

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 23, 2019, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan (In at 4:06 pm),
Carl Kennebrew (Out at 5:01 pm), Margot Merz

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:02 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. Kennebrew, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Merz, the minutes of the Board meeting of December 18, 2018, and the facilities meeting of January 14, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, 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:

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in “Face to Face Presentation Skills” webinar being sponsored by ALA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to attend “2019 Summer Reading Workshop” being held on January 18, 2018 at the State Library of Ohio. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held on January 22, 2019 and February 26, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Ann Riegle Crichton, Business Services Librarian, Information Services, Main Library to attend “Dayton Biz Journal Econ Summit” being held on January 24, 2019 at Sinclair. It is further recommended that registration in the amount of \$49.00 each be reimbursed by the Board.

Holly Varley, Collection Development Director, Collection Development, Operations Center, to participate in “Managing Polaris Acquisitions” webinar being sponsored by Innovative Interfaces on February 20, 2019 through February 21, 2019. It is further recommended that registration in the amount of \$700.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Top 25 Women to Watch and Grow” being held on February 23, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to participate in “Polaris SQL Series” online class being sponsored by Innovative Interfaces on March 18, 2019 through March 22, 2019. It is further recommended that registration in the amount of \$1,400.00 be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services, Main Library, and Constance Pilesek, Information Services Assistant, Main Youth Services, Main Library, to attend “4th Annual Nonfiction and Graphic Novel Read-In” being held in Erlanger, KY on April 4, 2019. It is further recommended that registration in the amount of \$30.00 each, and lunch in the amount of \$15.00 each be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Welcoming America” being held in Pittsburgh, PA on May 15, 2019 through May 17, 2019. It is further recommended that registration in the amount of \$300.00, mileage in an amount not to exceed \$301.60, parking in an amount not to exceed \$60.00, lodging in an

amount not to exceed \$615.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Lynnette Feliciano, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective January 20, 2019 at the rate of \$14.74 per hour.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective January 20, 2019 at the rate of \$17.03 per hour.

Lisa Salyers, Public Services Director, full-time, Grade S11, Public Services Administration, Operations Center, effective January 6, 2019 at the rate of \$38.5880 per hour.

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective January 20, 2019 at the rate of \$18.35 per hour.

Melissa Zimmerman, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective February 3, 2019 at the rate of \$22.98 per hour.

CHANGE IN HOURS

Destinee Hamilton, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective January 6, 2019 at the rate of \$14.74 per hour.

CHANGE IN LOCATION

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, from Children Services Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective January 20, 2019 at the rate of \$16.51 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Jenelle Allen, Children Services Librarian, full-time, Grade 11, Belmont Branch Library, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective February 17, 2019 at the rate of \$23.75 per hour.

DISMISSAL

William Colston, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 9, 2019.

LEAVE WITHOUT PAY

Racheal Bussert, Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective December 17, 2018 for 3.38 hours for personal reasons.

Sonjay Jones, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective November 30, 2018 for 8 hours for a professional event.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective December 17, 2018 for 22 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective December 31, 2018 for 30 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Theresa Callen, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, from Information Services Assistant, substitute, Grade 08, Main Youth Services, Main Library, effective January 20, 2019 at the rate of \$20.46 per hour.

Megan Francis, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, substitute, Grade 05, Huber Heights Branch Library, effective January 20, 2019 at the rate of \$17.03 per hour.

Kelly McElroy, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective December 23, 2018 at the rate of \$17.03 per hour.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Patron Services Assistant, 2/5-time, Grade 08, Miamisburg Branch Library, effective January 6, 2019 at the rate of \$17.03.

RESIGNATION

Carey Bailey-Coffman, Administrative Assistant for Events Operations, full-time, Grade CE3, External Relations, Main Library, effective December 22, 2018.

Alexis Greenward, Information Services Librarian, substitute, Grade Sub11, Miamisburg Branch Library, effective July 21, 2018.

John Havey, Main Library Administrative Manager, full-time, Grade S06, Public Services Administration, Main Library, effective January 2, 2019.

Katie Hoskinson-Burks, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective December 26, 2018.

Sonjay Jones, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective January 25, 2019.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Andrew Hiatt, Information Services Assistant, Northmont Branch Library, in order to attend the Kent State University, School of Library and Information Science.

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:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course “Marketing the Library”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, “Library Materials and Services for Adults”, Kent State University, 3.0 credit hours, at the cost of \$2,211.00, and the course “Selection and Acquisition of Library Materials” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$6,633.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Library Materials and Services for School-Age Children”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Reference Sources and Services for Youth” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Database Systems” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Ms. Holihan joined the meeting at 4:06 p.m.

Eric Flakes addressed the Board regarding the Library’s policy on solicitation.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/15/2019	PLF	1,286,048	286,048	1,000,000	STAR Ohio
Total		1,286,048	286,048	1,000,000	

On a motion by Ms. Merz, seconded by Mr. Bower, the December 2018 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

In prior years the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. Last year the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. The Executive Director, the Director of Human Resources, and the Fiscal Officer have agreed that a fixed reimbursement amount is a challenge to administer and is even more challenging for employees trying to plan their education expenses from semester to semester.

The Executive Director recommended and on a motion by Ms. Holihan, seconded by Mr. Kennebrew the Board approved a modification to the Tuition Reimbursement Program authorizing reimbursement of 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Executive Director, went over a list of the Library's 2018 Victories and Accomplishments.

The Executive Director shared a proposed timeline for next steps in the new strategic planning process.

Mr. Kennebrew left the meeting at 5:01 p.m.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. There has been very little change to the All Budget Summary. Southeast and Wilmington-Stroop are still progressing at a very similar rate. Bids are due for Trotwood on January 31st and will hopefully be presented at the February facilities meeting.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, February 11, 2019, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 20, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:14 p.m.

Ayes: All
Nays: None