

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2016, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, Carl Kennebrew, Margot Merz

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dan Reke

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. Hayde, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Bower, the minutes of the Board meeting of June 15, 2016, and the facilities meeting of July 11, 2016 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:

Susan Rodenberg, Nonprofit Resource Librarian, Adult Services, Main Library, to participate in “Foundation Center Training” webinars. It is further recommended that registration in the amount of \$185.00 be reimbursed by the Board.

Gwen Owen, External Relations Content Writer, External Relations, Main Library, to participate in “Poynter ACES Certificate in Editing” online classes. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Dorri Hegyi, Children Services Librarian, Miamisburg Branch Library, to attend “Children & Nature” bring held in Louisville, KY on July 16, 2016. It is further recommended that lodging in an amount not to exceed \$350.00, and meals in an amount not to exceed \$40 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “Language Development, and Family Engagement” being held August 1, 2016 through August 3, 2016. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Jason Long, Information Services Assistant, Miami Township Branch Library, to attend “How to Successfully Make the Transition to Supervisor” being held in Cincinnati, OH on August 5, 2016. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Linda Gough, Senior Patron Services Assistant, Northmont Branch Library, to attend “Designing Communication for Difficult Situations” being held in Columbus, OH on August 3, 2016. It is further recommended that registration in the amount of \$140.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Alt+ Library Programming for 20s and 30s” webinar being sponsored by ALA on August 3, 2016. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Ohio History Day 101” webinar being sponsored by OLC on August 11, 2016. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Allison Knight, Children Services Librarian, Outreach Services, to participate in “ALSC Virtual Institute” webinar being sponsored by ALSC on September 15, 2016. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Joanna Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, to attend “OKI Children’s Literature Conference” being held in Crestview Hills, KY on November 5, 2016. It is further recommended that registration in the amount of \$88.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

LaSasha Harris-Lackey, Information Services Assistant, 3/5-time, Grade 08, Trotwood Branch Library, effective June 12, 2016 at the rate of \$16.37 per hour.

Victoria Hix, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective July 10, 2016 at the rate of \$14.45 per hour.

Susan Jordan, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective June 12, 2016 at the rate of \$9.79 per hour.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 10, 2016 at the rate of \$16.70 per hour.

Zachary Roberts, Information Services Assistant, substitute, Grade Sub08, Temporary Downtown Branch Library, effective July 10, 2016 at the rate of \$11.32 per hour.

### CHANGE IN HOURS

Noel Lemons, Supply Clerk, 4/5-time, Grade 04, Finance Office, Main Library, from Interim Supply Clerk, substitute, Grade Sub04, Finance Office, Main Library, effective July 10, 2016 at the rate of \$14.48 per hour.

### CHANGE IN LOCATION, CHANGE IN POSITION

Jennifer Kadel, Recruitment and Retention Manager, full-time, Grade S07, Human Resources, Main Library, from Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective August 7, 2016 at the rate of \$33.0572 per hour.

### LEAVE WITHOUT PAY

Andy Kier, Catalog Librarian, full-time, Grade 11, Catalog Division, Operations Center, effective July 15, 2016 for 8 hours for vacation.

Kelly McElroy, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective October 10, 2016 for 36 hours for vacation.

### PROMOTION, CHANGE IN HOURS

Jasmine Favers, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, from Patron Services Assistant, 4/5-time, Grade

05, Trotwood Branch Library, effective July 10, 2016 at the rate of \$15.08 per hour.

### RESIGNATION

Jean Lee, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 18, 2016 at the rate of \$11.52 per hour.

Daniel Reke, Fiscal Officer, full-time, Grade S12, Finance Office, Main Library, effective September 17, 2016 at the rate of \$47.1886 per hour.

### 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 Program Guidelines:

Candice Jeske, Information Services Assistant, Belmont Branch Library, for the course "Management of Libraries and Information Centers", Kent State University, 3.0 credit hours, at a cost of \$1521.00, and the course "Selection and Acquisition of Library Materials" Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$3042.00.

Andrew Wicherman, Information Services Assistant, Outreach Services, for the course "Culminating Experience Internship in Library and Information Science", Kent State University, 3.0 credit hours, at a cost of \$1485.00 and the course "The Public Library" Kent State University, 3.0 credit hours, at a cost of \$1521.00 for a total of \$3006.00.

Ayes: All  
Nays: None

### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

### 2015 AUDIT

Shanna Baxter, Senior Manager for the accounting firm Clark, Schaefer, Hackett & Company, Certified Public Accountants, reviewed the results of the 2015 audited financial statements. Ms. Baxter indicated that the Dayton Metro Library had no issues or audit findings.

### FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2017

The Montgomery County Budget Commission has scheduled the 2017 Tax Budget Allocation Meeting for Monday, August 26, 2016 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Johnson, seconded by Ms. Hayde the Board passed the following resolution in anticipation of the Budget Commission meeting.

*Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, formally known as the Library and Local Government Support Fund, and*

*Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and*

*Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now*

*THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2017 Public Library Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

#### MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2016 was included in the Board folder. Dan Reke, Fiscal Officer/Finance Manager, went over the financials for the month of June 2016.

The Executive Director approved the following investments:

On June 17<sup>th</sup>, 2016 the Library received a personal property tax settlement for a total of \$446.33. \$235.97 was from the operating tax levy, and those funds were left in checking for operations. The remaining \$210.36 was from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On June 24<sup>th</sup>, 2016 the Library received a real-estate tax advance. \$74,654.72 was received from the operating tax levy, and that was left in checking for operations. \$66,549.33 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 1<sup>st</sup>, 2016 the Library received a real-estate tax advance. \$49,314.91 was received from the operating tax levy, and that was left in checking for operations. \$43,960.78 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 11<sup>th</sup>, 2016 the Library received a real-estate tax advance for a total of \$830,582.89. \$439,129.92 was received from the operating tax levy, and that was left in checking for operations. \$391,452.97 was received from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On July 12<sup>th</sup>, 2016 the Library received a PLF payment of \$1,481,200.84. \$900,000 was transferred to STAR Ohio which is currently yielding .52%. The remainder was left in checking for operating expenses.

On July 15<sup>th</sup>, 2016 the Library received a personal property tax settlement for a total of \$ 739,170.21. \$390,799.95 of that was from the operating tax levy, and those funds were left in checking for operations. The remaining \$348,370.26 was from the bond levy, and it was deposited in the Huntington Managed Investment Account to be used for debt service payments.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the June 2016 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### EXECUTION OF DEPOSITORY AGREEMENT

Section 135 of the Ohio Revised Code, the Uniform Depository Act, requires all public agencies to request depository agreements from banks. The Dayton Metro Library currently has depository agreements with J.P. Morgan/Chase Bank, PNC Bank, Fifth Third Bank, and Huntington National Bank. The first three depository agreements expire August 22, 2016. The Agreement with Huntington Bank is not scheduled to expire until January 1, 2018.

It was recommended that the Board renew the depository agreements with all four banks based upon their making proper application for public funds. Although the Huntington agreement does not expire in the near term, it is recommended that all agreements be set to expire simultaneously on August 22, 2021.

It was further recommended that the Library's interim and inactive funds be invested with the following based upon competitive bids: JP Morgan Chase, Fifth/Third Bank, Fifth/Third Securities, Clear Arc Capital, Huntington Bank Wealth Advisors and Institutional Brokerage, Raymond James, Multi-Bank Securities, National City Bank, PNC Bank, STAR Ohio, and STAR Plus.

On a motion by Ms. Kennebrew, seconded by Ms. Hayde, the Board approved execution of the depository agreements.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

David Slivken, Assistant Director for Public Services, shared a draft for a Smoke Free Library Campus policy. A committee is being formed to finalize the policy as well as create an implementation plan.

### 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. Mr. Marchesano added a “Grants Received” row to show the money going to construction funds from grants.

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the Board approved the addition of the “Grants Received” row on the facilities budget sheets.

Ayes: All  
Nays: None

### COMMUNITY INCLUSION POLICY REVISION

On a motion by Ms. Johnson, seconded by Ms. Merz the Board approved the revisions to the Community Inclusion Policy and Plan as distributed in the Board materials.

Ayes: All  
Nays: None

### CODE OF CONDUCT POLICY REVISION

On a motion by Ms. Hayde, seconded by Ms. Merz the Board approved the revisions to the Code of Conduct Policy as distributed in the Board materials.

Ayes: All  
Nays: None

### NEW BUSINESS

There was no new business brought before the Board.

### CORRESPONDENCE

The Board acknowledged a letter dated June 16, 2016 from the City of Trotwood, with follow up questions regarding the Trotwood Branch Library and moving its construction into Segment IV.

The Board acknowledged a letter dated June 24, 2016 from the Executive Director to the City of Trotwood with the response to both the letter dated May 18<sup>th</sup> and the letter dated June 16<sup>th</sup>.

The Board acknowledged a letter dated July 14, 2016 from the City of Trotwood with property suggestions for the new branch as well as the invitation to tour said properties.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Board decided to cancel the August facilities and general Board meetings due to lack of anticipated action items.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 21, 2016 at 4:00 p.m. at the Wilmington-Stroop Branch Library.

The next Facilities Meeting will be held Monday, September 12, 2016 at 4:00 p.m. in the Operations Center 3<sup>rd</sup> Floor Conference Room.

## 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)(2) of the Ohio Revised Code to discuss property acquisition.

A roll call vote was taken as follows:

Mr. Bower, Aye  
Ms. Hayde, Aye  
Ms. Holihan, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Ms. Merz, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:57 p.m. and returned to open session at 5:40 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)(2) of the Ohio Revised Code.

## ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adjourned at 5:40 p.m.

Ayes: All  
Nays: None