

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., April 15, 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 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item 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. Merz, seconded by Ms. Katsuyama the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan the minutes of the Board Meeting of March 18, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Katsuyama, 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. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library in order to attend Wayne State University, Michigan.

D. TUITION REIMBURSEMENT

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

Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library, for the course "Introduction to the Information Profession", Wayne State University, 3.0 credit hours at a cost of \$1,508.10.

Lisa P. Rickey, Reference Librarian, Magazines and Special Collections Division, Main Library, for the course "Information Technology", Wayne State University, 3.0 credit hours at a cost of \$1,508.10.

Ayes: All
Nays: None

Mr. Oehlers entered the meeting at 4:05.
Mr. Gillispie entered the meeting at 4:08.

MONTHLY FINANCIAL REPORT

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

The Executive Director approved the following investments:

On Friday, April 10, 2009, a Property Tax settlement for the first half of 2008 was received in the amount of \$289,308.58. It was determined that the entire amount was needed for current operating expenses.

On Friday, April 10, 2009 a Manufactured Homes Property Tax settlement for the first half of 2008 was received in the amount of \$4,911.55. It was determined that the entire amount was needed for current operations.

On Tuesday, April 14, 2009 the Public Library Funds for April 2009 were received in the amount of \$1,140,033.28. It was determined that \$440,033.28 was needed for current operations. The remaining \$700,000.00 was invested in the High Balance Savings account yielding .41%.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Cara Kouse, Tracy Phillips and Mark Roma to the Board. He told Board members that Cara will be managing the Miamisburg Branch Library, Tracy will be the new manager at the Ft. McKinley Branch Library and Mark was hired as the manager of the Northtown-Shiloh Branch Library.

The Executive Director updated the Board on current library programs and services. He reviewed March 2009 circulation counts and told Trustees that March 2009 showed a 6.5% increase over March 2008. He said March door count statistics had also increased a total of 6.4% over last year's March door counts. The Executive Director also shared statistics measuring the use of Internet computers at all agencies.

The Executive Director told Board members that the 2008 Audit had been completed and he expected a representative from Clark, Schaefer, Hackett & Company to attend the May Board meeting.

The Executive Director reminded Trustees that the annual Trustees Dinner would be held at the Roberts Centre in Wilmington, Ohio on April 30th, 2009.

The Executive Director said that the Big Read 2009 final event would be held on Friday, April 17th. He said tickets were available at the Main Circulation desk if anyone was interested in attending.

David Slivken, Assistant Director for Main Library Services, Mimi Morris, Assistant Director for Branch and Extension Services, Jean Gaffney, Collection Development and Acquisitions Manager, Barb Kuhns, Assistant Director for Information Technology Services and Mark Willis, Community Relations Office Manager, shared information with Board members concerning the new "Reinvent Yourself" program. David spoke to the Board about the new wireless computer lab located in the Main Library and said that over 50 classes had already been attended by more than 690 patrons. Mimi explained the 55+ program, which is geared toward helping patrons over 55 make transitions in the workforce. Jean informed Board members about the new materials being ordered for the collection to help meet demand. She said audio-books, DVDs and downloadable media had recently been added to the job development collection. Barb told Trustees about updates to the Library's website and discussed the new resume software ordered for the program. Mark finished by saying that there has been a great deal of promotion of the new program, and said there will be more in the future.

2009 GOALS AND OBJECTIVES

In February, the Executive Director presented to Trustees for approval a draft of the Library's 2009 Strategic and Operational Goals and Activities as developed by the Executive Director and his administrative team. At that time, Mr. Oehlers and Ms. Holihan recommended the Trustees defer action until the Executive Director's evaluation could be completed.

At the April meeting Ms. Holihan explained that a group of Board members had met and using elements from the Executive Director's current evaluation form had established seven basic areas in order to evaluate the Executive Director's position. Board members drafted goals and objectives which included: Strategic Plan for Results, Core Library Services, Fiscal Management, Staff Relations & Development, Facilities and Infrastructure, Community Leadership and Board Relations. Ms. Holihan said that the Board hopes to establish benchmarks for each area based on a peer group of comparable libraries. She explained that Trustees would like to have periodic updates from the Executive Director to determine progress in each area.

FACILITIES PLANNING

The Board of Trustees continued a discussion brought up at the March Board meeting by Ms. Merz about the future of the main library. The Executive Director told Board members that he had been invited to meet with one of the planning teams for the "Greater Downtown Dayton Plan." He explained that the group is trying to identify opportunities in Dayton which will produce a downtown that will be successful and said that the downtown planning group had questioned him about the library's future plans. He told Board members that the planning group envisioned the library as a town centre in the downtown area. He then shared an updated document with Trustees which he had first written in 2003 titled "Imagining a new public library in downtown Dayton".

EDUCATION PLAN ABOUT LIBRARY SERVICES AND FUNDING

The Executive Director updated Trustees about the four key messages the Library and its staff and supporters will share with the community during the coming months. He explained that in addition to sharing information about the Dayton Metro Library's activities and successes illustrating our importance to the community, Library supporters have been asked to highlight the following facts:

1. The Library is busier than ever
2. Unfortunately our state funding has been dropping over the last 10 years
3. Therefore we need to replace our current levy with an increase that would cost a typical home owner one or two dollars more per month, and
4. If the levy fails the library will be forced to make drastic cuts in services

He said that staff members are being trained in using these messages and suggested Board members become very familiar with them. He explained that at this time there is no "call to action" regarding the levy in the messages. The campaign will be developing additional messages later this year.

LIBRARY FOUNDATION

The Executive Director presented to Trustees a proposed process for establishing a foundation in support of the Dayton Metro Library. He explained that the initial work would include identifying and answering questions related to the legal framework by which the foundation might be created. The proposal, submitted by Russell Hodge of The Hodge Group, included a three month timetable in which to establish a philanthropic platform. Mr. Gillispie suggested that an alternative or a first step in establishing a foundation might be to contact the Dayton Foundation for assistance. The President and several other Board members agreed. The Executive Director said he felt Mr. Gillispie's suggestion was a good one. Mr. Gillispie said he expected to hear from the President of the Dayton Foundation in the near future and would be glad to meet with the Executive Director and the President of the Foundation. Ms. Holihan said she would also like information from other library systems concerning how their foundations are structured.

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, a staff member of the library, thanked the Executive Director for the email he sent to all staff on National Library Worker's Day. She also told Board members about the opportunity she had to share the Levy messages at a family gathering. Lori then suggested the possibility of the Mendelson Building as a site for the Main Library. Lori also recommended that the agenda item "Comments from the General Public" be moved nearer to the beginning of the agenda in order for the public to make comments before the Board voted on an item in the agenda.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2009 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Gillispie, the Board adjourned at 6:00.

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:

Tracee Arnold, Reference Assistant, Ft. McKinley, Fred Kirchner, Teen Librarian, Wilmington Stroop, Ben Murphy, Teen Librarian, Vandalia, Wanda Tucker, Reference

Assistant, Westwood, and Cindy Simerlink, Teen Librarian, Huber Heights to attend “Miami Valley Teen Coalition Spring Symposium” in Dayton, Ohio on April 23, 2009. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library, Nancy Horlacher, Local History Specialist, Magazines and Special Collections, Main Library and Nicole Eby, Reference Librarian, Magazines and Special Collections, Main Library to attend “Digitizing Projects 101” in Dayton, Ohio on April 29, 2009. It is further recommended that registration in the amount of \$40.00 each be paid by the Board.

Kevin Delecki, Main Children’s Room Manager, Main Library to attend “The Art of Supervising People” in Wilmington, Ohio on April 22, 2009. It is further recommended that registration in the amount of \$100.00 be paid by the Board and mileage in an amount not to exceed \$37.40 be reimbursed by the Board.

Linda Lewis, Children’s Librarian, New Lebanon to attend “Let’s tell a Story: Emergent Literacy Through Storytelling” in Beavercreek, Ohio on April 15 and 29, 2009.

Kevin Delecki, Main Children’s Room Manager, Main Library to attend the online class “Difficult Conversations” on March 31, 2009. It is further recommended that registration in the amount of \$20.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Orientation for Potential Instructors for ODE” in Columbus, Ohio on April 21, 2009. It is further recommended that mileage in an amount not to exceed \$89.10, be reimbursed by the Board.

Kathryn Page, Catalog Librarian, Catalog Division, to attend “Fundamentals of Cataloging: Continuing Resources” in Columbus, Ohio on April 21, 2009. It is further recommended that registration in the amount of \$80.00 be paid by the Board and mileage in an amount not to exceed \$79.20 be reimbursed by the Board.

Jenny Ventling, Children’s Librarian, Burkhardt Branch and Mary Evelyn Smith, Children’s Librarian, Ft. McKinley Branch to attend “Fun & Facts of Early Literacy” in Perrysburg, Ohio on April 21, 2009. It is further recommended that lodging for one night in an amount not to exceed \$110.00 be reimbursed by the Board, mileage in an amount not to exceed \$156.75 be reimbursed to Jenny Ventling and meals for two days be reimbursed in an amount not to exceed \$40.00 per day each.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Mary Evelyn Smith, Children’s Librarian, full time, Grade 11, Step A, Ft. McKinley Branch Library effective April 12, 2009 at the rate of \$19.40 per hour.

Tracy Phillips, Branch Library Manager, full time, Grade S08, Step A, Ft. McKinley Branch effective March 29, 2009 at the rate of \$24.5582 per hour.

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

Christian Brewington, from Library Technical Assistant I, 2/5 time, Grade 4, Step C, Audio Visual Division, Main Library to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Audio Visual Division, Main Library effective April 12, 2009 at the rate of \$12.66 per hour.

It is recommended that the following resignation be accepted:

Jesse Murnahan, Library Technical Assistant I, hourly substitute, Grade 4, Step A, West Carrollton Branch Library, effective October 25, 2008 at the rate of \$8.74 per hour.

Deborah Lovett, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Madden Hills Branch Library, effective October 25, 2008 at the rate of \$9.00 per hour.

Tara Schumaker, Reference Assistant, hourly substitute, Grade 8, Step B, Youth Services, Main Library, effective December 6, 2008 at the rate of \$10.87 per hour.

Rani Crowe, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Outreach Services, effective November 8, 2008 at the rate of \$8.74 per hour.

It is recommended that the following leave without pay be accepted:

Paul Brown, Library Technical Assistant I, 7/10 time, Grade 4, Step B, Northmont Branch, effective March 2, 2009 for 36.0 hours for personal reasons.