

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:02 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. Holihan the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Merz the minutes of the Board Meeting of February 18, 2009 were approved by the Board.

Ayes: All  
Nays: None

## CONSENT AGENDA

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

### A. 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.

### B. PERSONNEL ACTIONS

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

### C. STRATEGIC COMMUNICATIONS SERVICES AGREEMENT

The Executive Director recommends approval of the contract for services outlined in the proposal from Burges & Burges Strategists in an amount not to exceed \$32,000 plus expenses.

### D. OLC SOUTHWEST CHAPTER CONFERENCE

The Southwest Chapter Conference of the Ohio Library Council will be held May 1, 2009 at Roberts Centre, Wilmington, Ohio. The registration fee for the conference is \$75.00 for OLC members. The Executive Director recommends the Board approve reimbursement of one-half of the registration fee (\$37.50) for staff members who wish to attend the OLC Southwest Chapter Conference only. Staff must be members of OLC to attend.

The Executive Director also recommends approval for payment of the \$35.00 registration fee for the Executive Director and any Trustee attending the OLC Trustee Dinner on April 30, 2009.

### E. AMERICAN LIBRARY ASSOCIATION

The American Library Association Annual Conference will be held July 9-15, 2009 in Chicago, Illinois. It is recommended that the Board authorize reimbursement of expenses in an amount up to \$1,395 each, but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, lodging, meals and registration for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,185 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$4,185

will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through February 29, 2009. On a motion by Mr. Oehlers, seconded by Ms. Merz the financial report for February 2009 was approved by the Board.

The Executive Director approved the following investments:

On Friday, February 20, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$1,225,268.30. The entire amount was invested in the High Balance Savings account yielding .40%.

On Friday, February 27, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$1,128,491.09. It was determined that the entire amount was needed for current operating expenses.

On Friday, March 13, 2009, the Public Library Funds for March 2009 were received in the amount of \$988,362.37. The entire amount was invested in the High Balance Savings account yielding .40%.

On Friday, March 13, 2009, a Property Tax advance for the first half of 2008 was received in the amount of \$743,768.49. It was determined that the entire amount was needed for current operating expenses.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He reviewed February 2009 circulation counts and told Trustees that February 2009 showed a 6.1% increase over February 2008. He said door count statistics had also increased a total of 4.8% over last year.

The Executive Director told Board members that he, David Slivken, Assistant Director for Main Library Services and Mark Willis, Community Relations Manager had attended the Ohio Library Council's Legislative Day in Columbus on March 11th. He said they were able to meet personally with Representative Terry Blair, and Representative Roland Winburn and discussed future library funding.

Jean Gaffney, Acquisitions and Collection Development Manager, updated the Board of Trustees on the 2009 Big Read. She told Trustees that thirty formal groups were scheduled to meet for a

discussion of the Big Read book "Nineteen Minutes" by Jodi Picoult. She suggested everyone view the website: [www.BigRead.org](http://www.BigRead.org) for more information. Jean told Board members that the closing event for this year's Big Read will be a special dinner event on Friday, April 17th at 6:00 p.m. at the Sinclair Conference Center in building 12. She said Nicole Nowlen, a survivor of the Columbine shooting will be speaking about her personal experience with school violence and what communities can do to help prevent such tragedies. Jean said the Humanitarian Awards and Poetry Awards will also be presented as a part of this event.

Jean told Board members that attendees at the discussion groups were already looking forward to learning the title of next year's book, which will soon be selected. She asked Trustees to contact her or the Executive Director with any suggestions they might have pertaining to next year's book selection.

The Executive Director reminded Trustees that the annual Trustees Dinner would be held at the Roberts Centre in Wilmington, Ohio on April 30<sup>th</sup>, 2009. He invited all Trustees to attend. Ms. Merz and Mr. Gillispie accepted the invitation.

**FINAL APPROPRIATION RESOLUTION**

The Executive Director explained that the recommended Final Appropriation Resolution for 2009 was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission. On a motion by Ms. Merz, seconded by Mr. Oehlers, the Final Appropriation Resolution was amended to read as follows:

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that to provide for the Trustees, during the fiscal year ending December 31, 2009, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Ayes: All  
Nays: None

**Final  
Appropriation for  
2009**

**GENERAL FUND**

1000 - Salaries and Benefits	\$20,079,744
2000 - Supplies	\$615,400
3000 - Purchased and Contracted Services	\$4,087,750
4000 - Library Materials & Information	\$4,398,000
5000 - Capital Outlay	\$320,000
6000 - Debt Service	\$0
7000 - Other Objects	\$66,250
8000 - Contingency	\$900,000

9000 - Transfers to other funds	<u>\$4,849,665</u>
<b>Total General Fund Appropriations</b>	<b>\$35,316,809</b>

**SPECIAL REVENUE FUND**

1000 - Salaries and Benefits	<u>\$1,763,373</u>
<b>Total Special Revenue Fund Appropriations</b>	<b>\$1,763,373</b>

**BUILDING & REPAIR FUND**

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	<u>\$10,940,815</u>
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$11,290,815</b>

**COMPUTER CO-OP FUND**

5000 - Capital Outlay	<u>\$318,309</u>
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$318,309</b>

**TRUST FUND**

3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$130,067
5000 - Capital Outlay	<u>\$40,000</u>
<b>Total Trust Fund</b>	<b>\$170,067</b>

**ENDOWMENT FUND**

4000 - Library Materials & Information	<u>\$5,000</u>
<b>Total Endowment Fund</b>	<b>\$5,000</b>

**Total All Funds Appropriations** **\$48,864,373**

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Final Appropriation Resolution for 2009 was approved. A roll call vote was taken as follows:

- Mr. Gillispie, Aye
- Ms. Hayde, Aye
- Ms. Holihan, Aye
- Ms. Katsuyama, Aye
- Ms. Merz, Aye
- Mr. Oehlers, Aye

Ayes: All  
Nays: None

### REVISED LEVY TIMETABLE

The Executive Director reviewed a revised timetable of activities for passage of the Library Operating Levy in November 2009. He also explained that although the Board is not scheduled to meet in August, an August meeting may have to be scheduled in order to pass a resolution to place an issue on the ballot 75 days prior to the November 3<sup>rd</sup> election. If scheduled, the meeting would be held on August 19, 2009.

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

### NEW BUSINESS

Trustee Margot Merz spoke to Board members about the recent sale of the downtown Arcade Building and whether or not space there might suit the future needs of the library.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

### EXECUTIVE SESSION

At 5:12 p.m. the Board moved 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:

Mr. Gillispie, Aye  
Ms. Hayde, Aye  
Ms. Katsuyama, Aye  
Ms. Holihan, Aye  
Mr. Oehlers, Aye  
Mr. Merz, Aye

Ayes: All  
Nays: None

The Board returned to open session at 6:34 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.

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

The Board commended the Executive Director for his excellent performance in 2008. Mr. Oehlers said that the Board of Trustees would encourage the Executive Director to move forward with the establishment of the Library Foundation. He said that given the Executive Director's performance in 2008, the Board votes to offer a continuing contract to the Executive Director through December 31, 2009, and to increase his salary to \$135,450 annually, retroactive to the pay period that includes January 1, 2009. Additionally, Mr. Oehlers stated that the monthly membership and any library related meeting expenses associated with the Executive Director's membership at the Dayton Racquet Club will be paid by the Board, and the Executive Director's car allowance will be increased to \$375.00 per month.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 6:45.

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:

Kathleen Moore, Early Literacy Specialist, Main Library, to attend "Ohio Early Care and Education Conference" in Columbus, Ohio on May 28-29, 2009. It is further recommended that mileage in an amount not to exceed \$77.00, parking in an amount not to exceed \$15.00 and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend "Managing Multiple Priorities, Projects & Deadlines" in Dayton, Ohio on March 5, 2009. It is further recommended that registration in the amount of \$79.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend the "Reflective Practice, Listening, Looking and Learning with Young Children" in West Chester, Ohio on March 19-21, 2009. It is further recommended that registration in the amount of \$375.00 be paid by the Board.

Pat Clingman, Children's Librarian, Kettering-Moraine Branch, Kevin Delecki, Main Children's Room Manager, and Kim Bautz, Children's Librarian, Outreach Services to attend the OLC Conference "Train the Trainer" at the Dayton Metro Library on March 16, 2009.

Ken Basista, Finance Manager, to attend the "Fiscal Officer/CPIM Workshop" in Columbus, Ohio on April 2-3, 2009. It is further recommended that registration in the amount of \$185.00 be paid by the Board, mileage in an amount not to exceed \$ 85.25, meals in an amount not to exceed \$40.00, and lodging for one night in an amount not to exceed \$79.00 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, to attend the OLC Northeast Chapter Conference on March 25, 2009 to present a program.

Gretchen Yonata, Teen Specialist, to attend the OLC Southwest Chapter Conference on May 1, 2009 to present a program. It is further recommended that mileage in an amount not to exceed \$30.80 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, to participate in the online class "Solving the Personality Puzzle at Your Library" on March 16 & 30, 2009 in Dayton, Ohio. It is further recommended that registration for Part 1 and Part 3 in the amount of \$30.00 each be paid by the Board.

Kevin Delecki, Main Children's Room Manager, to participate in the online class "Solving the Personality Puzzle at Your Library" on March 16, 23 & 30, 2009 in Dayton, Ohio. It is further recommended that registration in the amount of \$85.00 be paid by the Board.

Arianne Ketchen, Children's Librarian, Huber Heights Branch and Linda Brock, Reference Assistant, Huber Heights Branch to attend "Fun and Facts of Early Literacy" in Lima, Ohio on February 5, 2009. It is further recommended that mileage in an amount not to exceed \$75.90 be reimbursed by the Board to Arianne Ketchen.

Tim Kambitsch, Executive Director, to attend the "Fiscal Officer/CPIM Workshop" in Dayton, Ohio on March 31, 2009. It is further recommended that registration in the amount of \$100.00 be paid by the Board.

Tim Kambitsch, Executive Director, David Slivken, Assistant Director for Main Library Services and Mark Willis, Community Relations Manager to attend Legislative Day in Columbus, Ohio on March 11, 2009. It is further recommended that registration in the amount of \$20.00 each be paid by the Board.

Kay Trochelman, Accounting Clerk III, Finance Office, Nancy Hafer, Human Resource Assistant, Main Library and Cheri Edwards, Administrative Assistant, Main Library to attend a class on CMI updates in Englewood, Ohio on March 11, 2009. It is further recommended that total registration in the amount of \$500.00 be paid by the Board.

Kevin Delecki, Main Children's Room Manager, to attend "Fun and Facts of Early Literacy" on March 18, 2009 in Westerville, Ohio. It is further recommended that mileage in an amount not to exceed \$93.50 be reimbursed by the Board.

Carlette Baynum, Display Artist, Main Library to attend "Artists in the Know" in Columbus, Ohio on April 4, 2009. It is further recommended that registration in the amount of \$10.00 and mileage in an amount not to exceed \$78.10 be reimbursed by the Board.

Carlette Baynum, Display Artist, Main Library to attend "Artists in the Know" in Columbus, Ohio on April 25, 2009. It is further recommended that registration in the amount of \$10.00 and mileage in an amount not to exceed \$78.10 be reimbursed by the Board.

### C. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Mary Kay Mabe, Reference Librarian, hourly substitute, Grade 11, Step A, Magazines and Special Collections, Main Library effective February 1, 2009 at the rate of \$12.87 per hour.

Mark Roma, II, Branch Library Manager, full time, Grade S08, Step A, Northtown Shiloh Branch effective March 29, 2009 at the rate of \$24.5582 per hour.

Joshua Armstrong, Shipping & Receiving Clerk, full time, Grade 3, Step A, Acquisition Division, Main Library effective March 1, 2009 at the rate of \$11.51 per hour.

Stephanie Koons, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch Library effective March 15, 2009 at the rate of \$8.87 per hour.

It is recommended that the following promotion be accepted:

Cara Kouse, from Assistant Branch Library Manager, full time, Grade S06, Step C, Wilmington Stroop Branch Library to Branch Library Manager, full time, Grade S08, Step A, Miamisburg Branch Library, effective March 29, 2009 at the rate of \$24.5582 per hour.

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

Jennifer Pettit, from Library Technical Assistant I, 3/5 time, Grade 4, Step G, Audio Visual Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step G, Kettering Moraine Branch effective March 29, 2009 at the rate of \$14.24 per hour.

It is recommended that the following resignation be accepted:

Kristyn Smith, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch Library, effective December 6, 2008 at the rate of \$8.87 per hour.

Debbie Weisman, Invoice Clerk, full time, Grade 4, Step L, Acquisition Division, Main Library, effective February 28, 2009 at the rate of \$16.53 per hour.