

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., May 20, 2009

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:01 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. Katsuyama the minutes of the Board Meeting of April 15, 2009 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, 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

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:

Christian Brewington, Library Technical Assistant I, Audio Visual Division, Main Library, for the course "Rare Book Librarianship", 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 "Information Technology for Library Professionals", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Beth Lynch, Accountant, Finance Office, for the course "Financial Management II", Wright State University, 4.0 credit hours, at a cost of \$876.00.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Steward for the Dayton Metro Library Staff Association, addressed the Board. She thanked Trustees for moving the "Comments from the General Public" item of the Board Agenda closer to the beginning of the meeting. Ms. Rotterman then discussed the potential risk of a levy failure. She asked the Board to take action today and said the Staff Association would encourage the Board to implement an across the board hiring freeze. She thanked the Board for hearing the Staff Association's concerns and said the members were committed to assisting in the levy campaign.

Mr. Gillispie entered the meeting at 5:12.

2008 AUDIT

Larry Weeks, CPA, Shareholder for the accounting firm Clark, Schaefer, and Hackett reviewed the results of the 2008 audited financial statements with the Trustees. Mr. Weeks distributed final bound copies of the 2008 Audit, and explained how the entire process was conducted. He then told Trustees that the Library had received an unqualified opinion on the 2008 audited financial statements.

## MONTHLY FINANCIAL REPORT

The Executive Director approved the following investments:

On Friday, May 8, 2009 a Manufactured Homes Property Tax Rollback payment was received in the amount of \$584.38. It was determined that the entire amount was needed for current operations.

On Friday, May 15, 2009 the Public Library Funds for May 2009 were received in the amount of \$1,807,391.51. It was determined that \$807,391.51 was needed for current operations. The remaining \$1,000,000.00 was invested in the High Balance Savings account yielding .35%.

The Executive Director reviewed library revenues and expenses through April 30, 2009. On a motion by Mr. Gillispie, seconded by Ms. Katsuyama the financial report for April 2009 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 April 2009 circulation counts and told Trustees that April 2009 showed a 7.0% increase over April 2008. He said April 2009 door count statistics had also increased a total of 3.1% over April 2008 door counts.

Jennifer Kadel, Training Specialist, discussed Staff Training and Development relative to meeting the Library's Strategic Plan Goals and Objectives. Jen explained that there are specific ways the Training Office identifies what type of training is needed. She said the first and foremost tool is the Strategic Plan. Jen stated that a needs assessment is accomplished every two to three years in order to ask staff members the types of training they feel is needed or would like to see offered. A third way the Training Office determines need for specific training is to closely monitor the requests from staff members who want to attend outside conference or training opportunities. If several staff members request similar training, the Training Office may explore the possibility of bringing a speaker to the Library to offer that particular training to multiple staff members.

Jen then introduced Brenda Kraner, an instructor in the Organizational Leadership Program at Wright State University. Brenda explained to Trustees that she assists organizations in developing their leaders. She discussed the Training Series that she had just finished with several of the library's new managers. Team development, time management, organizational skills, conflict and leadership principles were some of the areas she discussed with the new managers over the six week training period. She explained that this type of training is offered about every three years by the Library.

## 2010 BUDGET REQUEST

The Executive Director explained that he had prepared the 2010 Tax Budget Request for consideration by the Trustees. He then reviewed the receipts and expenditures anticipated to

accomplish the needs of the Library's Service Program in 2010. He said that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2009. The budget request will be forwarded to the Montgomery County Budget Commission if approved by the Board.

The 2010 Budget Request includes \$34,320,671 for the General Fund. On a motion by Mr. Gillispie, seconded by Ms. Merz, the Board approved the 2010 Budget as presented by the Executive Director and authorized requesting \$33,274,673 for the General Fund from the Public Library Fund.

Ayes: All  
Nays: None

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT OF 1.25 MILS AND INCREASES OF 0.7 MILS, 0.75 MILS, 0.85 MILS, 0.9 MILS AND 1.0 MILS FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

The Executive Director updated the Trustees on levy planning. He offered a sample resolution to the Board and explained that in order to give the Board the most flexibility, several millage replacement requests could be made of the County Auditor's Office in order to determine the revenue amount of each increase. The Board of Trustees discussed a full range of possible increase amounts. Mr. Kambitsch explained that polling would be accomplished in June and the results of that polling would be available before the Board would have to make a decision on the amount of increase to be requested on the ballot. On a motion by Mr. Gillispie, seconded by Ms. Merz, the following resolution was approved by the Board:

**WHEREAS**, the electors of the Library district of comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.25 mil tax levy for the purposes of current expenses for the Dayton Metro Library; and,

**WHEREAS**, that levy is scheduled for last collection in calendar year 2009; and,

**WHEREAS**, this Board of Library Trustees has determined that continuation of the current 1.25 mil tax levy upon its expiration will be insufficient to provide an adequate amount for the necessary expenses; and,

**WHEREAS**, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested replacement and increase tax levy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this

Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of the replacement of an existing tax levy and an increase for the purpose of the current expenses of the Dayton Metro Library to the electors of that Library District.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to replace all of an existing 1.25 mils tax levy outside of the ten-mil limitation and to increase that levy to constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed 2.25 mils for each one dollar of valuation, for collection commencing in 2010 and to run for five (5) consecutive years or a continuing period of time.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed 1.25 mil replacement with the following additional millage amounts and levy durations for the increase tax levy described in Section 2 hereof and the following tables:

Mils	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	5 years	5 years	5 years	5 years	5 years

Mils	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	Continuing	Continuing	Continuing	Continuing	Continuing

A roll call vote was taken as follows:

William Gillispie, Aye  
 Barbara Hayde, Aye  
 Jeanne Holihan, Aye  
 Jane Katsuyama, Aye  
 Margot Merz, Aye

Ayes: All  
 Nays: None

LIBRARY FOUNDATION

The Executive Director had distributed information and two draft agreements for the establishment of foundation endowment accounts for the benefit of the Dayton Metro Library as a result of a meeting with Dayton Foundation President Michael Parks and Mr. Gillispie. Mr. Kambitsch and Mr. Gillispie discussed the differences between the two drafts which included 1) a term endowment account agreement and 2) a permanent endowment account agreement. Trustees offered positive remarks for the establishment of both accounts. The Executive Director asked Board members to contact him with the name of anyone they felt might be a participant in the Library Foundation.

## 2009 GOALS AND OBJECTIVES

At the April meeting Mr. Oehlers and Ms. Holihan presented Trustees with a draft set of 2009 goals and activities for the Executive Director. The Executive Director developed a revised list of goals and activities for review by Trustees. Ms. Holihan asked the Board members to look over the revised list and contact her with any ideas, thoughts or suggestions they had. She also explained that she hoped to gather information from peer group libraries in order to determine what actual benchmarks or measurements would be used to compare the goals and activities to.

## CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of April 23, 2009 to Dan Foley, President, Board of County Commissioners, concerning the reappointment of Board Member Joseph Oehlers.
- b. The Executive Director's letter of May 5, 2009 to the Honorable Fred Strahorn seeking his support on Amended Substitute House Bill Number 1.
- c. The Executive Director's letter of May 5, 2009 to the Honorable Jon Husted seeking his support on Amended Substitute House Bill Number 1.
- d. A copy of the resolution adopted by the Board of County Commissioners of Montgomery County, Ohio, dated May 8, 2009 reappointing Joseph Oehlers to the Dayton Metro Library Board of Trustees for a seven year term, commencing June 1, 2009 and ending May 31, 2016.

## 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, June 17, 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 6:15.

Ayes: All  
Nays: None

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

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

Jeff Reid, Teen Librarian, Northmont Branch Library to attend “The Best of the Best in Young Adult Literature” in Columbus, Ohio on April 27, 2009. It is further recommended that registration in the amount of \$199.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$79.20.

Gretchen Yonata, Teen Specialist, to attend an OLC Committee meeting in Worthington, Ohio on April 30, 2009. It is further recommended that mileage in an amount not to exceed \$87.45 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

George Motley, Jr., Library Technical Assistant I, hourly substitute, Grade 4, Step A, Ft. McKinley Branch Library effective April 26, 2009 at the rate of \$8.87 per hour.

It is recommended that the following promotion be accepted:

Cynthia Stafford, from Reference Assistant, full time, Grade 8, Step H, Wilmington Stroop Branch Library to Assistant Branch Library Manager, full time, Grade S06, Step A, Wilmington Stroop Branch Library effective April 12, 2009 at the rate of \$21.2604 per hour.

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

Jan Nottingham, from Interim Branch Library Manager, hourly substitute, Grade S06, Step L, Ft. McKinley Branch Library to Specialist, hourly substitute, Grade 12, Step G, Branch and Extension Services effective April 12, 2009 at the rate of \$18.02 per hour.

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

Debra Eisert, from Specialist, hourly substitute, Grade 12, Step G, Office of Collection Development to Older Adult Specialist, full time, Grade 12, Step G, Outreach Services effective May 10, 2009 at the rate of \$24.29 per hour.

It is recommended that the following resignation be accepted:

LeShanda Wingard, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Trotwood Branch Library, effective January 3, 2009 at the rate of \$10.59 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch Library, effective January 31, 2009 at the rate of \$8.87 per hour.

Stephanie Bange, Children's Librarian, full time, Grade 11, Step L, Wilmington Stroop Branch, effective May 23, 2009 at the rate of \$26.03 per hour.

It is recommended that the following rehire as substitute be accepted:

Stephanie Bange, Reference Librarian, hourly substitute, Grade 11, Step G, Wilmington Stroop Branch, effective May 24, 2009 at the rate of \$16.87 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.

Celia Washington, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch Library, effective January 18, 2009 at the rate of \$8.87 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 April 27, 2009 for 20.0 hours for personal reasons.