

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., September 17, 2008

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,  
Jane Katsuyama, Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

CALL TO ORDER

The meeting was called to order at 4:04 p.m.

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 Ms. Merz, the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the minutes of the Board meeting of July 17, 2008 were approved by the Board with one correction:

EXECUTIVE SESSION: Replace Ms. Katsuyama's name with Ms. Holihan.

CONSENT AGENDA

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

- A. Minutes of the Board Meeting of July 16, 2008.
- B. Investment Actions:

On Friday, July 18, 2008, a Property Tax advance for the second half of 2007 was received in the amount of \$852,079.53. The entire amount was invested in the High Balance Savings account yielding 2.26%.

On Friday, August 15, 2008, the Public Library Funds for August 2008 were received in the amount of \$1,301,452.80. It was determined that \$301,452.80 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 2.34%.

On Wednesday, September 3, 2008, a Property Tax Settlement net payment in the amount of \$472,755.53 was received. It was determined the entire amount was needed for current operating expenses.

On Friday, September 15, 2008, the Public Library Funds for September 2008 were received in the amount of \$1,314,858.89. It was determined that \$814,858.89 was needed for current operating expenses. The remaining amount of \$500,000 was invested in the High Balance Savings account yielding 2.41%.

- C. Workshop Hours (included in Consent Agenda Addendum, pages 8, 9, &10)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 10, 11, &12)
- E. Tuition Reimbursement Agreement:

The Tuition Reimbursement Agreement between the Board and Amanda Black, Library Technical Assistant I, Trotwood Branch Library, in order to attend Kent State School of Library and Information Science.

- F. Tuition Reimbursement:

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course "Foundations of Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course "Organization of Information", 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 "Workshop in Flash", IUPUI, 1.5 credit hours, at a cost of \$1414.81.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Digital Libraries", IUPUI, 3.0 credit hours, at a cost of \$2,829.62.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for "Public Library Services - Adult", Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,518.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for "Evaluation & Research", Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,518.00.

Arianne Ketchen, Children's Librarian, Huber Heights Library, for the course "Information Uses and Services", 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 "Academic Library", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through August 30, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial reports for July 2008 and August 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 sharing circulation counts for July and August. July showed an increase over 2007 while August was about the same as 2007.

He told Board members that the storm on Sunday, September 14<sup>th</sup> had damaged two locations: Brookville Branch lost approximately one half of their roof, and tiles were lost from the Madden Hills branch. Seven branches were closed due to lost power, however by Wednesday September 17<sup>th</sup> all but two branches had reopened. Mimi Morris, Assistant Director for Branch and Extension Services said staff at many branches had received wonderful compliments about the library "being there for the community".

The Executive Director described a recent Ohio federal court ruling against the Upper Arlington Public Library for excluding religious services from its meeting rooms. The Dayton Metro Library currently has similar restrictions. He told trustees that it was his intent to redraft the Community Meeting Rooms Policy originally approved by the Board in June 2003. He said his intent was to bring a revised policy to the Board in October.

The Executive Director invited all Board members to the Library's annual Staff Day. He told Trustees the event will be held this year on October 24, 2008 at Ponitz Center, Sinclair Community College beginning with a continental breakfast at 8:00 a.m.

#### BANKING UPDATE

Ken Basista, Finance Manager introduced Susan Lipowicz, Senior Vice President Government, Not-for-Profit and Healthcare, JPMorgan Chase Bank. Ms. Lipowicz and Mr. Basista addressed the Board of Trustees reviewing recent news events and trends in the banking industry. Of

particular interest was a discussion of items such as public funds investing, the Certificate of Deposit Account Registry Service (CDARS) program and the financial challenges and risks associated with all types of investing. As discussed in prior Board meetings, the library would enjoy higher interest rates through CDARS investments but even though these investments are backed by FDIC, they present their own challenges and risks. The Executive Director said constant effort is needed when looking at the best way to manage our investments and said he feels very confident about the Library's position.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the Board adopted the following Resolution:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2009; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$8,941,458*	1.25

\*Amount excludes Homestead and Rollback Grants

And be it further RESOLVED, That the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County. A roll call vote was taken as follows:

Barbara Hayde, Aye  
 Jeanne Holihan, Aye  
 Jane Katsuyama, Aye  
 Margot Merz, Aye

Joseph Oehlers, Aye  
 Dennis Turner, Aye  
 William Gillispie, Aye

## FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He explained that three meetings of the task force had been held and told Board members that participants included local planning experts in the community, as well as Miami Valley Regional Planning Commission associates, Burges and Burges Strategists, David Milling Associates, Architects and representatives from the Library Board and staff. The Board President said that people outside of the Library who are involved in this process have been very impressed and excited by the amount of information, statistics and scenarios that have been presented thus far.

At the first meeting the planning group was given background information about the Library system and its service areas. Each member received the Library's 2008 Strategic Plan for Results and maps detailing information such as population for Dayton Metro Library services areas as well as estimated 2030 population for those areas. The size of Dayton Metro Library facilities by square feet, and anticipated changes to population by 2030 were also shared with the group. Along with this information, several pages of statistics outlining items such as building characteristics, seating, staff number and collection size were also given to the participants.

At the second (and third) meetings, the Executive Director said the group discussed, "How much space (square footage) does the DML need for its branches?" Currently the Dayton Metro Library maintains 180,000 square feet of library branch space or 0.65 per capita. The needs assessment developed with the help of David Milling Associates Architects recommends 336,000 square feet or 1.16 square feet per capita. The task force discussed how large branches, those in excess of 25,000 sq. ft., are needed in order to create articulated spaces within branches; vital to allowing a wide range of different uses to occur at the same time.

The Executive Director told Trustees that the task force also discussed funding strategies that the library might use to generate the capital required to bring a plan to fruition.

The Trustees discussed the funding strategies and were interested in how the facilities planning and funding options might coincide with the next operating levy. Trustees could choose to seek passage of a bond issue or a capital improvement levy or extend the size of its operating levy to allow for demonstration projects.

The Director stated that future meetings would deal with issues surrounding the future of the main library. Mr. Gillispie said he was concerned about passage of the operating levy if the decision was made to go forward with a capital project. The Trustees agreed that timing was a key part of the entire process. Ms. Katsuyama suggested that Mr. Gillispie's expertise might be beneficial to the planning group's efforts.

## DIGITAL VIDEO SECURITY CAMERA POLICY – REVISION TO GUIDELINES AND PROCEDURES

The Executive Director reviewed with the Trustees a proposed revision of the Digital Video Security Camera Policy approved by the Board on March 21, 2007. He explained that this policy was one of the first policies to be drafted in the Public Library Association's Policies for Results format. In this format a policy would have a policy statement as well as supporting sections that include Regulations, Guidelines and Procedures. He explained that revisions to this particular document only involved changes to the Regulations, Guidelines and Procedures sections. The

Policy Statement itself had not been revised. He asked Trustees if they felt there was a need to approve the changes in this and similar policy documents statement. Mr. Oehlers said he felt that until there was a change to the policy statement, there was no need to bring revisions to the Board members. All other Trustees agreed. No formal action was found to be needed.

#### JANITORIAL SERVICE AGREEMENTS

On a motion by Mr. Turner, seconded by Ms. Holihan, the Trustees approved renewal of the janitorial service agreement with Wiggins Cleaning & Carpet Service for the Main Library, Outreach Services, Belmont, Brookville, Burkhardt, Dayton View, Ft. McKinley, Huber Heights, Kettering, New Lebanon, Northmont, Vandalia, West Carrollton, Westwood and Wilmington-Stroop branch libraries in the amount of \$242,068.57 for the period October 1, 2008 through September 30, 2009.

With the same motion, the Board also approved renewal of the janitorial services agreement with Environmental Management Group for the East, Madden Hills, Miamisburg, Miami Township, Northtown-Shiloh, and Trotwood branches in the amount of \$ \$57,933.98 for the period October 1, 2008 through September 30, 2009.

Ayes: All  
Nays: None

#### CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Donna Martin dated July 24, 2008 endorsing her efforts to seek official designation of the Dayton View Branch Library on the National Register of Historic Places.
- b. The Executive Director's letter to Rachel Wilson dated September 2, 2008 concerning the request for reconsideration of the book, 2007 Best American Comics.
- c. The Executive Director's letter to Alexander Hughes dated September 3, 2008 concerning the request for reconsideration of the animated video Creature Comforts.

Ms. Holihan asked if there would be any particular restrictions placed on the library system if the Dayton View Branch Library was added to the National Register of Historic Places. The Executive Director explained that if the building was added to the register, there would be some restrictions as to what could be done with the exterior of the building. He also said that seeking official designation was a process that the neighborhood started and could complete without the Library's endorsement. He also felt that endorsing the effort was the right thing to do.

#### COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board members. He said that a tentative agreement had been reached between the Library and the Staff Association and that he was very appreciative of the willingness of the Library to return to the

negotiating table. He said the Union has a desire to build or rebuild trust, to build a plan of action as to how the Union can be of assistance in the impending operating levy campaign, and to build a strong working relationship between the Library and the Staff Association.

### NEW BUSINESS

The Executive Director explained that he and Members of the Board of Trustees serve as Members of the Dayton Metro Library Records Commission. He said the Commission is required by law to meet annually to:

- Provide rules for retention and disposal of records
- Review retention schedules and disposal requests
- Provide that proper procedures are followed for scheduling and disposing of records
- Revise retention schedules as needed

The Executive Director as Chair of the Commission scheduled the next meeting of the Commission for Wednesday, October 15, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 15, 2008 at 4:15p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

On a motion by Mr. Oehlers, 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:

Barbara Hayde, Aye  
Jeanne Holihan, Aye  
Jane Katsuyama, Aye  
Margot Merz, Aye

Joseph Oehlers, Aye  
Dennis Turner, Aye  
William Gillispie, Aye

The Board entered Executive Session at 5:45 p.m. and returned to open session at 5:58 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 5:59 p.m.

## CONSENT AGENDA ADDENDUM

### C. WORKSHOP HOURS

Tish Wilson, Assistant Director for Youth Services, Main Library, Arianne Ketchen, Children's Librarian, Huber Heights Branch Library, Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch Library, Gretchen Yonata, Teen Specialist, Main Library, Kim Bautz, Children's Librarian, Outreach Services, Pat Clingman, Children's Librarian, Miamisburg Branch Library, Joan Gagan, Children's Librarian, Northmont Branch Library, Jeff Reid, Teen Librarian, Northmont Branch Library and Cathy Hochadel, Teen Librarian, Miamiburg Branch, to attend the "OLC Children and Teen Services Conference" in Columbus, Ohio on August 20-21, 2008. It is further recommended that registration in the amount of \$169.00 each be paid by the Board for Arianne Ketchen, Joan Gagan, Cathy Hochadel, Letitia Wilson, Gretchen Yonata and Jeff Reid and that registration in the amount of \$75.00 be reimbursed to Kim Bautz, Pat Clingman and Jennifer Sivers-Shrader. It is also recommended that lodging for one night in an amount not to exceed \$113.00 be reimbursed to Jeff Reid, Gretchen Yonata and Tish Wilson and in an amount not to exceed \$56.50 to Joan Gagan and mileage in an amount not exceed \$173.16 be reimbursed to Arianne Ketchen, Jennifer Sivers-Shrader and Gretchen Yonata.

Kim Bautz, Children's Librarian, Outreach Services, Rachel Gut, Outreach Services Manager, Zak Kimble, Library Technical Assistant/Driver, Outreach Services, and Brook Wullenweber, Reference Assistant, Outreach Services to attend the "2008 OLC Bookmobile Rally" in Columbus, Ohio on August 15, 2008. It is further recommended that registration in the amount of \$95.00 each be paid by the Board, lodging for one night be reimbursed to Zak Kimble and Kim Bautz in an amount not to exceed \$79.99 and lodging for two nights in an amount not to exceed \$89.99 per night be reimbursed to Rachel Gut by the Board.

Andrea Christman, Catalog Librarian, Catalog Division and Katie Page, Catalog Librarian, Catalog Division, Main Library to attend the "2008 OLAC-MOUG" conference in Cleveland, Ohio September 26-28, 2008. It is further recommended that registration in the amount of \$239.00 each be paid by the Board, lodging for two nights in the amount of \$160.20 per night, parking in an amount not to exceed \$69.00, and mileage in an amount not to exceed \$248.04 be reimbursed to Andrea Christman, and meals in an amount not to exceed \$56.00 each be reimbursed by the Board.

Sandy Prell, Business Specialist, Adult Services, Main Library to attend the "Small Biz Success Expo" breakfast in Dayton, Ohio on October 23, 2008. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

Sandy Prell, Business Specialist, Adult Services, Main Library to present at the OLC Reference and Adult Services Conference in Columbus, Ohio on July 7, 2008. It is further recommended that mileage in an amount not to exceed \$93.60 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazines and Special Collections Division, Main Library, to attend "Copyright and the Library" being held in Columbus, Ohio on October 10, 2008. It is further recommended that registration in the amount of \$80.00 be paid by the Board, mileage in an amount not to exceed \$84.83 be reimbursed by the Board and lunch in an amount not to exceed \$8.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Adult Services Division, Main Library to attend “Writing Tight” in Dayton, Ohio on September 19, 2008. It is further recommended that registration in the amount of \$89.00 be paid by the Board.

Cindi Chibis, Human Resource Manager, to attend “SERB Academy 2008” in Mason, Ohio on October 21-22, 2008. It is further recommended that registration in the amount of \$300.00 be paid by the Board and mileage in an amount not to exceed \$51.48 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library to attend “2008 DAYC Fall Professional Day” in Dayton, Ohio on September 27, 2008. It is further recommended that the registration fee of \$35.00 be paid by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, to attend and present a program at the “OLC 2008 Support Staff Conference” in Columbus, Ohio on September 25, 2008. It is further recommended that mileage in an amount not to exceed \$93.60 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, Rachel Gut, Outreach Services Manager, Jean DeLauche, Older Adult Specialist, Outreach Services, and Brook Wullenweber, Reference Assistant, Outreach Services to attend the 2008 ABOS Annual Conference in Columbus, Ohio on October 8-10, 2008. It is further recommended that registration in the amount of \$160.00 each be paid by the Board, lodging for two nights each in an amount not to exceed \$113.00 per night be reimbursed to Kim Bautz and Rachel Gut, and meals for two days in an amount not to exceed \$40.00 per day be reimbursed to Kim Bautz, Rachel Gut, Jean DeLauche and Brook Wullenweber.

Jeff Reid, Teen Librarian, Northmont Branch to attend Leadership Northmont in Englewood, Ohio on September 24, 2008 through March 9, 2009. It is further recommended that registration in the amount of \$449.00 be paid by the Board.

Tim Kambitsch, Executive Director to attend the “OLC Innovative Environments” conference in Columbus, Ohio on November 5-6, 2008. It is further recommended that lodging for one night in the amount of \$113.25, registration in the amount of \$169.00 and meals for two days in the amount of \$40.00 per day be reimbursed by the Board.

Erin Hunt, Children’s Librarian, West Carrollton, Pat Clingman, Children’s Librarian, Miamisburg, Gretchen Yonata, Teen Specialist, Youth Services, Main Library and Tish Wilson, Assistant Director for Youth Services, Main Library to attend the “2008 Greater Conference on Youth” in Dayton, Ohio on October 22m, 2008. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Paul Brown, Library Technical Assistant I, Northmont Branch, Mark Puterbaugh, Library Technical Assistant I, Northmont Branch, Christine Estes, Library Technical Assistant III, East Branch and Judy Ernst, Library Technical Assistant III, Brookville Branch to attend the “OLC Support Staff Conference” in Columbus, Ohio on September 24-25, 2008. It is further recommended that meals in the amount of \$24.00 each be reimbursed by the Board, mileage be reimbursed to Judy Ernst in an amount not to exceed \$86.58, lodging in an amount not exceed \$113.00 each be reimbursed to Judy Ernst and Paul Brown.

Stephanie Bange, Children's Librarian, Wilmington Stroop Branch, to attend the "2008 OKI Children's Literature Conference" in Crestview Hills, KY on November 1, 2008. It is further recommended that registration in the amount of \$60.00 be paid by the Board, and mileage in the amount of \$74.88 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

#### APPOINTMENT

Sharon Buttram, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Trotwood Branch Library, effective August 3, 2008 at the rate of \$8.74 per hour.

Lisa Rickey, Reference Librarian, full time, Grade 11, Step A, Magazines and Special Collections, Main Library, effective August 17, 2008 at the rate of \$16.79 per hour.

Aaron Oates, Library Technical Assistant I, 2/5 time, Grade 4, Step A, EC Doren Branch Library, effective August 3, 2008 at the rate of \$11.57 per hour.

Steven Wilson, Adult Services Assistant Division Manager, full time, Grade S07, Step A, Adult Services Division, Main Library, effective August 31, 2008 at the rate of \$22.1874 per hour.

Erin Abney, Web Specialist, full time, Grade 12, Step A, Information Technology Services, Main Library, effective September 14, 2008 at the rate of \$18.04 per hour.

Robert Stout, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective September 14, 2008 at the rate of \$11.57 per hour.

Rani Crowe, Library Technical Assistant I/Driver, hourly substitute, Grade 4, Step A, Outreach Services, effective September 28, 2008 at the rate of \$8.74 per hour.

Sara Root, Reference Librarian, hourly substitute, Grade 11, Step A, Miamisburg Branch Library, effective August 31, 2008 at the rate of \$14.17 per hour.

Jared Baldwin, Reference Librarian, full time, Grade 11, Step A, , Adult Services Division, Main Library, effective September 28, 2008 at the rate of \$16.79 per hour.

#### PROMOTION

Kathryn Monhollon, from Reference Librarian, full time, Grade 11, Step K, Adult Services, Main Library, to Materials Selection Specialist, full time, Grade 11, Step K, Office of Collection Development, Main Library, effective August 17, 2008 at the rate of \$26.30 per hour.

#### CHANGE IN HOURS

Zachary Kimble, from Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step B, EC Doren Branch to Library Technical Assistant I, full time, Grade 4, Step B, Outreach Services, effective August 3, 2008 at the rate of \$11.92 per hour.

Nicholas Lake, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miamisburg Branch Library to Library Technical Assistant I, full time, Grade 4, Step A, Miamisburg Branch Library, effective August 3, 2008 at the rate of \$11.57 per hour.

Jean DeLauche, from Reference Librarian, hourly substitute, Adult Services, Main Library, to Older Adult Specialist, Grade 12, Step A, Outreach Services, effective July 20, 2008 at the rate of \$20.09 per hour.

Courtney Dale, from Library Technical Assistant I, 2/5 time, Children's Room, Main Library to Library Technical Assistant I, 3/5 time, Children's Room, Main Library effective August 31, 2008 at the rate of \$12.29 per hour.

#### CHANGE IN TITLE

Jean Gaffney, from Interim Collection Development and Acquisitions Manager to Collection Development and Acquisitions Manager effective July 20, 2008.

#### REHIRE

Judy Evans, Reference Librarian, hourly substitute, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective September 28, 2008 at the rate of \$14.94 per hour.

La'Rese Pollard, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Children's Room, Main Library, effective November 9, 2008 at the rate of \$10.44 per hour.

#### RESIGNATION

Eileen Krajewski, Reference Librarian, hourly substitute, Grade 11, Step A, Magazines and Special Collections, Main Library, effective September 13, 2008 at the rate of \$12.68 per hour.

Matthew Heath Davis, Reference Librarian, 2/5 time, Grade 11, Step A, Adult Services Division, Main Library, effective August 30, 2008 at the rate of \$16.79 per hour.

Cherie Spencer, Children's Librarian, full time, Grade 11, Step D, Kettering-Moraine Branch Library, effective September 13, 2008 at the rate of \$20.39 per hour.

Judy Evans, Reference Librarian, 2/5 time, Grade 11, Step C, Magazines and Special Collections Division, Main Library, effective September 27, 2008 at the rate of \$19.83 per hour.

Lorraine Kotler, Reference Librarian, hourly substitute, Grade 11, Step D, Adult Services Division, Main Library, effective May 10, 2008 at the rate of \$13.85 per hour.

#### RETIREMENT

La'Rese Pollard, Library Technical Assistant I, 3/5 time, Grade 4, Step L, Children's Room, Main Library, effective August 31, 2008 at the rate of \$16.05 per hour after more than 35 years of service.

Merry L. McDonough, Display Artist, full time, Grade 9, Step L, Community Relations Office, Main Library, effective October 31, 2008 at the rate of \$20.47 per hour.

LEAVE WITHOUT PAY

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

Bobbi Marquart, Processor, full time, Grade 2, Step K, Processing Division, Main Library, effective July 3, 2008 for 88 hours for personal reasons.

Karen Findlay, Assistant Branch Library Manager, full time, Grade S06, Step A, Huber Heights Branch Library, effective August 6, 2008 for 24 hours for personal reasons.