

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., February 18, 2009

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

PRESIDING: William Gillispie, Vice-President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Vice President William Gillispie called the meeting to order at 4:01 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. Oehlers, seconded by Ms. Katsuyama the Agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Ms. Merz the minutes of the Special Board meeting of February 12, 2009 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

A. INVESTMENT ACTIONS

See Monthly Financial Report

B. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

C. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

D. TUITION REIMBURSEMENT

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course “Access to Information”, 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 “Management of Libraries”, 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 “Access to 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 “Management of Libraries”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services, Main Library for the workshop “Designing Successful Grant Projects”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

E. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All  
Nays: None

## MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through January 31, 2009. On a motion by Mr. Oehlers, seconded by Ms. Holihan the financial report for January 2009 was approved by the Board.

Ayes: All  
Nays: None

## INVESTMENT ACTIONS

The Executive Director approved the following investments:

On Tuesday, January 30, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$458,400.96. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 13, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$254,398.20. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 13, 2009, the Public Library Funds for February 2009 were received in the amount of \$1,756,852.95. It was determined that \$1,006,852.95 was needed for current operating expenses. The remaining amount of \$750,000.00 was invested in the High Balance Savings account yielding .40%.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He reviewed January 2009 circulation counts and told Trustees that January 2009 showed a 2% increase over January 2008. He discussed the Public Library Fund and 2010 State Budget with Board members. Mr. Gillispie asked how the President's stimulus plan might affect the State Budget. Mr. Kambitsch explained that there are no funds earmarked or directed specifically to libraries. He said there will be some funding at the federal level for specific grants which libraries may apply for.

Barb Kuhns, Assistant Director for IT Services, discussed the Library's additional bandwidth needs with the Trustees. She explained that the growth of multimedia and image related media was the primary cause of the need for additional bandwidth. Barb said the library receives an e-rate reimbursement to aid in paying the high cost associated with internet usage but the cost to the library is still quite substantial.

Kathleen Moore, Early Literacy Specialist, showed Board members Baby and Me Kits that are distributed to families with young babies, especially first time and at risk moms. The kits are designed to foster reading to infants and young children. Kathleen said the library has 5,000 kits to distribute and she hopes to distribute all of those kits this year.

#### RESOLUTION TO WITHDRAW TAX LEVY RESOLUTION

The Executive Director explained that at the January 21, 2009 meeting of the Board, Trustees adopted a resolution 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,” to be placed on the May 5, 2009 ballot. The Montgomery County Board of Commissioners, the taxing authority for the library also passed a resolution placing the levy on the ballot.

The Executive Director learned that the Library would be responsible for a substantial percent of total election costs, estimated to be as much as several hundred thousand dollars more than the general election in November. He recommended the Board take action to postpone the Levy.

At the February 12, 2009 Special Meeting of the Board, Trustees, Steve Harsman, Director of the Montgomery County Board of Elections, provided additional information about costs and timetables for filing and withdrawing from the May ballot. At that time, Trustees took no action pending answers to additional questions posed at the meeting.

The Executive Director recommended the Board of Library Trustees adopt the following resolution to withdraw the tax levy resolution adopted at the January 21, 2009 Board meeting. A roll call vote is recommended.

Mr. Gillispie asked for discussion concerning withdrawal of the resolution. The Executive Director said that the Assistant County Prosecutor had stated that in order to withdraw the resolution, the Board of Trustees first had to pass a resolution to withdraw, and the Board of County Commissioners of Montgomery County would have to approve the resolution. This would have to be accomplished by March 5, 2009 in order to withdraw. He stated that the cost for the levy would be close to \$250,000 more in May 2009 than in November 2009.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the following resolution was adopted:

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, to request that the Board of County Commissioners of Montgomery County, Ohio withdraw from the ballot of the election to be held on May 5, 2009 the tax levy to be submitted to the electors that was approved by Resolution of this Board on January 21, 2009 and subsequently approved by the Board of County Commissioners of Montgomery County, Ohio in Resolution Number 09-0209 on February 3, 2009, and Be it Further

RESOLVED, by the Board of Library Trustees of the Dayton Metro Library, this day, February 18, 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 resolution as the taxing authority of Montgomery County, Ohio, forthwith.

Ayes: All  
Nays: None

Mr. Gillispie then told Board members that he had had the pleasure of attending a meeting of the Dayton Daily News Editorial Board with the Executive Director. He praised Mr. Kambitsch for his knowledge of the library, and for his ability to vividly articulate and describe the Library's "big picture" and the broad range of services that happen within the Library on a daily basis. He said he left the meeting feeling very proud to be part of the Library, but in particular that he was very proud of the Executive Director.

#### 2009 STRATEGIC AND OPERATIONAL GOALS AND ACTIVITIES

Mr. Oehlers suggested to Board members that this item be tabled at this time in order to give more time to revamp the Executive Director's evaluation process and report from the Board. On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved tabling the item until the March Board meeting.

Ayes: All  
Nays: None

#### EXECUTION OF DEPOSITORY AGREEMENTS

On a motion by Mr. Turner, seconded by Ms. Merz, the following depository agreement was approved.

Section 135 of the Ohio Revised Code, the Uniform Depository Act, requires all public agencies to request depository agreements from banks. The Dayton Metro Library currently has depository agreements with Liberty Savings Bank, Advantage Bank, Chase Bank, National City Bank, and Fifth Third Bank. These depository agreements expire August 22, 2011.

It is recommended that the Board enter into a depository agreement with Huntington Bank based upon their making proper application for the public funds. The agreement period will be from February 18, 2009, through August 22, 2011 and allow for active and inactive funds to be maintained at Huntington Bank, in addition to the aforementioned banks where depository agreements are now in place.

It is further recommended that the Library's interim funds be invested with the following banks based upon competitive bids: JP Morgan Chase, Fifth/Third Bank, Key Bank, Liberty Savings Bank, National City Bank, PNC Bank, Huntington Bank, Firststar Bank and the STAR OHIO Program.

Ayes: All  
Nays: None

## CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Dan Foley, President of the Board of County Commissioners of Montgomery County, dated January 21, 2009 concerning the Levy Resolution adopted by the Board of Trustees at their January meeting.

## COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

## NEW BUSINESS

There was no new business brought before the Board.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

## ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Merz, the Board adjourned at 4:55.

Ayes: All  
Nays: None

## 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:

Joan Gagan, Children's Librarian, Northmont Branch, BJ Moore, Youth Services Material Selection Specialist, Main Library, Linda Lewis, Children's Librarian, New Lebanon Branch, Teresa Gaylard, Children's Librarian, Northmont Branch, Miriam Wise, Children's Librarian, Westwood Branch, Pat Clingman, Children's Librarian, Kettering-Moraine Branch, and Carol Miller, Children's Librarian, EC Doren Branch, to attend "Picture Book Extravaganza in Dayton, Ohio on February 21, 2009. It is further recommended that registration in the amount of \$25.00 each be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Fun and Facts of Early Literacy” in Worthington, Ohio on February 4, 2009. It is further recommended that mileage in an amount not to exceed \$88.00 be reimbursed by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, Main Library, and Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library, to attend “Content DM Users Group 4<sup>th</sup> Annual meeting being held in West Lafayette, Indiana on March 18 – 20, 2009. It is recommended that registration in the amount of \$145.00 each be paid by the Board, mileage be reimbursed to Jamie McQuinn in an amount not to exceed \$198.00, lodging be reimbursed for each individual for three nights in an amount not to exceed \$104.00 per night per individual and meals be reimbursed for each individual in an amount not to exceed \$40.00 per day for three days.

Carl Bach, Facilities Manager, Main Library to attend “Roof Management Seminar” in Dayton, Ohio on February 19, 2009. It is further recommended that registration in the amount of \$325.00 be paid by the Board.

Donna Brown, Northmont Branch Library Manager to attend “Ohio Managers and Supervisors Conference” in Dayton, Ohio on February 11, 2009. It is further recommended that registration in an amount not to exceed \$149.00 be paid by the Board.

Arianne Ketchen, Children’s Librarian, Huber Heights Branch to attend “Fun and Facts of Early Literacy” in Worthington, Ohio on February 4, 2009. It is further recommended that mileage in an amount not to exceed \$75.90 be reimbursed by the Board.

Jean Gaffney, Collection Development and Acquisitions Manager, Matt Kish, Audio Visual Materials Selection Specialist, Kathy Monhollon, Materials Selection Specialist, Suzanne Gourlie, Adult Materials Selection Specialist, and BJ Moore, Youth Services Materials Selection Specialist to attend “Better Weeders Attract More Readers” in Germantown, Ohio on February 26, 2009. It is further recommended that registration in the amount of \$60.00 each be paid by the Board.

Genevieve Richardson, Business Specialist, Adult Services, Main Library, to attend “Cultivating Grantmaker Relationships” in Ann Arbor, Michigan on April 16, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$216.70, and lodging for one night be reimbursed in an amount not to exceed \$114.00.

### C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Karen Rapp, Library Technical Assistant I, hourly substitute, Grade 4, Step A, New Lebanon Branch, effective February 15, 2009 at the rate of \$8.87 per hour.

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

Brielle Maynor, from Reference Librarian, hourly substitute, Grade 11, Step C, Wilmington Stroop Branch to Interim Branch Library Manager, hourly substitute, Grade S06, Step C, Miamisburg Branch, effective January 18, 2009 at the rate of \$22.6612 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 leave without pay be approved:

Shawna Woodard, Reference Librarian, full time, Grade 11, Step H, Magazines and Special Collections Division, Main Library, effective March 9, 2009 for 40.0 hours for personal reasons.

Shawna Woodard, Reference Librarian, full time, Grade 11, Step H, Magazines and Special Collections Division, Main Library, effective April 20, 2009 for 60.0 hours for personal reasons.

Lisa Rickey, Reference Librarian, full time, Grade 11, Step B, Magazines and Special Collections Division, Main Library, effective January 6, 2009 for 0.5 hours for personal reasons.

Paul Brown, Library Technical Assistant, 7/10 time, Grade 4, Step B, Northmont Branch Library, effective February 2, 2009 for 56.0 hours for personal reasons.