

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., January 21, 2009

PRESENT: William Gillispie, Jeanne Holihan,
Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: William Gillispie, President Pro Tem

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Vice President, William Gillispie called the meeting to order at 4:05 p.m. Dennis Turner was appointed Secretary Pro Tem in the absence of Jane Katsuyama.

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Mr. Turner the minutes of the Board meeting of December 17, 2008 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Consent Agenda was approved by the Board. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the following items were approved by the Board:

INVESTMENT ACTIONS

On Tuesday, December 30, 2008, a Manufactured Homestead Settlement payment was received in the amount of \$2,263.86. It was determined that the entire amount was needed for current operations.

On Monday, December 29, 2008, the \$10,000 Tangible Personal Property Tax Exempt Settlement was received in the amount of \$2179.20 less auditor fees of \$204.71 for a total amount of \$1,974.54. It was determined that the entire amount was needed for current operating expenses.

On Wednesday, January 15, 2009, the Public Library Funds for January 2009 were received in the amount of \$1,473,961.32. It was determined that \$273,961.32 was needed for current operating expenses. The remaining amount of \$1,200,000 was invested in the High Balance Savings account yielding .71%.

WORKSHOP HOURS

The attendance of staff members at the workshop/conference as listed at the end of the agenda.

PERSONNEL ACTIONS

Personnel actions as listed at the end of the agenda.

FUNDS ALLOCATIONS FOR TUITION REIMBURSEMENT FOR STAFF MEMBERS

It is recommended that the Board authorize \$35,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2009 to be awarded in accordance with the Staff Development Program.

TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course "Information Technology for Library and Informational Professionals", 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 "The Academic Library", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, 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.

Arianne Ketchen, Children’s Librarian, Huber Heights Library, for the course “Library Services to Young Adults”, 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 “Reference for Youth 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 “E-Publishing on the Web”, 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 “Adult Readers Advisory”, IUPUI, 3.0 credit hours, at a cost of \$2,829.63.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Advanced Cataloging”, IUPUI, 3.0 credit hours, at a cost of \$2,829.63.

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

Christian Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course “Management of Libraries”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

RENEWAL OF IRS SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Executive Director recommends Board approval of a continuation of the Library’s IRS Section 125 Flexible Spending Accounts for the benefit year 2009. This cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds.

Costs for participation through a third party administrator are expected to be approximately \$6,500 during the benefit year. The Library’s Labor-Management Committee, comprising management and bargaining unit employees, unanimously recommends partially funding the program from \$4,295 in rebated premiums received from Medical Mutual during 2009.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through December 31, 2008. On a motion by Mr. Oehlers, seconded by Ms. Merz, the financial report for December 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 reviewed December 2008 circulation counts and again stated how proud he was of the year-ending 7.6 million circulation statistics. In reviewing annual door count numbers he told Trustees that over 3.6 million people had visited the library during 2008.

Cindi Chibis, Human Resource Manager, shared the 2008 Affirmative Action Report with Trustees. She said the report had been presented to Trustees annually since 1975. She explained that statistics during 2008 had not changed significantly. There was a slight decrease in the actual number of staff, but an increase in the number of hours worked. When comparing our internal staff percentages to the available labor force in Montgomery County, the library percentage is higher in most categories. She said the minority professional category is the one the library continues to struggle with. Vice President Gillispie suggested some strategies the library might follow to increase minority recruitment by the Library.

The Executive Director told Board members that he would review a 2009 Goals and Objectives report at the February Board Meeting. A summary of 2008 Goals and Objectives was included in the Board folder.

RESOLUTION TO SUBMIT REPLACEMENT OPERATING LEVY ON THE MAY 2009 BALLOT

The Executive Director explained that at the December 17, 2008 meeting, Trustees passed a resolution seeking estimates of property valuations and estimates of tax receipts of replacement levies in the amounts of 1.65, 1.75, 1.85, 1.95 and 2.0 mils. The Montgomery County Auditor provided official estimates consistent with amounts estimated by the Deputy Finance Officer.

The Executive Director recommended the Board of Library Trustees adopt a resolution to place a question before voters on the May 5, 2009 ballot. A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

Board members discussed the official estimates provided by the County Auditor's office. The Executive Director also provided projections of total anticipated revenues and expenditures through the year 2014 and the impact the various replacement levy scenarios would have on those numbers. He explained that in most of the scenarios the Library would experience a deficit by the year 2014.

Vanessa Tey Iosu and Kathy Severinsky from Burges and Burges Strategists then presented information pertinent to assisting the Board members in reaching a decision concerning the levy. They discussed results of the polling conducted in December through Triad Research with 600 likely voters in Montgomery County. They explained that the ratings in both groups were very positive but also said that because of present economic times either case would require a strong campaign.

Strong arguments for the library issue were:

- 46% would be more likely to vote for the levy knowing it was the Library's only source of local funding
- 51% would be more likely to vote for the levy knowing the amount of money received from state was 10% less than the Library received 10 years ago
- 58% would be more likely to vote for the levy knowing if it failed, the Library would lose 1/3 of its operating budget
- 63% would be more likely to vote for the levy knowing that use of the Library had increased more than 20% in the last five years
- 91% agreed that a good library was necessary to keep pace in today's changing world
- 88% agreed that the Library is a good value

Mr. Gillispie asked if there was any way of determining what other issues would be on the May ballot. The Executive Director said he knew of only one major school levy at this particular time. Mr. Gillispie also asked if the polling showed differences in answers between age groups, in particular senior citizens. Ms. Severinsky said in looking at the senior vote, 65% said they were likely to vote for the levy, 53% said they would definitely vote for the levy. Ms. Holihan asked about polling in the younger generation, especially considering that many in the age group use the Internet extensively. Ms. Severinsky said in the 18 - 34 year age group, 83% were for the library levy, and in the 35 - 49 year age group, 74% were in favor of a library levy.

The Executive Director said one other question polled was: Would it make a difference if the levy was for a fixed 5 year period or a continuing period of time. The research showed there was no difference of support between the two types. Mr. Gillispie asked when we would indicate that we would like to have a continuing levy. The Executive Director said that information would need to be included in the Resolution sent to the Board of County Commissioners and shared drafts of resolutions within the Board folder with the Trustees. Board members discussed the resolutions and the difference in percentage increases. Mr. Turner said, as Ms. Holihan had mentioned before, it would be fiscally irresponsible to choose a scenario in which the Library would experience a deficit within five years. He also felt there was no difference in the mind of voters between a .70 levy request and a .75 levy request.

Mr. Turner moved adoption of the following Resolution:

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, pursuant to and in accordance with Sections 5705.23 and 3375.40 of the Ohio Revised Code submits to the Board of County Commissioners of Montgomery County, Ohio pursuant to and in accordance with Section 5705.19(D) and 5705.25 of the Ohio Revised Code that it is necessary to levy a One and Twenty Five Hundredths mill (1.25) Replacement Levy and an increase of Seventy-Five Hundredths mill (0.75) for a total of Two (2.0) mills for general operating funds for a continuing period of time, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that the Replacement Tax Levy be submitted to the electors residing within the boundaries of all school districts in Montgomery County except Centerville, Oakwood and Valley View School Districts, at the general election to be held on May 5, 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library that said Replacement Operating Levy will appear on the 2009 tax duplicate for collection in 2010 to run continuously commencing in 2009, and Be It Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, this day, January 21, 2009 to direct the Executive Director of the Dayton Metro Library to forward to the Board of County Commissioners of Montgomery County, Ohio for their adoption of a confirming resolution as the taxing authority of Montgomery County, Ohio, forthwith.

Mr. Gillispie seconded the Resolution.

A roll call vote was taken as follows:

Ms. Merz, Aye
Ms. Holihan, Aye
Mr. Oehlers, Aye
Mr. Gillispie, Aye
Mr. Turner, Aye

HEALTH INSURANCE BENEFITS

The Executive Director recommended the Board approve the following changes to the Library's Health Benefit plans. He explained that these recommendations are consistent with the Library's Collective Bargaining Agreement with the Dayton Metro Library Staff Association and recommendations made by the Labor Management Committee. He told Trustees that changes to health insurance benefits include consolidation of all health insurance under the Lumenos HRA plan from Anthem.

The Executive Director also recommended replacement of dental and vision coverage currently provided by Medical Mutual of Ohio. He explained that more competitive agreements had been negotiated with MetLife for dental benefits and Humana for vision benefits.

Also, based upon the work of the Labor Management Committee, the Executive Director recommended the Board approve a short plan year, with all agreements running from March 1, 2009 through December 31, 2009. He said this change of plan year to a calendar year will ease employee understanding and staff administration.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved the following changes to the Library's Health Benefit plan, the changes in dental and vision coverage and the short plan year.

| Plan Options | | | Monthly Premium | Library Share | Employee Share | Employee Per Pay |
|------------------------------|---------------|---------------|-----------------|---------------|----------------|------------------|
| Single Dental | Single Vision | | \$25.13 | \$25.13 | \$0.00 | \$0.00 |
| Family Dental | Family Vision | | \$99.34 | \$99.34 | \$0.00 | \$0.00 |
| Single Health | Single Dental | Single Vision | \$483.36 | \$431.95 | \$51.40 | \$25.70 |
| Family Health | Family Dental | Family Vision | \$1,112.70 | \$996.52 | \$116.18 | \$58.09 |
| Maximum Single Contribution: | | | \$431.95 | | | |
| Maximum Family Contribution: | | | \$996.52 | | | |

Above rates apply to all full-time staff and part-time staff hired prior to October 16, 2008. Rates will be pro-rated for staff hired as of October 16, 2008 or later.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director’s letter to Sheila Blevins, dated January 15, 2009 concerning her request for reconsideration of the video The Girl Next Door.

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, read a statement to the Trustees concerning accomplishments and teamwork between the Library and the Staff Association.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 18, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It is recommended that the Board go into Executive Session 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, to discuss the evaluation of the Executive Director. A roll call vote was taken as follows:

Ms. Merz, Aye
Ms. Holihan, Aye
Mr. Oehlers, Aye
Mr. Gillispie, Aye
Mr. Turner, Aye

The Board entered Executive Session at 5:33 p.m. and returned to open session at 5:53 p.m. The President Pro Tem 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 5:59.

CONSENT AGENDA ADDENDUM

WORKSHOP HOURS

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

Cindi Chibis, Human Resource Manager, Main Library to attend "Ohio Public Sector Developing Labor Law Seminar" in Columbus, Ohio on December 15, 2008. It is further recommended that registration in the amount of \$175.00 be paid by the Board.

Gretchen Yonata, Teen Specialist, Main Library, to attend an OLC Committee Meeting in Worthington, Ohio on January 16, 2009. It is further recommended that mileage in an amount not to exceed \$88.00 be reimbursed by the Board.

John Wiley, Library Technical Assistant I/Driver, to attend "Bookmobile Driver Training" in Springfield, Ohio on January 2, 2009. It is further recommended that registration in the amount of \$116.00 be paid by the Board.

Mimi Morris, Assistant Director, Branch and Extension Services, to attend the ALA Midwinter pre-conference "Transformational Powers of the Library" in Denver, Colorado on January 23, 2009. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board, lodging for one night in an amount not to exceed

\$140.00 be reimbursed by the Board and meals for one day in an amount not to exceed \$40.00 be reimbursed by the Board.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Fund Development" in Cincinnati, Ohio on January 12, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$56.10.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Board Development" in Sidney, Ohio on February 4, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$44.55.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend an Ohio TANF Training Program "Financial Management" in Sidney, Ohio on February 24, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$44.55.

PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Kayla Whitman, Library Technical Assistant I, 1/2 time, Grade 4, Step A, New Lebanon Branch, effective January 18, 2009 at the rate of \$11.92 per hour.

Celia Washington, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective January 18, 2009 at the rate of \$8.87 per hour.

Jennifer Ventling, Children's Librarian, full time, Grade 11, Step A, Burkhardt Branch effective February 15, 2009 at the rate of \$19.40 per hour.

It is recommended that the following change in location be accepted:

Christopher Siscoe, from Branch Library Manager, full time, Grade S08, Step F, Miamisburg Branch Library, to Branch Library Manager, full time, Grade S08, Step F, Huber Heights Branch Library, effective February 1, 2009 at the rate of \$30.4114 per hour.

It is recommended that the following promotion be accepted:

Carlette Baynum, from Library Technical Assistant I, full time, Grade 4, Step B, Kettering-Moraine Branch to Display Artist, full time, Grade 9, Step A, Community Relations, Main Library effective February 1, 2009 at the rate of \$15.22 per hour.

Kevin Delecki, from Children's Librarian, full time, Grade 11, Step D, East Branch to Main Children's Room Manager, full time, Grade S08, Step A, Youth Services, Main Library, effective February 15, 2009 at the rate of \$24.5582 per hour.

Brandon Ulman, from Shipping & Receiving Clerk, full time, Grade 3, Step C, Acquisition Division, Main Library to Invoice Clerk, full time, Grade 4, Step C,

Acquisition Division, Main Library effective February 1, 2009 at the rate of \$12.66 per hour.

It is recommended that the following change in position be accepted:

Janet Nottingham, from Specialist, Main Library, Grade 12, Step G, Branch and Extension Services, to Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Ft. McKinley Branch, effective January 18, 2009 at the rate of \$29.5666 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code:

Sammie Allen, Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Branch and Extension Services, effective March 29, 2009 at the rate of \$29.5666 per hour.

It is recommended that the following resignation be accepted:

Janice Cole, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective January 3, 2009 at the rate of \$8.74 per hour.

Jean DeLauche, Older Adult Specialist, full time, Grade 12, Step A, Outreach Services, effective December 15, 2008 at the rate of \$20.69 per hour.

It is recommended that the following retirement be accepted:

Mary Jane Kalkis, Branch Library Manager, full time, Grade S08, Step L, Northtown-Shiloh Branch, effective February 28, 2009 at the rate of \$33.9935 per hour after more than 14 years of service.