

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2019, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, 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 4:01 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 Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Johnson, seconded by Ms. Holihan, the minutes of the Board meeting of March 20, 2019, were approved by the Board.

Ayes: All
Nays: None

The April 8, 2019 Facilities meeting of the Board was canceled.

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:

Dani Gustavich, Children Services Librarian, Trotwood Branch Library, to attend “Non-fiction Read In” being held on April 4, 2019 in Erlanger, KY. It is further recommended that registration in the amount of \$30.00, and meals in the amount of \$15.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Library, to participate in “Cultural Intelligence” being sponsored by PLA on April 4, 2019 and April 11, 2019. It is further recommended that registration in the amount of \$69.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “OLC Legislative Day” being held in Columbus, OH on April 9, 2019. It is further recommended that registration in the amount of \$45.00, lodging in an amount not to exceed \$250.00, and parking in an amount not to exceed \$30.00 be reimbursed by the Board.

Craig Arnold, Information Services Assistant, Information Services, Main Library, Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library to attend “OLC Legislative Day” being held in Columbus, OH on April 9, 2019. It is further recommended that registration in the amount of \$45.00 each, and parking in an amount not to exceed \$15.00 be reimbursed by the Board.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “Creating and Using Video Content in the Library” webinar being sponsored by ALA on April 11, 2019 through April 18, 2019. It is further recommended that registration in the amount of \$67.50 be reimbursed by the Board.

Rachael Bussert, Information Services Librarian, Special Collections, Main Library, to attend “Basic Book Repair Workshop” being held in Columbus, OH on April 17, 2019. It is further recommended that registration in the amount of \$190.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, and Cheryl Wirtley, Branch Library Manager, Miami Township Branch Library, to attend “South Metro Chamber Breakfast” being held at Sycamore Medical Center on April 17, 2019. It is further recommended that registration in the amount of \$17.00 each be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Evaluating, Auditing, and Diversifying Your Collections” webinar being

sponsored by School Library Journal on April 30, 2019 through May 14, 2019. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collection, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 1, 2019 through May 4, 2019. It is further recommended that registration in the amount of \$324.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collection, Main Library, to attend "Using Spreadsheets to Organize Your DNA" being held in Mason, OH on May 1, 2019. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 1, 2019 through May 4, 2019. It is further recommended that registration in the amount of \$267.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend "OGS 2019 Conference" being held in Mason, OH on May 3, 2019. It is further recommended that registration in the amount of \$152.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend "Take 5" being held in Chillicothe, OH on May 3, 2019. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Library, to attend "Community Engagement at Your Library" being held in Columbus, OH on May 15, 2019. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Mandi Burns, Youth Services Director, Youth Services, Operations Center, to attend "Librarians & Social Workers Preconference Event" being held in Washington, DC on June 21, 2019. It is further recommended that registration in the amount of \$80.00, lodging in an amount not to exceed \$300.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Melissa Hesson, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective March 31, 2019 at the rate of \$10.65 per hour.

Haley Pratt, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective March 31, 2019 at the rate of \$17.03 per hour.

Alexandra Young, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective April 28, 2019 at the rate of \$22.98 per hour.

Larry Yung, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective April 28, 2019 at the rate of \$17.54 per hour.

CHANGE IN POSITION, CHANGE IN LOCATION

Tiffany Derosier, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, from Library Aide, Information Services, Main Library, effective March 31, 2019 at the rate of \$12.30 per hour.

Arianne Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, from Information Services Librarian, substitute, Grade Sub08, Main Youth Services, Main Library, effective March 31, 2019 at the rate of \$10.97 per hour.

LEAVE WITHOUT PAY

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 8, 2019 for 8 hours for medical reasons.

Caitlin O'Mara, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 23, 2019 for maternity leave.

Robin Wynn, Public Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective March 25, 2019 for medical reasons.

RESIGNATION

Germana Brennan, Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, effective March 30, 2019.

Joshua Caswell, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 11, 2019.

Sara Hardin, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective April 6, 2019.

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 March 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>
4/12/2019	PLF	\$1,027,469	\$627,469	\$400,000	STAR Ohio
3/1/2019	RE Tax Advance	\$532,384	\$532,384	-	STAR Ohio
3/1/2019	RE Tax Advance	\$481,873	-	\$481,873	Debt Service
Total		<u>\$2,041,726</u>	<u>\$1,159,853</u>	<u>\$881,873</u>	

On a motion by Ms. Holihan, seconded by Ms. Merz, the March 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

CREDIT CARD POLICY

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the new Credit Card Policy as presented in the board materials.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Diane Farrell, External Relations & Development Director, and Jayne Klose, Community Engagement Manager shared with the Board the evolution of the opportunity spaces throughout the system. Recently a closer look was taken to the current opportunity spaces at the newer branches. It was decided that some of the spaces would better serve the branches as extra meeting spaces. Additionally, DML is internally developing its own exhibits to travel throughout the system. It was decided that these exhibits need to be portable, engaging, interactive, flexible, and in line with the strategic plan. The first round of these types of exhibits include: Big Blue Blocks, Expansion upon the Storybook Dollhouse, Celebration of the 19th Amendment, and Trace Your Roots.

The Executive Director discussed the State budget with the Board.

The Executive Director also informed the Board of a fundraising event being hosted by the DML Foundation at the new Southeast Branch. "A Novel Night" will be on August 7th from 5pm -8pm and tickets will be \$50 each.

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. West starts schematic design in May.

BYLAWS AMENDMENTS

Revised copies of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library were distributed for review seven day prior to the April Board meeting. On a motion by Ms. Johnson, seconded by Ms. Merz, the Board approved the revisions to the Board Bylaws.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Executive Director shared progress on the strategic planning process. Community focus groups are about halfway finished and, according to Dave Ramey, we have received some really good feedback so far.

NEW BUSINESS

Ms. Johnson shared that she attended the Friends of the Library meeting and wanted to make sure the other Trustees were aware of the new book sale model they are trying out. The Friends will be holding a smaller sale in the Miamisburg Community Room on April 26 and April 27.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 6, 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, May 15, 2018 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)(2) of the Ohio Revised Code to discuss property acquisition.

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
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 6:05 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

There being no further business to discuss, the Board adjourned at 6:05 p.m.