

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., October 15, 2008

PRESENT: 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 Ms. Holihan, seconded by Mr. Turner, the Agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Katsuyama, seconded by Ms. Merz, the minutes of the Board meeting of September 17, 2008 were 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. Investment Actions:

On Wednesday, October 8, 2008, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$345.76. It was determined that the entire amount was needed for current operations.

Each year the Ohio Department of Taxation reviews the cash balance of the local government public utility property tax replacement fund and determines if the amount exceeds what is necessary to meet the fund's distribution needs of the following month. If there is an excess, the department then distributes this excess to the counties for distribution to the local governmental taxing district. On Friday, October 10, 2008 an Excess Deregulation Revenue Distribution in the amount of \$16,557.47 was received from the State of Ohio. It was determined that the entire amount was needed for current operations.

B. Workshop Hours (included in Consent Agenda Addendum, page 6 & 7)

C. Personnel Actions (included in Consent Agenda Addendum, page 7 & 8)

D. Tuition Reimbursement:

Arienne Ketchen, Children's Librarian, Huber Heights Library, for the workshop "Library Programs for Young Children", Kent State University, 1.0 credit hours, at a cost of \$408.00.

Ayes: All
Nays: None

The Executive Director told Board members that within the Personnel Actions area he would like to make note of the many years of service and forthcoming retirement of Virginia Palmer, Grants Specialist. Ginny is charged with the Grants Collection and the Library's Grants Foundation Resource Center. He said the Library truly appreciates Ginny's efforts throughout her work history and said she will be missed.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through September 30, 2008. On a motion by Ms. Holihan, seconded by Ms. Merz, the financial report for September 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 sharing September 2008 circulation counts and told Trustees that circulation was up 7.3% from the previous September. He said that the month of September in 2008 had one extra day than

September of 2007, but also reminded Board members that due to Hurricane Ike activities in Ohio, several branches had been closed for a short period during September.

Tish Wilson, Assistant Director for Youth Services reported to the Board of Trustees on Children's and Teen Summer Reading Clubs. She said 2008 club statistics for the Children's Reading Club were down slightly compared to 2007, possibly due to the theme which in 2008 was "*Catch the Reading Bug*". Tish told Board members she was especially proud of the 1,387 young children, birth through sixth grade, who read more than 30 hours this year. The culmination of the Children's Program was the very successful "Bug Bash" held at Wegerzyn Gardens. The Teen's Club, "*TuneIn@YourLibrary2008*" enjoyed a membership of 1,200 students from 6th grade through high school. Gaming tournaments and Music Slam @ Riverscape were very successful events enjoyed by this group. Tish said she felt both clubs were very successful this year and thanked the Board of Trustees for their continued support.

Mimi Morris, Assistant Director for Branch and Extension Services, shared statistics with the Trustees on both the Adult Summer Reading Club and the Staff Summer Reading Club. She explained that these clubs are a little bit different from the children and teen clubs, in that the focus is on promoting awareness of library resources in all formats. Adults can read, listen to or view any library material to participate. Mimi told Board members that the theme this year was "*It's a Mystery*". Although actual participation numbers were down slightly in 2008, Mimi explained that this could have been due to the new "online signup program" that was introduced this year. Items logged as having been read, watched or listened to were up more than 8,000 compared to 2007. Mimi also said she felt both clubs were very successful this year and thanked all Board members for their continued support.

The Executive Director reminded all Board members that the Library's annual Staff Day would be held this year on October 24, 2008 at Ponitz Center, Sinclair Community College beginning with a continental breakfast at 8:00 a.m. He said there was still time to RSVP if any Board member would like to attend.

FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He explained that on Tuesday, October 14th he had shared a slide presentation concerning the Library's Facilities Plan with the Montgomery County Board of Commissioners. He explained that Barbara Hayde, Board of Trustees President, had attended the Commissioners meeting along with him. He told Board members that the Commissioners had asked questions and were impressed with the plan and the process.

The Executive Director then shared the slide presentation with the Board of Trustees which detailed comparisons between the Dayton Metro Library and nine other libraries throughout the United States which were similar to the Dayton system. The presentation also depicted a needs assessment in square footage for branch libraries and the Main Library which recommended substantially increasing the size of present libraries throughout the system. The Executive Director told Board members that "Total Items Borrowed" in 2007 ranked Dayton as number one amongst its' peer libraries. However, he also explained that slides comparing "Holdings Per Square Foot" and "Items Borrowed Per Square Foot" also ranked Dayton highest, and said that because so much space has been devoted to collections, less space has been allocated for people, computers, displays, quiet areas and other amenities that patrons want in today's libraries.

The Executive Director said he told the Commissioners that nearly all of our libraries are the equivalent of the one room schoolhouse and that residents want articulated spaces that allow different types of visitors to use the library on their own terms. To accomplish this, buildings need to be expanded in size while maintaining the same size and quality collections. He said he also told the Commissioners that the Library is working on a detailed cost analysis to determine the impact on operating costs and funding sources while being cognizant of the May 2009 levy. He explained that although progress is being made toward completion of the facilities plan, the next steps may have to be based upon polling results which will be shared with the Trustees. Some of the key issues that Trustees will have to decide upon will be “When should we do this? How long should it take? Do want to do demonstration projects?” Board members will have to make a decision by January 2009 as to how much local tax support will be needed to continue current operations and how much funding should be included for facilities.

The Executive Director asked Ms. Hayde to share with the Trustees the comments she had made at the Commissioners meeting. She said she reminded the Board of Commissioners that the Facilities Plan is definitely the “dog wagging the tail,” and that the Strategic Plan came out of numerous meetings with community residents who told us what they wanted and were looking for in their libraries. She said that the numbers show that “Dayton wants and deserves to have fine library facilities”.

COLLECTIVE BARGAINING AGREEMENT

The Executive Director presented the Collective Bargaining agreement negotiated with the Dayton Metro Library Staff Association. The agreement had already been ratified by the Bargaining Unit. The three year agreement calls for salary and benefit increases for two years with provisions to reopen negotiations for salaries and benefits for year three. Each party will be able to reopen two additional articles in the third year. On a motion by Mr. Turner, seconded by Ms. Merz, the Board of Trustees approved ratification.

Ayes: All
Nays: None

AMENDED MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Executive Director presented a proposed Amended 2008 Managerial and Confidential Employees Compensation Plan. He explained that historically he asks Trustees to approve an amended Managerial and Confidential Employees Compensation Plan when contract negotiations between management and bargaining unit include changes to the salaries and benefits that should be extended to managerial employees. The proposed plan included changes to benefit plans and a 3% salary increase.

He also described one additional significant change in this years' plan. Managers and Confidential Employees are no longer automatically eligible for step increases or longevity bonuses. He explained that within this group of employees, those who fail to meet satisfactory performance levels will not be eligible for increases or bonuses. On a motion by Ms. Katsuyama, seconded by Ms. Merz, the Board of Trustees approved implementation of the 2008-2009 Amended Managerial and Confidential Employees Compensation Plan.

Ayes: All
Nays: None

MEETING ROOM POLICY

The Executive Director presented a revision of the Library's Meeting Room Policy. In addition to format revisions, the key change was to remove restriction from use of Library meeting rooms for religious purposes. This change was recommended due to a recent court case upholding a challenge to such restrictions at the Upper Arlington Public Library.

On a motion by Mr. Turner, seconded by Ms. Holihan, the Board of Trustees approved the revised Meeting Room Policy.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Terry Rich, Regional Director of JaniKing of Dayton, dated September 18, 2008, concerning janitorial services.
- b. The Executive Director's letter to Rodney B. Middleton, General Manager, Environmental Management Group, Inc. dated September 18, 2008, concerning janitorial services.
- c. The Executive Director's letter to Jewel Wiggins, President, Wiggins Cleaning & Carpet Service, dated September 18, 2008, concerning janitorial services.
- d. A letter dated October 1, 2008 from the Regional Air Pollution Control Agency expressing their appreciation for allowing their agency to have access to the Main Library to operate their Air Monitoring Equipment.

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a steward for the Dayton Metro Library Staff Association, thanked the Library for their cooperation in solving problems for their members and for the Library during the past year. She said the Union looked forward to working together throughout the next year, facing challenges that arise and finding the best solutions to benefit all.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 19, 2008 at 4:00p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:30 p.m.

CONSENT AGENDA ADDENDUM

B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Ken Basista, Finance Manager, to attend “Dayton CPA Day” in Dayton, Ohio on November 7, 2008. It is further recommended that registration in the amount of \$139.00 be reimbursed by the Board.

Ken Basista, Finance Manager, to attend “Ohio Library Fiscal Officer Fall 2008 Conference” in Dayton, Ohio on November 17, 2008. It is further recommended that registration in the amount of \$16.00 be paid by the Board.

Carol Macmann, New Lebanon Branch Manager, to attend “Greater Dayton Conference on Youth” in Dayton, Ohio on October 22, 2008. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, to participate in the “Gem City Walking Tour – Main Street Walk” in Dayton, Ohio on October 17, 2008. It is further recommended that registration in the amount of \$6.00 be reimbursed by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, to participate in the “Gem City Walking Tour – Oregon Historic District Walk” in Dayton, Ohio on October 10, 2008. It is further recommended that registration in the amount of \$6.00 be reimbursed by the Board.

Nancy Horlacher, Local History Specialist, Magazines and Special Collections, Erin Hunt, Children’s Librarian, West Carrollton Branch, Gretchen Yonata, Young Adult Specialist, Youth Services, Andrea Christman, Catalog Librarian, Catalog Division, Joe

Greenward, Adult Services Division Manager, Adult Services Division, Kim Bautz, Children's Librarian, Outreach Services, and Rachel Gut, Outreach Services Manager, to attend OLC Leadership Conference in Columbus, Ohio on October 23, 2008. It is further recommended that registration in the amount of \$80.00 each be paid by the Board.

Ariane Ketchen, Children's Librarian, Huber Heights Branch, to attend "The 100 Best Books for Children" in Columbus, Ohio on November 13, 2008. It is further recommended that registration in the amount of \$199.00 be paid by the Board, lunch in an amount not to exceed \$8.00 be reimbursed by the Board, parking in an amount not to exceed \$11.00 be reimbursed by the Board and mileage in an amount not to exceed \$81.90 be reimbursed by the Board.

C. PERSONNEL ACTIONS

APPOINTMENT

La'Keisha Merritt, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Children's Room, Main Library effective October 12, 2008 at the rate of \$11.57 per hour.

CHANGE IN LOCATION

Patricia Clingman, from Children's Librarian, full time, Grade 11, Step K, Miamisburg Branch Library to Children's Librarian, full time, Grade 11, Step K, Kettering-Moraine Branch Library effective October 26, 2008 at the rate of \$24.59 per hour.

RESIGNATION

Kimberly Fletcher, Children's Librarian, full time, Grade 11, Step A, New Lebanon Branch Library, effective October 25, 2008 at the rate of \$19.33 per hour.

Carol Leatherman, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch Library, effective May 10, 2008 at the rate of \$8.74 per hour.
Robert Stout, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services, effective October 11, 2008 at the rate of \$11.57 per hour.

RETIREMENT

Virginia Palmer, Grants Specialist, full time, Grade 12, Step K, Adult Services Division, Main Library, effective December 31, 2008 after more than 11 years of service.

LEAVE WITHOUT PAY

Jessica Wallace, Order Clerk I, full time, Grade 4, Step L, Acquisition Division, Main Library, effective August 29, 2008 for 4.43 hours for personal reasons.

Carol Meyer, Library Technical Assistant III, Adult Services Division, Main Library, effective September 3, 2008 for 64.0 hours for illness.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective August 20, 2008 for 6.0 hours for personal reasons.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective September 4, 2008 for 8.0 hours for illness.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective October 2, 2008 for 13.0 hours for illness.