

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, 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 4:00 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. Holihan, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Merz, the minutes of the Board meeting of February 20, 2019 and the facilities meeting of March 11, 2019 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, and Ken Conrad, Systems Manager, Information Technology Services, Operations Center, to attend "Ohio Information Security Conference" being held on March 13, 2019 at Sinclair. It is further recommended that registration in the amount of \$175.00 each be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend "Wibn Lunch and Learn" being held on March 26, 2019 and April 23, 2019 at the Mandalay Banquet Center. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Mandie Burns, Youth Service Director, Youth Services, Operations Center, have previously been approved to attend "Power Up 2019 Conference" being held on March 28, 2019 through March 29, 2019 in Madison, WI. Due to a flight change, the cost of the airfare was higher than originally approved. It is recommended that airfare in the amount of \$390.00 each (previously \$350.00 each) be reimbursed by the Board.

Angela Peterson, Facilities Manager, Operations Center to attend "Facility Fusion" being held on April 8, 2019 through April 10, 2019 in Atlanta, GA. It is further recommended that ground transportation and parking in an amount not to exceed \$60.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend "Advanced Negotiations Training" being held on April 16, 2019 in Columbus, OH. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, to attend "Take 5" being held on May 2, 2019 through May 3, 2019 in Chillicothe, OH. It is further recommended that registration in the amount of \$25.00, mileage in an amount not to exceed \$117.16, lodging in an amount not to exceed \$115.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend "IUG 2019" being held on May 6, 2019 through May 8, 2019 in Phoenix, AZ. It is further recommended that registration in the amount of \$325.00 each, ground transportation in an amount not to exceed \$50.00, mileage and parking in an amount not to exceed \$50.50 each, lodging in an amount not to exceed \$975.00 each, and meals in an amount not to exceed \$160.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend "International Public Library Fundraising Conference" being held on July 28, 2019 through July 30, 2019 in Alberta, Canada. It is further recommended that airfare in an amount not to exceed \$850.00, ground transportation, mileage and parking in an amount not to exceed

\$119.50, lodging in an amount not to exceed \$500.00, 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

Ara Beal, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective March 3, 2019 at the rate of \$14.78 per hour.

Trevon Edwards, Patron Services Assistant, substitute, Grade Sub05, Public Services Administration, effective March 17, 2019 at the rate of \$10.65 per hour.

Phillip Green, Administrative Assistant for Event Operations, full-time, Grade 08, External Relations, Main Library, effective March 17, 2019 at the rate of \$18.00 per hour.

CHANGE IN LOCATION

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, from Information Services Assistant, substitute, Grade Sub08, Public Services Administration, effective February 17, 2019 at the rate of \$12.43 per hour.

HAY RECLASSIFICATION

Phillip Dunlevy, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, from Facilities Technician, full-time, Grade 05, Facilities, Operations Center effective February 17, 2019 at the rate of \$15.91 per hour.

Steve Watts, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, from Facilities Technician, full-time, Grade 05, Facilities, Operations Center effective February 17, 2019 at the rate of \$16.25 per hour.

LEAVE WITHOUT PAY

Tanela Hicks, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective February 22, 2019 for 8 hours for personal reasons.

Chelsey Hostettler, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 24, 2019 for 8 hours for pre-planned vacation.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 2, 2019 for 8 hours for personal reasons.

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective March 15, 2019 for 56 hours for pre-planned vacation.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective February 6, 2019 for 22 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective February 18, 2019 for 34 hours for medical reasons.

RESIGNATION

Kimberly Bautz, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective March 1, 2019.

Brenda Roberson, Patron Services Assistant, substitute, Grade Sub05, East Branch Library, effective November 3, 2018

RETIREMENT

Kimberly Lowell, Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center, effective March 29, 2019 after more than 30 years of service.

Helen Patzer, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 30, 2019 after more than 23 years of service.

Dianna Pitsinger, Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center, effective March 29, 2019 after more than 22 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for February 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> |
| 2/16/2019 | RE Tax Advance | \$2,033,271 | \$1,033,271 | \$1,000,000 | STAR Ohio |
| 2/16/2019 | RE Tax Advance | \$1,884,035 | | \$1,884,035 | Debt Service |
| 2/22/2019 | RE Tax Advance | \$838,714 | \$838,714 | | |
| 2/22/2019 | RE Tax Advance | \$768,535 | | \$768,535 | Debt Service |
| 3/1/2019 | RE Tax Advance | \$1,414,051 | \$214,051 | \$1,200,000 | STAR Ohio |
| 3/1/2019 | RE Tax Advance | \$1,290,394 | | \$1,290,394 | Debt Service |
| 3/13/2019 | PLF | \$1,113,029 | \$113,029 | \$1,000,000 | STAR Ohio |
| Total | | <u>\$9,342,029</u> | <u>\$2,199,065</u> | <u>\$7,142,964</u> | |

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

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2018 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2019, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Final Appropriation for 2019

GENERAL FUND

| | |
|--|--------------|
| 1000 - Salaries and Benefits | \$21,397,772 |
| 2000 – Supplies | 716,068 |
| 3000 - Purchased Services | 6,405,322 |
| 4000 - Library Materials & Information | 4,485,307 |
| 5000 - Capital Outlay | 1,690,009 |
| 6000 - Debt Service | 0 |
| 7000 - Other Objects | 166,432 |
| 8000 – Contingency | 0 |

| | |
|---|--------------------------------|
| 9000 - Transfers to other funds | <u>0</u> |
| Total General Fund Appropriations | \$34,860,910 |
| <u>SUSTAINABILITY FUND</u> | |
| 3000 – Purchased Services | \$10,000 |
| Total Sustainability Fund Appropriations | \$10,000 |
| <u>FACILITIES ENHANCEMENT FUND</u> | |
| 2000 – Supplies | \$500 |
| 3000 - Purchased Services | 404,750 |
| 5000 - Capital Outlay | <u>150,000</u> |
| Total Facilities Enhancement Fund Appropriations | \$555,250 |
| <u>FUTURE EMPLOYEE EXPENSE FUND</u> | |
| 3000 – Purchased Services | \$1,700 |
| Total Future Employee Expense Fund Appropriation | \$1,700 |
| <u>DEBT SERVICE FUND</u> | |
| 3000 - Purchased Services | \$196,000 |
| 6000 – Debt Service | <u>\$11,649,596</u> |
| Total Debt Service Fund Appropriations | \$11,845,596 |
| <u>BUILDING & REPAIR FUND</u> | |
| 3000 - Purchased Services | \$1,612,000 |
| 5000 - Capital Outlay | <u>7,500,000</u> |
| Total Building & Repair Fund Appropriations | \$9,112,000 |
| <u>TAXABLE CONSTRUCTION FUND</u> | |
| 2000 – Supplies | \$ 30,000 |
| 3000 - Purchased Services | 10,000,000 |
| 5000 - Capital Outlay | 27,552,575 |
| 7000 - Miscellaneous | <u>550</u> |
| Total Taxable Construction Fund Appropriations | \$37,583,125 |
| <u>TAX EXEMPT CONSTRUCTION FUND</u> | |
| 5000 - Capital Outlay | <u>\$350,000</u> |
| Total Exempt Construction Fund Appropriations | \$350,000 |
| <u>TRUST FUND</u> | |
| 3000 - Purchased Services | <u>\$500</u> |
| Total Trust Fund Appropriations | \$500 |
| <u>ENDOWMENT FUND</u> | |
| 3000 - Purchased Services | <u>\$500</u> |
| Total Endowment Fund Appropriations | \$500 |
| Total All Funds Appropriations | <u>\$94,319,581</u> |

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Mandie Burns, Youth Services Director, gave the Board an overview of a new partnership program with Learn to Earn and Catholic Social Services. This program, "Teen Parents Learn" focuses on Teen parents and their children.

The Executive Director had sent out a report to the Trustees on in-library programming with the board packet. He asked to defer the conversation to a later meeting when all Trustees would be present.

The Executive Director updated the Trustees on the Strategic Planning process. Invitations have gone out to community partners and the response back is positive.

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. Site work for West has started now that the Library has gained access from the City of Dayton.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 8, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 17, 2019 at 4:00 p.m. in the Board Room at the Main Library.

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) of the Ohio Revised Code to discuss the employment and compensation of the Executive Director.

Ms. Johnson made a motion for the Board to enter into Executive Session, Ms. Merz seconded.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:50 p.m. and returned to open session at 6:07 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) of the Ohio Revised Code.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved a 3.75% increase to the Executive Director's base salary effective January 1, 2019. It was further moved that because of the overall exceeds expectations rating on his review, the Executive Director received a \$3,000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 6:09 p.m.

Ayes: All
Nays: None