

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 20, 2019, 4:00 p.m.

PRESENT: Barbra Hayde, Carl Kennebrew,
Margot Merz, Arlinda Vaughn

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of January 23, 2019, and the facilities meeting of February 11, 2019 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Megan Cooper, Development Manager, External Relations, Main Library, to attend “AFP Fundraising Day” being held on February 20, 2019 in Dayton, OH. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Jeff Reid, Teen Services Librarian, Northmont Branch Library, to attend “Sunrise Series Breakfast Briefings” being held on February 21, 2019 through December 19, 2019 in Dayton, OH. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, Dani Gustavich, Children Services Librarian, Trotwood Branch Library, and Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, to attend “Project WET Educator Training” being held on February 23, 2019 in Hamilton, OH. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Mandie Burns, Youth Service Director, Youth Services, Operations Center, to attend “Power Up 2019 Conference” being held on March 28, 2019 through March 29, 2019 in Madison, WI. It is further recommended that registration in the amount of \$300.00 each, airfare in an amount not to exceed \$350.00 each, ground transportation in an amount not to exceed \$40.00 each, mileage and parking in an amount not to exceed \$29.38 each, lodging in an amount not to exceed \$375.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Marguerite Ebert, Patron Services Assistant, substitute, Grade Sub05, Public Services Administration, effective February 3, 2019 at the rate of \$10.65 per hour.

Siara Farrar, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective February 17, 2019 at the rate of \$10.65 per hour.

Tanela Hicks, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective February 17, 2019 at the rate of \$17.03 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Amber Cristofaro, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, from Information Services Librarian, 3/5-

time, Grade 08, East Branch Library, effective February 17, 2019 at the rate of \$21.08 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, from Information Services Librarian, substitute, Grade Sub11, Huber Heights Branch Library, effective February 17, 2019 at the rate of \$14.474 per hour.

LEAVE WITHOUT PAY

Stephanie Cossell, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective December 9, 2018 for 100 hours for personal reasons.

Lynnette Feliciano, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective January 31, 2019 for 4 hours for illness.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective January 19, 2019 for 25 hours for medical reasons.

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective January 30, 2019 for 8 hours for illness.

PROMOTION, CHANGE IN LOCATION

Caitlin O'Mara, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 3, 2019 at the rate of \$17.03 per hour.

REHIRE AS SUBSTITUTE

Christopher Erb, Information Services Assistant, substitute, Grade Sub08, East Branch Library, effective February 3, 2019 at the rate of \$12.30 per hour.

RESIGNATION

Alexis Mays, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective September 9, 2018.

Carole Warrick, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective January 30, 2019.

Le'Shanda Wingard, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective September 14, 2018.

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:

Andrew Hiatt, Information Services Assistant, Northmont Branch Library, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Information Organization” 3.0 Credit hours, at the cost of \$2,211.00, and the course “People in the Information Ecology” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$6,633.00.

Karah Power, Information Services Assistant, Outreach Services, for the course “Library Materials and Services for Young Children”, Kent State University, 3.0 credit hours, at a cost of \$1,611.00, and the course “Foundations of Museum Studies” Kent State University, 3.0 credit hours, at a cost of \$1,611.00 for a total of \$3,222.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Library Materials and Services for Young Teens”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

AMERICAN LIBRARY ASSOCIATION

The 2019 ALA Annual Conference will be held in Washington, D.C., from June 20 until June 25, 2019. The Board authorize payment of the early bird registration fee of \$320.00, \$850.00 reimbursement for lodging, \$400.00 reimbursement for travel (airfare and shuttles), and \$120.00 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It was further approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,070 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$5,070 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.

2016 & 2017 AUDIT

The Executive Director and the Fiscal Officer discussed the findings of the 2016 and 2017 Audit from the State with the Board.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2019 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>
1/25/2019	RE Tax Advance	\$258,801	\$258,801		
1/25/2019	RE Tax Advance	\$238,376		\$238,376	Debt Service
2/1/2019	RE Tax Advance	\$84,872	\$84,872		
2/1/2019	RE Tax Advance	\$77,663		\$77,663	Debt Service
2/8/2019	RE Tax Advance	\$381,852	\$381,852		
2/8/2019	RE Tax Advance	\$352,992		\$352,992	Debt Service
2/14/2019	PLF	\$1,546,153	\$46,153	\$1,500,000	STAR Ohio
	Total	<u>\$2,940,709</u>	<u>\$771,678</u>	<u>\$2,169,031</u>	

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the January 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared the Library's Early Literacy Initiatives with the Board. The new Governor and his wife are big proponents of early literacy and the Library is gearing up for the possibility of directives from the State in this area.

Diane Farrell, External Relations & Development Director, gave a presentation on the next evolution of Felix and Fiona, in the way of a chapter book for third graders. Working with partners, a musical score and stage play have also been developed and will debut at Party in the Park this year.

STRATEGIC PLANNING

The Executive Director gave the Board an overview of the Strategic Planning process. The Library has obtained the services of David Ramey from Strategic Leadership Associates and he will begin the process by holding six focus groups with community partners and separate focus groups for the Library managers. These groups will help Administration get a better feel for what the community feels are the Library's biggest accomplishments, future challenges, and opportunities they feel are important for Dayton Metro Library's future.

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. Currently, the Trotwood branch bid is over budget, but the CMA and the Library are looking for cost saving measures.

NEW BUSINESS

The President appointed Mr. Bower to lead an ad-hoc committee on revising the Board bylaws to reflect suggestions from the audit.

The President appointed Ms. Holihan to lead an ad-hoc committee to direct the Executive Director's performance evaluation.

The Executive Director announced some important dates from OLC regarding training, networking, and lobbying.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, March 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, March 20, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:06 p.m.

Ayes: All
Nays: None