information concerning the Library's new television ad, and other library marketing that will begin soon. He said the new ad has been shown on all broadcast stations and cable television for approximately two weeks. Mark explained that the Library wants to inform the community about happenings within the system that they may not know about. He said radio spots will be used in the future on Dayton's public radio stations to promote the library. He explained that a new theme will be used each quarter to highlight different areas within the library system. Some of these areas might include telephone reference, local history, writing and poetry contests, new computer labs, book discussion groups, downloadable books and movies.

Mark also told Board members that the Big Read committee had chosen the three books that would be voted on to determine the 2009 Big Read title choice. The titles are Three Cups of Tea by Greg Mortenson, Nineteen Minutes by Jodi Picoult and People of the Book by Geraldine Brooks. Mark said that the Dayton Daily News would share the titles with the public and voting would occur within the next two to three weeks.

Board member William Gillispie told the Executive Director that he had recently seen yard signs sporting the Dayton Metro Library logo and stating "A Library Champion Lives Here". He asked about the significance of the signs. Mr. Kambitsch explained that these signs were a very popular

item and signs are being given to patrons who have completed the requirements for any of the 2008 Summer Reading Clubs.

BOARD OF TRUSTEES BYLAWS

The Executive Director explained that he had prepared a draft revision to Article VI., Meetings, Section 7 of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library per a suggestion by Mr. Oehlers at the June Board Meeting. The draft revision included changes to the order of business as listed in the monthly agenda of the meetings of the Board of Trustees. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved adoption of the proposed amended bylaws.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF LIBRARY AND LOCAL GOVERNMENT SUPPORT FUND FOR 2009

The Executive Director told Board members that the Montgomery County Budget Commission scheduled the 2009 Tax Budget Allocation Meeting for Monday, August 18, 2008 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

He explained that in prior years, the Board has passed the following resolution in anticipation of the Budget Commission meeting. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved the following resolution for consideration by the 2009 County Budget Commission:

Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, and

Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and

Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2009 Public Library Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

FACILITIES PLANNING

The Executive Director updated the Board of Trustees on facilities planning. He explained that a meeting had recently been held with David Milling Architects to outline plans for the members of the task force who will be assisting in the facilities planning process. The first meeting of the task force is planned for mid August or early September. The Executive Director shared a map with the Trustees outlining today's population for Dayton Metro Library services areas as well as the estimated 2030 population for those areas, the size of Dayton Metro Library facilities by square feet, other Montgomery County libraries, and anticipated changes to population by 2030. Along with this information, several pages of statistics outlining items such as building characteristics, seating, staff number and collection size were given to the Trustees. The Executive Director explained that leadership by Board members will be a key factor in the facilities planning process and said that he would like the opportunity to discuss their ideas and views individually as the planning process progresses.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Rachel Wilson dated June 23, 2008 concerning the request for reconsideration of the book Best American Comics.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board members concerning his recent visit to Las Vegas where he attended the Working Assembly of Government Employees (WAGE) conference.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 17, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. The Executive Director explained to the Board members that there is the possibility that he may convene a special meeting of the Board if necessary during the month of August.

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. Holihan, Aye
Ms. Merz, Aye

Mr. Oehlers, Aye
Mr. Turner, Aye

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:50 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

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:51p.m.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Jean Gaffney, Interim Collection Development and Acquisitions Manager, Dorri Hegyi, Acquisitions Clerk II, Constance Grant, Invoice Clerk, Brandon Ulman, Shipping and Receiving Clerk, to tour the “Columbus Library Processing Center” in Columbus, Ohio on June 12, 2008. It is further recommended that mileage be reimbursed to Jean Gaffney in an amount not to exceed \$80.80 and lunch be reimbursed in an amount not to exceed \$8.00 each.

Beverly Barnes, Reference Librarian, Adult Services Division to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9, 2008. It is further recommended that registration in the amount of \$169.00 be reimbursed by the Board.

Sue Steinke, Reference Librarian, Adult Services Division and Shawna Woodard, Reference Librarian, Magazines and Special Collections Division to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9-10, 2008. It is further recommended that registration in the amount of \$169.00 each be paid by the Board, lodging for one night in an amount not to exceed \$113.25 each be reimbursed and mileage for Sue Steinke in an amount not exceed \$86.00 be reimbursed by the Board. Eric Wirick, Reference Assistant, East Branch, Tim Capehart, Reference Librarian, Adult Services Division and Gretchen Yonata, Teen Specialist, Youth Services to attend the “2008 OLC Reference and Adult Services Conference” in Columbus, Ohio on July 9, 2008. It is further recommended that registration in the amount of \$37.50 each for Gretchen Yonata and Eric Wirick be paid by the Board, registration for Tim Capehart in the amount of \$37.50 be reimbursed by the Board and mileage for Gretchen Yonata in an amount not to exceed \$86.00 be reimbursed by the Board.

Jean Gaffney, Interim Collection Development and Acquisitions Manager, to attend “OverDrive’s Digipalooza” in Cleveland, Ohio on July 25-26, 2008. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$148.67 be reimbursed by the Board and mileage in an amount not to exceed \$251.55 be reimbursed by the Board.

Jen Kadel, Training Specialist, and Joe Greenward, Adult Services Division Manager, to attend “Library Leadership Ohio” in Millersburg, Ohio on July 27 – August 1, 2008. It is further recommended that tuition in the amount of \$650.00 each be paid by the Board,

mileage for Joe Greenward be reimbursed in an amount not to exceed \$195.39 and mileage for Jen Kadel be reimbursed in an amount not to exceed \$180.18.

Mimi Morris, Assistant Director for Branch and Extension Services, to participate in the online class "Shaping Outcomes" through Indiana University, August 8-30, 2008. It is further recommended that registration in the amount of \$150.00 be paid by the Board.

D. PERSONNEL ACTIONS

APPOINTMENT

Donald Foster, Facilities Maintenance Assistant, full time, Grade 5, Step A, Facilities, Main Library, effective July 6, 2008 at the rate of \$12.09 per hour.

Nathan McGuire, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Circulation Division, Main Library, effective July 20, 2008 at the rate of \$11.57 per hour.

PROMOTION

Brook Wullenweber, from Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step C, Outreach Services, to Reference Assistant, full time, Grade 8, Step A, Outreach Services, effective July 6, 2008 at the rate of \$13.97 per hour.

Constance Plisek, from Library Technical Assistant I, full time, Grade 4, Step L, Miamisburg Branch Library to Reference Assistant, full time, Grade 8, Step A, Children's Room, Main Library, effective July 6, 2008 at the rate of \$16.67 per hour.

CHANGE IN HOURS

Leslie Williams, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, EC Doren Branch to Library Technical Assistant I, 4/5 time, Grade 4, Step B, EC Doren Branch, effective June 22, 2008 at the rate of \$11.92 per hour.

CHANGE IN HOURS/REINSTATEMENT

Noel Lemons, from Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step D, Outreach Services to Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step D, Outreach Services effective July 6, 2008 at the rate of \$12.68 per hour.

RESIGNATION

Mildred Boehmer, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Wilmington Stroop Branch, effective February 16, 2008 at the rate of \$12.89 per hour.

Pat Crawford, Reference Librarian, hourly substitute, Grade 11, Step A, Human Resources, Main Library, effective June 21, 2008 at the rate of \$12.68 per hour.

RETIREMENT

Ella Maze, Library Technical Assistant I, full time, Grade 4, Step K, Outreach Services, effective July 31, 2008 at the rate of \$15.58 per hour after more than 12 years of service.

REVISION TO RETIREMENT

Sharon Watkins, Library Technical Assistant I, full time, Grade 4, Step L, Outreach Services, effective June 20, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

LEAVE WITHOUT PAY

Melissa Alexander, Library Technical Assistant I, 3/5 time, Grade 4, Step I, Miami Township Branch Library, effective June 13, 2008 for 3.25 hours for personal reasons.

Bonnie Simmons, Reference Librarian, Grade 11, Step A, Adult Services Division, Main Library, effective August 21, 2008 for 24 hours for vacation.