

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., June 17, 2009

PRESENT: Jeanne Holihan, Jane Katsuyama, Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers, President Pro-Tem

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

Ms. Katsuyama, Secretary of the Board, stated that although neither the President nor Vice-President of the Board were in attendance, a quorum of members did exist. She then called the meeting to order at 4:00 p.m. On a motion by Mr. Turner, seconded by Ms. Holihan, Mr. Oehlers was appointed to act as President Pro-Tem.

Ayes: All
Nays: None

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Cheri Edwards, Commissioned Notary Public for the State of Ohio.

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 Mr. Turner, 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. Katsuyama the minutes of the Board Meeting of May 20, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, 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:

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the workshop “Using Web 2.0”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch 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.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the workshop “Design Grant ”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Amanda Black, Library Technical Assistant I, Trotwood Branch Library, for the course “Information Sources and Reference Services”, 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 “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

D. GROUP LIFE INSURANCE RENEWAL

Anthem Life Insurance Company of Indiana has notified the Executive Director that the rate of \$0.18/\$1,000 for Group Life Insurance coverage for library staff from Anthem Life Insurance Company of Indiana for the period July 1, 2009 through June 30, 2010 has not changed.

It is recommended that the Board approve the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.18/\$1,000 for the period July 1, 2009 through June 30, 2010.

Ayes: All
Nays: None

Mr. Kambitsch asked the Board to note that Susanne Collins, a Reference Assistant at Kettering-Moraine Branch Library, is retiring after more than 14 years of service. The Executive Director wished her well in her retirement.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2008-2009 rates for Property, Liability and Blanket Insurance coverage.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Property Liability and Blanket Liability insurance coverage was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He told Trustees that the Staff Association had been asked to reopen the contract. He said the union is committed to the success of the library and said members of the negotiating team are working very hard to bring the results of reopening the contract to a vote at the general membership meeting on July 19th.

MONTHLY FINANCIAL REPORT

The Executive Director addressed further revenue cuts and reductions from the state. He said he had received notice of yet another \$500,000 reduction on Friday. He said that nearly every area of the library's budget has been cut in order to make up for these reductions.

The Executive Director approved the following investments:

On Wednesday, June 11, 2009 the Public Library Funds for June 2009 were received in the amount of \$1,378,736.92. It was determined that \$128,736.92 was needed for current operations. The remaining \$1,250,000.00 was invested in the High Balance Savings account yielding 0.24%.

On Friday, May 22, 2009, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$540,349.29. It was determined that the entire amount was needed for current operations.

The Executive Director reviewed library revenues and expenses through May 30, 2009. On a motion by Ms. Holihan, seconded by Mr. Turner, the financial report for May 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 May 2009 circulation counts and told Trustees that May 2009 showed a 4.6% increase over May 2008. He said May 2009 door count statistics had also increased a total of 2.8% over May 2008 door counts.

David Slivken, Assistant Director for Main Library Services, reviewed the recently completed semi-annual reference and user assistance study with the Board. This study is accomplished for one week during April and October. David explained how the study is conducted and comparisons between April 2008 and April 2009 statistics.

Tim Osterday, Training Assistant for the Library, discussed the 2007 – 2008 Training Statistics with Trustees. He said that in 2008, a total of 950 staff members participated in more than 3,763 hours of training which exceeded the 2007 total of 3,685 hours. Tim explained that these totals included both in-house and outside training sessions.

Nancy Bruck, Reference Librarian, Adult Services, Jan Nottingham, Specialist, Branch and Extension Services and Cheryl Wirtley, Miami Township Branch Manager, shared a synopsis of Readers Advisory Training with Trustees. Affectionately called “The Fiction Goddesses” by library staff members, each of them offered insight into what readers’ advisory is, why it is important, and how it can be used effectively to assist patrons.

The Executive Director told Board members that he had contacted the County Prosecutor’s office for feedback concerning establishing the Dayton Foundation accounts before proceeding with completion of creating the accounts.

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING A REPLACEMENT AND INCREASES OF TAX MILLAGE FOR FIVE YEARS AND A CONTINUING PERIOD OF TIME

Mr. Kambitsch told Board members that recent polling indicated that support for the library levy had deteriorated slightly. He explained that because of this he was recommending Trustees amend the resolution passed at the May 2009 regular meeting of the Board to include millage rates of 0.4, 0.5, and 0.6 in addition to the rates of 0.7, 0.75, 0.85, 0.9 and 1.0 mills.

On a motion by Ms. Holihan, seconded by Ms. Katsuyama, the resolution passed at the May 2009 regular meeting of the Board was amended to read as follows:

WHEREAS, the electors of the Library district of comprising of all school districts within Montgomery County except Washington-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 Washington-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	0.4 mils	0.5 mils	0.6 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	5 years	5 years	5 years

Mils	0.4 mils	0.5 mils	0.6 mils	0.7 mils	0.75 mils	0.85 mils	0.9 mils	1.0 mils
Duration	Continuing	Continuing	Continuing	Continuing	Continuing	Continuing	Continuing	Continuing

Ayes: All
 Nays: None

EXECUTIVE SESSION

Mr. Turner motioned and Ms. Katsuyama seconded that Board members move 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)(4) of the Ohio Revised Code, to discuss collective bargaining. A roll call vote was taken as follows:

Ms. Holihan, Aye
 Ms. Katsuyama, Aye
 Mr. Oehlers, Aye
 Mr. Turner, Aye

Ayes: All
 Nays: None

The Board returned to open session at 6:04 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 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.

2009 MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

The Executive Director recommended the Board approve a revised Managerial and Confidential Employee Benefit and Compensation Program to be effective for a one year period with the pay period that includes July 1, 2009.

It was further recommended that the Executive Director's salary be reduced 5% to the previous 2008 level for a one year period effective with the pay period that includes July 1, 2009.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board approved the revised Managerial and Confidential Employee Benefit and Compensation Program and the 5% reduction in the Executive Director's salary, both effective for a one year period with the pay period that includes July 1, 2009.

Ayes: All
Nays: None

2009 GOALS AND OBJECTIVES

At the May meeting the Executive Director presented Trustees with a revised draft set of 2009 goals and activities for the Executive Director. At the June meeting the Executive Director had developed a more specific timetable and a list of peer libraries for review by Trustees. Ms. Holihan explained that information from the group of peer libraries would be used for comparison of actual benchmarks or measurements. Mr. Kambitsch thanked Ms. Holihan and Mr. Oehlers for their work and expertise on accomplishing the evaluation criteria.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the 2009 Goals and Objectives were approved by the Trustees.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of May 21, 2009 to Marty Moore, Finance Manager, Montgomery County Auditor's Office, seeking certified valuations and amounts of revenues generated from proposed replacement and additional millage amounts.
- b. The Executive Director's letter of May 22, 2009 to Ms. LaTina Schweizer concerning her request for reconsideration of the video Wicked Lake.
- c. The Executive Director's letter of May 22, 2009 to Ms. Lisa Purvis, concerning her request for reconsideration of the feature film National Treasure.

NEW BUSINESS

Trustee Dennis Turner told Board members that he had recently spoken with Gunther Berg, who purchased the Dayton Arcade building. Mr. Turner said Mr. Berg plans to restore the building and is committed to using some of its space for public use. Mr. Turner suggested to Board members that Mr. Berg would be happy to attend a future meeting and share his plans with Trustees.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board adjourned at 6:04.

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:

Cathy Hochadel, Teen Librarian, Miamisburg Branch Library to attend an OLC Committee meeting in Columbus, Ohio on May 29, 2009. It is further recommended that mileage be reimbursed in an amount not to exceed \$89.10.

B. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Samantha Lumetta, Children's Librarian, full time, Grade 11, Step A, East Branch Library effective June 7, 2009 at the rate of \$19.40 per hour.

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

Patricia Crawford, from Library Aide, Audio Visual Division to Library Technical Assistant I, hourly substitute, Grade 4, Step G, Audio Visual Division effective May 24, 2009 at the rate of \$10.59 per hour.

It is recommended that the following retirement be accepted:

Susanne Collins, Reference Assistant, full time, Grade 8, Step K, Kettering-Moraine Branch, effective June 30, 2009 at the rate of \$19.33 after more than 14 years of service.

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.