

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, May 18, 2011, 4:00 p.m.

PRESENT: Jeanne Holihan, Jane Katsuyama, Margot Merz, Dennis Turner

PRESIDING: Margot Merz, 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 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 Mr. Turner, the minutes of the meeting of April 20, 2011 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Holihan, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Genevieve Richardson, Grants Specialist, Adult Services, Main Library to attend “Fundraising Day” in Dayton, Ohio on May 18, 2011. It is further recommended that registration in an amount not to exceed \$99.00 be paid by the Board.

Genevieve Richardson, Grants Specialist, Adult Services, Main Library to attend “Project Management” in Dayton, Ohio on May 6, 2011. It is further recommended that registration in an amount not to exceed \$25.00 be paid by the Board.

Jean Gaffney, Acquisitions and Collection Development Manager, Main Library and Kathy Monhollon, Materials Selection Specialist, Office of Collection Development, Main Library to attend “Digipalooza” in Cleveland, Ohio on July 14-16, 2011. It is further recommended that registration in an amount not to exceed \$159.00 each be paid by the Board.

Joe Greenward, Adult Services Division Manager, Main Library to attend “Project Compass” in Urbana, Ohio on April 13, 2011. It is further recommended that mileage be reimbursed in an amount not to exceed \$43.86.

Cara Kouse, Miamisburg Branch Manager, and Kimberly Bishop, East Branch Manager to participate in the webinar “Cracking QR Codes” on April 20, 2011. It is further recommended that registration be reimbursed in an amount not to exceed \$28.00 each.

Kim Bautz, Children’s Librarian, Outreach Services, Christian Brewington, Children’s Librarian, Ft. McKinley, Patricia Clingman, Children’s Librarian, Kettering Moraine, Kevin Delecki, Main Children’s Room Manager, Dorri Hegyi, Children’s Librarian, Miamisburg, Amanda Kersteins, Children’s Librarian, Brookville, Melissa Marshall, Reference Assistant, Kettering Moraine, Kathleen Moore, Early Literacy Specialist, Main Library, Kellye Pugh, Children’s Librarian, Madden Hills and Jennifer Ventling, Children’s Librarian, Burkhardt to participate in the webinar “Supporting Early Literacy Through Language-Rich Library Environments” on April 21, 2011. It is further recommended that registration in an amount not to exceed \$50.00 each be paid by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

ShaWanda Smith, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Madden Hills Branch Library, effective April 24, 2011 at the rate of \$8.87 per hour.

Michele Cook, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Madden Hills Branch Library, effective April 24, 2011 at the rate of \$8.87 per hour.

Wesley Saylor, Library Technical Assistant I, hourly substitute, Grade 04, Step A, Outreach Services, effective May 8, 2011 at the rate of \$8.87 per hour.

CHANGE IN HOURS

Michael Reisz, from Library Technical Assistant I, 2/5 time, Grade 04, Step A, New Lebanon Branch Library to Library Technical Assistant I, full time, Grade 04, Step A, New Lebanon Branch Library effective May 8, 2011 at the rate of \$12.04 per hour.

PROMOTION

Julie Buchanan, from Library Technical Assistant I/Driver, full time, Grade 04, Step B, Outreach Services to Older Adult Specialist, full time, Grade 12, Step A, Outreach Services effective April 24, 2011 at the rate of \$20.89 per hour.

TEMPORARY TRANSFER

Janelle Wood, from Library Technical Assistant I, 1/2 time, Grade 04, Step K, Burkhardt Branch Library to Library Technical Assistant I, 1/2 time, Grade 04, Step K, Miami Township Branch Library effective May 8, 2011 at the rate of \$16.21 per hour.

CHANGE IN HOURS AND CHANGE IN BENEFIT ELIGIBILITY

Paul Brown, from Library Technical Assistant I, hourly substitute, Grade Sub04, Step B, Northmont Branch Library to Library Technical Assistant I, 2/5 time, Grade 4, Step B, Northmont Branch Library effective May 22, 2011 at the rate of \$12.41 per hour.

REHIRE AS SUBSTITUTE

Andrea Christman, Reference Librarian, hourly substitute, Grade Sub11, Step G, Catalog Division, Main Library effective June 5, 2011 at the rate of \$16.87 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Cheri Edwards, hourly substitute, Grade Sub12, Step G, Administrative Office, Main Library effective August 30, 2011 at the rate of \$16.51 per hour.

RETIREMENT

Diane Miller, Branch Library Manager, full time, Grade S08, Step L, Wilmington-Stroop Branch Library effective May 31, 2011 at the rate of \$36.2981 after more than 38 years of service.

Cheri Edwards, Administrative Assistant, full time, Grade CS3, Step L, Administrative Office, Main Library effective June 30, 2011 at the rate of \$24.8787 per hour after more than 20 years of service.

Kathleen DeMarco, Reference Assistant, 1/2 time, Grade 8, Step E, Miamisburg Branch Library effective June 18, 2011 at the rate of \$16.34 after more than 10 years of service.

Nicholas DeMarco, Library Technical Assistant, 2/5 time, Grade 4, Step D, Miamisburg Branch Library effective June 18, 2011 at the rate of \$13.19 after more than 10 years of service.

RESIGNATION

Andrea Christman, Catalog Librarian, full time, Grade 11, Step H, Catalog Division, Main Library effective June 4, 2011 at the rate of \$23.58 per hour.

Penny Morris, Library Technical Assistant I, hourly substitute, Grade Sub04, Step D, Outreach Services effective December 4, 2010 at the rate of \$9.70 per hour.

Barbara Stork, Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Kettering Moraine Branch, effective December 18, 2010 at the rate of \$9.41 per hour.

Craig Ramby, Library Technical Assistant I, hourly substitute, Grade Sub04, Step A, Huber Heights Branch, effective January 29, 2011 at the rate of \$8.87 per hour.

Christine Mannix, Reference Librarian, hourly substitute, Grade Sub11, Step G, Adult Services Division, Main Library effective January 1, 2011 at the rate of \$16.87 per hour.

DISMISSAL

Dustin Louth, Library Technical Assistant I, full time, Grade 4, Step K, Kettering Moraine Branch, effective April 29, 2011 at the rate of \$16.21 per hour.

LEAVE WITHOUT PAY

Viola Cervantes-DeBorde, Library Technical Assistant I, 3/5 time, Grade 4, Step H, Circulation Division, Main Library, effective April 5, 2011 for 168.0 hours.

Mr. Kambitsch noted the retirement of four long term employees, Diane Miller, Wilmington Stroop Branch Library Manager, Cheri Edwards, Administrative Assistant, Main Library, Kathleen DeMarco, Reference Assistant, Miamisburg Branch and Nicholas DeMarco, Library Technical Assistant I, Miamisburg Branch and wished them all the best in their retirement.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2011 was included in the Board folder. The Executive Director approved the following investments:

On Friday, May 13, 2011 the Public Library Funds for April 2011 were received in the amount of \$1,859,173.05. It was determined that \$859,173.05 was needed for current operating expenses. The remaining amount of \$1,000,000.00 was invested in the High Balance Savings account yielding .15%.

On a motion by Ms. Holihan, seconded by Mr. Turner the April 2011 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the statistical summary, which included circulation, visitor, computer session and program attendance counts. He explained that benchmark figures were down again this month, explaining that counts are slightly down in circulation and computer sessions were comparable to the loss in hours, but program attendance counts were up compared to last year.

Mark Willis, Community Relations Manager told Board members that Urban Nights had taken place on Friday, May 13th and was very successful. He said the event was well attended and several vendors offered craft items that could be made by attendees.

2012 BUDGET REQUEST

The Executive Director had prepared the 2012 Tax Budget Request for consideration by the Trustees. The Executive Director reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2012. He explained that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2011. The budget request will be forwarded to the Montgomery County Budget Commission if approved by the Board.

The 2012 Budget Request recommends a budget of need in the amount **\$31,302,220** for the General Fund. It is recommended that the Board approve the 2012 Budget as presented by the Executive Director and authorize requesting **\$17,761,630** for the Library's General Fund from the Public Library Fund.

Mr. Kambitsch told Trustees that the loss of real estate property value due to the economy would have a direct impact on property tax revenue in 2012-2015. He said it would be prudent to consider this when considering future budget and facilities planning.

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the 2012 Budget Request was approved by the Board.

Ayes: All
Nays: None

DAYTON METRO LIBRARY FOUNDATION

The Executive Director explained that with startup funding from the Friends of the Library, the Dayton Metro Library Foundation Account at the Dayton Foundation was established in 2010. The DML Foundation Fund Trustees have been exploring strategies to aid the Library. They indicated they would appreciate the Library Board's thoughts on priorities for the Foundation. The Executive Director explained that the Friends of the Library help the Library system in many ways, some of which include: operating two Book Sales annually, paying for the volunteer coordinator's salary, volunteering at programs throughout the library system, and offering funding for library events that benefit patrons. He told Trustees that the Dayton Metro Library Foundation account was established to offer assistance with longer term requests and projects. President Merz asked the Library Board members for thoughts and input. Ms. Holihan said she felt the DML Foundation should build its own development capacity. She felt the DML Foundation should focus on securing the future of the library system and longer term endeavors which would include facilities planning. Mr. Turner suggested the Foundation should ask for advice from those who can actually offer support to the DML Foundation. Mr. Kambitsch explained that at this time the DML Foundation Board consists of three members and would need to be expanded in order to begin the process. He said that the Dayton Foundation offers support and expertise to assist with this.

President Merz said in summarizing the discussion, the initial priority should be a focus on obtaining access to professional fund-raising assistance and paralleling that should be the long term goal of building long-term funding and endowments. Mr. Kambitsch agreed, stating the strategic vision for the DML Foundation should be in building capacity for fund raising in support of strategic goals such as facilities. Ms. Katsuyama said she felt a concept of the goals and vision for the DML Foundation would be necessary.

FACILITIES PLANNING

The Executive Director reviewed with Trustees Discussion Draft 2.0 of the "Facilities for Results" plan. Mr. Kambitsch said the updated version of the plan contained many of the elements of the first draft but was updated to include 2010 US Census Data. Also included was an agenda for the first community leader forum which would take place the following day. Mr. Kambitsch explained that there would be a series of three meetings and said that thirty-five community leaders were expected to attend the first meeting. During this meeting a brief overview of findings from the 2008 facility review would enable participants to "understand the background data concerning former Facilities for Results planning" in order to offer feedback concerning the planning. The Executive Director explained that Burges and Burges would report on recent patron survey results and facilitate a group discussion of priorities for library facilities of the future. The second meeting would offer community leaders the opportunity to discuss specific proposals such as the phases of the plan concept and cost scenarios regarding the plan. At the final meeting community leaders would assist in refining the plan if necessary.

Ms. Holihan described a meeting of the Harrison Township meeting she had attended with the Executive Director and Mimi Morris. At the meeting Mr. Kambitsch offered a similar presentation as has been provided to elected bodies in recent months. Ms. Holihan said she felt the audience was very supportive of the plan and she felt that library members were very well received.

The Executive Director then discussed the recent survey results with Trustees. He said the library is looked upon very favorably by the community. He explained that this year's survey asked some of the same questions that were asked by a survey taken four years ago. One question patrons were asked was "If you had the choice, would you rather go to a branch that is close and has less amenities or travel to a branch that has more amenities but is 15 minutes away." The response four years ago was split down the middle. In the results this year, more patrons said they would prefer to visit a closer branch that has less amenities and services than to travel to one further away. Patrons were also asked questions concerning consolidating up to nine small urban DML branches and replacing those branches with four or five larger buildings that would offer more amenities and extended hours. The Executive Director said approximately 40% either supported the idea or agreed it would be worth considering.

The Executive Director also discussed surface maps from the Miami Valley Regional Planning Commission indicating distribution of population by age, population by library service area and population changes from 2000 to 2010 by library service area. The Executive Director said the maps indicate that where people live affects which branch they visit, but there is also a great deal of overlap within service areas. Mr. Kambitsch said the maps would be available at the Community Meeting.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of May 11, 2011 to Commissioner Deborah Lieberman, President, Board of County Commissioners of Montgomery County concerning the reappointment of William Gillispie to the Dayton Metro Library Board of Trustees.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next regular meeting of the Dayton Metro Library Board of Trustees would be Wednesday, June 15, 2011 at 4:00 p.m. in the Main Library Auditorium.

EXECUTIVE SESSION

It was recommended that the Board go 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) and (4) of the Ohio Revised Code to discuss personnel issues and collective bargaining. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:59 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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) and (4) of the Ohio Revised Code.

Ms. Holihan made the following motion: “As the library continues to manage a very difficult budget environment and as we work toward the completion and implementation of a facilities plan, I would like to move that the Board enter into a three year employment contract with the Executive Director to ensure leadership stability during this important stage in the library’s operations.” Mr. Turner seconded the motion.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the Board adjourned at 6:03 p.m.

Ayes: All
Nays: None