

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., November 19, 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. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the minutes of the Board meeting of October 15, 2008 were approved by the Board, with one correction: remove Mr. Gillispie's name from those present at the September meeting.

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 Thursday, October 15, 2008 a Tangible Personal Property Loss Reimbursement was received in the amount of \$358,618.34. The entire amount was used for current operating expenses.

On Thursday, October 16, 2008, the Public Library Funds for October 2008 were received in the amount of \$1,580,448.34. It was determined that \$580,448.34 was needed for current operating expenses. The remaining amount of \$1,000,000 was invested in the High Balance Savings account yielding 2.37%.

On Thursday, October 23, 2008 a Tangible Personal Property Tax Settlement was received in the amount of \$293,646.01 which represents the gross collection amount of \$297,075.52 minus the tax collection fees of \$3,429.51. The entire amount was used for current operating expenses.

On Thursday, November 14, 2008, the Public Library Funds for November 2008 were received in the amount of \$1,477,996.20. It was determined that \$77,996.20 was needed for current operating expenses. The remaining amount of \$1,400,000 was invested in the High Balance Savings account yielding 2.09%.

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

C. Personnel Actions (included in Consent Agenda Addendum, page 6, 7 & 8)

D. Tuition Reimbursement:

Beth Lynch, Accountant, Finance Office, for the course “Advanced Accounting”, Wright State University, 4.0 credit hours, at a cost of \$876.00.

Beth Lynch, Accountant, Finance Office, for the course “Auditing”, Wright State University, 4.0 credit hours, at a cost of \$876.00.

E. Cross Management Consulting Services

It is recommended that the Board authorize the Executive Director to execute the renewal of the “Contract for Services” with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$80/hour for consulting services, \$120/hour for staff attorneys and \$100/month as a retainer fee for the period November 21, 2008 through November 20, 2009.

Ayes: All
Nays: None

The Executive Director told Board members that within the Personnel Actions area he would like to make note of the combined 121 years of service and forthcoming retirement of three managers,

Myrna Allen, Children's Room, Main Library, Treva Pickenpaugh, Huber Heights Branch, and Beverly Moody, Ft. McKinley Branch. He said he appreciated their many years of service to the library and said they will be missed. The President asked Mr. Kambitsch to extend the appreciation of the Board to those retiring employees.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through October 31, 2008. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the financial report for October 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 October 2008 circulation counts and told Trustees that circulation was down slightly compared to the previous October. He said that the month of October in 2008 had one less day than October of 2007, but also told Board members that October 2007 had increased a banner 17% over October 2006. He also said door count statistics showed a 2% increase over 2007.

David Slivken, Assistant Director for the Main Library, presented statistics from the October 2008 Patron Assistance Activity Log which is performed twice annually, during the months of April and October. He told Board members that October 2008 statistics were down slightly compared to October 2007, however that was due in part to the addition of Easy Checkout and PC Reservation.

The Executive Director and Cindi Chibis, Human Resource Manager, reviewed the annual count of the staff, made from the first full payroll in October, 2008. The Executive Director said that efforts had been made in recent years to add several specialist positions. Staffing full time equivalents increased by 1.4% from October 2007.

The Executive Director told Board members that the Westwood Branch Library 70th Anniversary Celebration was being held that day from 4:00 – 7:00 p.m.

RESOLUTION TO DECLARE EMERGENCY REPLACEMENT OF BROOKVILLE BRANCH LIBRARY ROOF

The Executive Director updated the Trustees on efforts to replace the damaged Brookville Branch roof. In order to comply with Ohio's requirements for competitive bidding, the Executive Director prepared a draft resolution for Trustees to consider. The text of the resolution to declare an emergency was reviewed by the Montgomery County Prosecutor's office.

On a motion by Ms. Katsuyama, seconded by Ms. Merz, the following resolution was approved by the Board:

WHEREAS, the Dayton Metro Brookville Branch roof was extensively damaged during extreme weather conditions; and

WHEREAS, immediate replacement of the roof is needed to prevent damage and loss to the Brookville Branch Library's furnishings, equipment and collections; and

WHEREAS, Robert Pretzinger, Consulting Engineer had documented the extent of the damage and had recommended to the Dayton Metro Library the need to replace the roof; and

WHEREAS, Enterprise Roofing and Sheet Metal had previously inspected and provided repair work on this roof and is capable of providing and installing the replacement roof in a timely manner;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3375.41 an urgent necessity exists necessitating the award of a contract to Enterprise Roofing and Sheet Metal for the emergency replacement of the Brookville Branch Roof for an amount not to exceed \$90,000 with moneys to be paid from the Library's 401 Building and Repair fund.

Ayes: All
Nays: None

FACILITIES PLANNING

The Executive Director updated the Board of Trustees on the Dayton Metro Library facilities planning process. He said the bulk of the research and data gathering had been completed and that some additional analysis was needed before presentation to the Board. He shared a "Summary of Conceptual Budgets" developed by David Milling Architects, Inc. which included cost projections for several different system construction scenarios. He explained that within each scenario different costs per square foot were used for renovations than for new construction. He said although the costs may seem high, members of the Library's external Technical Planning Task Force understood that a project of this scope would be expensive and the costs were consistent with what is being planned.

The Executive Director said that at the last two meetings with the Technical Planning Task Force, members emphasized the importance of a community dialog as neighborhoods and communities will have to be engaged before certain facility decisions can be made. Community engagement will be needed to better understand how many branches the Library needs and to determine where they should be located. Similar questions about whether to relocate or expand the Main Library will be answered only after an open dialog with community leaders as to how a new Library might best serve as a catalyst for other developments in downtown Dayton.

The President talked about how the Library needed to begin speaking in terms of “when the plan is implemented” not “if it is implemented”. Mr. Kambitsch commented that those discussions will be complicated by the fact that the Library will have a levy on the ballot in May 2009. He said that because it is imperative to pass the operating levy, efforts will be centered on that particular task for the next several months and community-wide discussions about the size and cost of a facilities plan could make it harder to pass a replacement operating levy.

LEVY PLANNING

The Executive Director explained that the most important task at this time is work towards passing a replacement operating levy in May 2009. He said the Board of Trustees will need to make a final decision in January 2009 as to what millage will be on the ballot if a decision is made to place an issue on the May 2009 primary ballot. He stated that the primary election on May 5th will be the best time for the library as no other county wide initiative is planning to be on that ballot and should a May effort fail, the Board could elect to try again in November.

He shared revenue data from other libraries in the state. He shared a bar chart illustrating that the Dayton Metro Library receives smaller per capita revenues through local funding when compared to the other large libraries in Ohio. He explained that each of these libraries have passed levies requesting higher mils than the Dayton Metro Library. Cleveland passed a 5.8 mil levy, Cuyahoga a 2.5 mil, and Toledo and Akron both passed 2 mil levies. [correction: Akron currently has a 1.4 mil levy in place, not 2.0 mils as stated at the meeting.] Mr. Kambitsch stated that from examining this chart it certainly seems reasonable for our community to have the capacity for more local library funding. Mr. Gillispie said he felt the information supplied in the chart would be very useful when approaching voters and said the first question voters usually ask is “why do you need more”. He felt this chart makes a case without having to paint any other picture.

Mr. Kambitsch told Trustees that while items such as health care, staffing, and general operating expenses continue to rise, he has already been notified to expect a 6-8% reduction in state funding for the first half of next year. This alone amounts to a \$1.5 million loss in state funding for the library system in 2009.

The Executive Director then reviewed a table depicting five possible levy scenarios with revenue and expense projections through 2014 which included:

1. Renewal of the current 1.25 mils
2. Replacement of the current 1.25 mils
3. Replacement of the current 1.25 mils plus .25 mils (total 1.50 mils)
4. Replacement of the current 1.25 mils plus .50 mils (total 1.75 mils)
5. Replacement of the current 1.25 mils plus .75 mils (total 2.0 mils)

He said that given these scenarios, renewal or replacement of the current 1.25 mils would not be sufficient to sustain the library through 2009. He told Trustees that the Library has contracted with Triad Research to conduct scientific polling in early December in order to determine community support for the levy. Mr. Kambitsch said that patrons will also be asked about support for additional monies that could be used for the facilities plan. He also said that this polling will explore the possibility of a “continuing levy” rather than a five year levy. He said a levy of this kind has greater risks as voters tend to give less support to this type of levy.

Mr. Gillispie said that this type of levy eventually would not generate sufficient funds and that the Library at some future date would have to go back and ask for an increase. The Executive Director told Trustees that some of the polling results would be available by the December meeting in order to aid them in making a final decision in January 2009 as to what amount should be asked for on the May ballot. The Board will have to make a preliminary decision on possible levy amounts at the December meeting in order to formally request estimates from the County Auditor's Office.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Alexander Hughes dated October 29, 2008 concerning his request for reconsideration of the video Creature Comforts.
- b. The Executive Director's letter to Sheila Blevins dated October 30, 2008 concerning her request for reconsideration of the video The Girl Next Door.
- c. The Executive Director's letter to Mr. Logan Sizemore and the Miamisburg Membership of the Fraternal Order of Eagles, thanking them for their contribution and continued support.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, wished everyone a Happy Thanksgiving.

NEW BUSINESS

The Board President appointed Margot Merz and Jeanne Holihan to act as the nominating committee to present a slate of officers for 2009 at the December 2008 meeting. She also explained that Board Member Joe Oehler's term would end in 2009 and asked the nominating committee to determine if he was willing to continue on as a Board Member.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 17, 2008 at 4:00p.m. in the Main Library Auditorium, 215 E. Third Street

The Executive Director explained that normally the Board meets on the third Wednesday of each month. He suggested that Trustees bring any changes needed to that schedule to the December meeting in order to establish a calendar of meetings for 2009.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Oehlers, the Board adjourned at 5:32 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:

Jean DeLauche, Older Adult Specialist, Outreach Services and John Wiley, Library Technical Assistant I/Driver, Outreach Services, to attend "Bookmobile Driver Training" in Springfield, Ohio on November 25-26, 2008. It is further recommended that registration in the amount of \$250.00 each be paid by the Board, and lunch in an amount not to exceed \$8.00 per day per attendee be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, to attend the "Train the Trainer" program at Columbus Metropolitan Library, Columbus, Ohio on November 14, 2008. It is further recommended that mileage be reimbursed in an amount not to exceed \$83.07.

C. PERSONNEL ACTIONS

APPOINTMENT

Stephanie Roberts, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch Library effective October 26, 2008 at the rate of \$8.74 per hour.

Carrie Williams, Reference Librarian, 2/5 time, Grade 11, Step A, Magazine and Special Collections Division, Main Library effective October 26, 2008 at the rate of \$19.40 per hour.

Amanda Kerstiens, Children's Librarian, full time, Grade 11, Step A, Brookville Branch Library, effective December 7, 2008 at the rate of \$19.40 per hour.

CHANGE IN HOURS

John Wiley, Jr. from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Library to Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step A, Outreach Services effective November 9, 2008 at the rate of \$11.92 per hour.

CHANGE IN LOCATION

Linda Lewis, from Children's Librarian, full time, Grade 11, Step C, Burkhardt Branch Library to Children's Librarian, full time, Grade 11, Step C, New Lebanon Branch Library effective November 23, 2008 at the rate of \$20.43 per hour.

PROMOTION

Dorri Hegyi, from Acquisitions Clerk II, full time, Grade 5, Step G, Acquisition Division, Main Library to Children's Librarian, full time, Grade 11, Step A, Miamisburg Branch Library effective November 23, 2008 at the rate of \$19.40 per hour.

RESIGNATION

Julie Medley, Library Technical Assistant I, hourly substitute, Grade 4, Step F, Northmont Branch Library, effective July 5, 2008 at the rate of \$10.13 per hour.

Katherine Brennaman, Library Technical Assistant I, 1/2 time, Grade 4, Step H, New Lebanon Branch Library, effective December 6, 2008 at the rate of \$14.69 per hour.

RETIREMENT

Treva Pickenpugh, Huber Heights Branch Manager, full time, Grade S08, Step L, Huber Heights Branch, effective January 31, 2009 after more than 41 years of service at the rate of \$35.9385 per hour.

Myrna Allen, Main Children's Room Manager, full time, Grade S08, Step L, Children's Room, Main Library, effective January 31, 2009 after more than 43 years of service at the rate of \$33.9935 per hour.

Beverly Moody, Ft. McKinley Branch Manager, full time, Grade S08, Step L, Ft. McKinley Branch, effective January 31, 2009 after more than 37 years of service at the rate of \$33.9935 per hour.

LEAVE WITHOUT PAY

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 7, 2008 for 8.48 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 15, 2008 for 25.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective October 30, 2008 for 8.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective November 19, 2008 for 8.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective November 25, 2008 for 24.0 hours for personal reasons.

Phyllis Dines, Library Technical Assistant I, full time, Grade 4 Step C, Belmont Branch , effective December 8, 2008 for 8.0 hours for personal reasons.