

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 18, 2015, 3:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Margot Merz, Joseph Oehlers

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

CALL TO ORDER

The President called the meeting to order at 3:02 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. Oehlers, seconded by Ms. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Oehlers, the minutes of the meeting of January 18, 2015 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Ms. Merz, 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:

Kristen Allen-Vogel, Reference Librarian, Adult Services, Main Library, to attend “ALA Midwinter Meeting” being held in Chicago, IL on January 29, 2015 through February 2, 2015. It is further recommended that registration in the amount of \$210.00, airfare in an amount not to exceed \$550.00, lodging in an amount not to exceed \$510.00, and meals in an amount not to exceed \$210.00 be reimbursed by the Board.

Lisa Nabel, Youth Services Selection Specialist, Collections Development, Main Library, to attend “ALA Midwinter Meeting” being held in Chicago, IL on January 31, 2015 through February 2, 2015. It is further recommended that registration in the amount of \$155.00, airfare in an amount not to exceed \$550.00, lodging in an amount not to exceed \$127.50, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Sarah Reynolds, Reference Assistant, Trotwood Branch Library, to participate in “ABC’s of Bedtime” webinar being sponsored by OLC on February 12, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Main Library, to participate in “Summer Learning Starts Now” webinar being sponsored by ULC on February 17, 2015. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Laura Durham, Reference Librarian, Adult Services, Main Library, to participate in “Adult Summer Library Program” webinar being sponsored by SWON on February 25, 2015. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Jennifer Hicks, Reference Assistant, Outreach Services, to attend “Exploring Cultural Competency” being held at the University of Dayton River Campus on February 27, 2015. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Joan Gagan, Children’s Librarian, Northmont Branch Library, to participate in “I Can Help You with That: Computer Basics for Frontline Staff” webinar being sponsored by OLC on March 11, 2015. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, and Allison Knight, Children’s Librarian, Trotwood Branch Library, to attend “Spring 2015 Summer Reading Workshop” being held at the Centerville Library on March 18, 2015. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Jennifer Buckner, Children’s Librarian, Kettering Moraine Branch Library, to attend “Reforma National Conference V” in San Diego, CA on April 1, 2015 through April 4, 2015. It is further recommended that registration in the amount of \$175.00, airfare in an amount not to exceed \$620.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$810.00 and meals in an amount not to exceed \$240.00 be reimbursed by the Board.

Lisa Nabel, Youth Services Selection Specialist, Collections Development, Main Library, to attend "Virginia Hamilton Conference" being held at Kent State on April 9, 2015 through April 10, 2015. It is further recommended that registration in the amount of \$120.00, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Janet Grant, Library Technical Assistant III, Wilmington Stroop Branch Library, to attend "SWON Spring 2015 Staff Training Symposium" being held at the Notional Composite Center on May 12, 2015. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

DIMISSAL

Raymond Lee, Reference Assistant, full time, Grade 08, Brookville Branch Library, effective February 6, 2015, at the rate of \$16.52 per hour.

PROMOTION, CHANGE IN LOCATION

Amber Cristofaro, Reference Assistant, 3/5-time, Grade 08, East Branch Library, from Library Technical Assistant I, 3/5-time, Grade 04, West Carrollton Branch Library, effective February 8, 2015 at the rate of \$18.58 per hour.

REHIRE AS SUBSTITUTE

Suzanne Schiml, Reference Assistant, substitute, Grade Sub08, Vandalia Branch Library, effective April 19, 2015 at the rate of \$13.31 per hour.

RESIGNATION

Elaine Fultz, Teen Librarian, substitute, Grade Sub11, Teen Services, Main Library, effective August 9, 2014 at the rate of \$14.74 per hour.

Steven Haiar, Library Technical Assistant I, substitute, Grade Sub04, Huber Heights Branch Library, effective August 9, 2014 at the rate of \$9.10 per hour.

Elizabeth Meadows, Library Technical Assistant I, substitute, Grade Sub04, Miamisburg Branch Library, effective September 27, 2014 at the rate of \$9.10 per hour.

Donielle Woods, Library Technical Assistant I, substitute, Grade Sub04, Ft. McKinley Branch Library, effective September 29, 2014 at the rate of \$9.10 per hour.

RETIREMENT

Anita Moore, Library Technical Assistant III, full-time, Grade 06, Circulation Division, Main Library, effective February 28, 2015 after more than 24 years of service

TUITION REIMBURSEMENT

The Board approved 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 Guidelines:

Camee Decknadel, Library Technical Assistant III, Trotwood Branch Library, for the course "Cataloging and Classification I", Kent State University, 3.0 credit hours, at a cost of \$1491.00, the course "Online Information Systems" Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Network and Software Resources for Information Systems" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$4,473.00.

Isaac Fry, Reference Assistant, Miami Township Branch Library, for the course "Organization of Information", Kent State University, 3.0 credit hours, at a cost of \$1491.00, and the course "Management of Libraries and Information Centers" Kent State University, 3.0 credit hours, at a cost of \$1491.00 for a total of \$2982.00.

AMERICAN LIBRARY ASSOCIATION

The 2015 ALA Annual Conference is being held in San Francisco, California, from June 25 until June 30, 2015. The Board authorized payment of the advance registration fee of \$255.00, \$780.00 reimbursement for lodging, \$700.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,565 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$5,565 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

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for January 2015 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of January 2015. There has not been much change between the forecast and the budget since the report only reflects the first month of the year.

The Executive Director approved the following investments:

On Friday, February 13th, 2015 Public Library Funds were received in the amount of \$1,433,805.73. \$1,000,000 was deposited in our Max Savers account yielding .15%, and the remainder will be used for operations and left in general checking.

On Friday, February 6th, a Real Estate Tax Advance was received in the amount of \$237,497.32 for the current expense levy, and \$211,711.89 for the bond levy. On Friday, February 13th, a Real Estate Tax Advance was received in the amount of \$453,543.79 for the current expense levy, and \$404,301.93 for the bond levy. The funds received for the current expense levy were left in checking to be used for operating expenses, and bond levy funds have been deposited in the Library's Huntington Managed Investment Account for future debt service needs.

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the January 2015 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director had nothing to report in order to spend more time on the Libraries for a Smarter Future update.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Tom Marchesano, Director for Library Construction, updated the Board on the budget to date as well as the current building schedule.

Jayne Klose, Community Engagement Manager, gave a preview on the children's portals that are being designed for the first two segments of the facilities project.

MAIN LIBRARY CAST-IN-PLACE CONCRETE PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the cast-in-place concrete package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
TWC Concrete Services	\$3,715,000 (Incomplete)
Baker Concrete Construction	\$3,899,174
Lihko Contracting Inc	\$4,476,446

These bids were presented to the Board and on a motion by Ms. Hayde, seconded by Mr. Oehlers, the Board awarded Baker Concrete Construction the cast-in-place concrete contract for the Main Library for an amount not to exceed \$3,899,174.

Ayes: All
Nays: None

MAIN LIBRARY STEEL AND MISC. METAL PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the steel and misc. metal package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
Avenue Fabricating, Inc.	\$5,122,339
Mound Technologies	\$5,490,000
Geiger & Peters, Inc.	\$4,848,000

These bids were presented to the Board and on a motion by Mr. Oehlers, seconded by Ms. Merz, the Board awarded Geiger & Peters, Inc. the steel and misc. metal contract for the Main Library for an amount not to exceed \$4,848,000.

Ayes: All
Nays: None

MAIN LIBRARY ELEVATOR PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the elevator package of the Main Library. Three (3) bids were received by the bid due date February 4, 2015.

<u>Bidder</u>	<u>Amount</u>
OTIS Elevator Company	\$399,158.00
Thyssen-Krupp Elevator	\$547,700.00
KONE Elevator	\$441,425.70

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Oehlers, the Board awarded OTIS Elevator Company the elevator contract for the Main Library for an amount not to exceed \$399,158.

Ayes: All
Nays: None

SALE OF PUBLIC PROPERTY

On a motion by Mr. Oehlers, seconded by Ms. Hayde, the Board approved the following resolution to enabling the appropriate sale of public property in accordance to Ohio Revised Code section 3375.40(H):

RESOLUTION

In the course of vacating buildings to be renovated or demolished as part of the construction for the Libraries for a Smarter Future, there will be times when furniture, fixtures, or re-usable building materials in excess of \$1,000 in value will need to be removed prior to the beginning of construction. At the direction of the Executive Director, those materials may be sold at auction. If the administrative cost of selling those items at auction exceeds the likely proceeds of an auction, they may be donated to MCMRF (Montgomery County Material Reuse Facility) or other public libraries or 501(c)3 organizations. Whenever practical, donated materials should be given to entities within Ohio.

Re-usable building material, collectible furniture, or art-work may be sold through a specialized dealer approved by the Executive Director or Fiscal Officer if the proceeds from doing so exceed what can reasonably be expected to be received through a public auction.

Ayes: All
Nays: None

STRATEGIC PLAN

The Executive Director reviewed the history of the current strategic plan and asked that Board members review the documents provided to start preparations for starting the process for the creation of a new long range strategic plan.

NEW BUSINESS

The Board was again asked to consider what skills they thought would be needed for a new appointee in order to send a recommendation to the Judges of the Court of Common Pleas.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 18, 2015 at 3:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The next Facilities Meeting will be held Monday, March 9, 2015 at 3:00 p.m. in the Main Library Board Room.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board adjourned at 4:05 p.m.

Ayes: All

Nays: None