

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 2019, 4:00 p.m.

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of April 17, 2019, were approved by the Board.

Ayes: All
Nays: None

The May 6, 2019 Facilities meeting of the Board was canceled.

CONSENT AGENDA

On a motion by Mr. Bower, 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:

Cheryl Weaver, Public Services Assistant, Miami Township Branch Library, to participate in “I Can Help You With That! Computer Basics for Frontline Staff” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Cheryl Weaver, Public Services Assistant, Miami Township Branch Library, to participate in “Reference Tips for Support Staff” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Kimberly Fox, Main Library Manager, Public Service Administration, Main Library, to attend “ULC Lessons from the Field: Start a Revolution” being held in Alberta, Canada on May 7, 2019 through May 10, 2019. It is further recommended that registration in the amount of \$400.00, airfare and ground transportation in an amount not to exceed \$970.00, lodging in an amount not to exceed \$580.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber Networking Night” being held at Dragon’s Stadium on May 7, 2019. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Doug Keech, Maintenance Manager, Facilities, Operations Center, to attend “Plant Management” being held in Dayton, OH on May 13, 2019 through May 14, 2019. It is further recommended that registration in the amount of \$1100.00 be reimbursed by the Board.

Dorri Hegyi, Children Services Librarian, Miamisburg Branch Library, to attend “OLC Community Engagement Conference” being held in Dublin, OH on May 15, 2019. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Rachel Bussert, Information Services Librarian, Special Collections, Main Library, to attend “Society of Ohio Archivists Annual Conference” being held in Akron, OH on May 17, 2019. It is further recommended that registration in the amount of \$50.00, and mileage in an amount not to exceed \$257.52 be reimbursed by the Board.

Chelsey Hostetler, Information Services Assistant, Northwest Branch Library, to participate in “Basic American Sign Language for Library Staff” eCourse being sponsored by in ALA on May 20, 2019 through June 30, 2019. It is further recommended that registration in the amount of \$175.50 be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “NOTSL Spring Meeting” being held in Parma, OH on May 23, 2019. It is further recommended that registration in the amount of \$50.00, mileage in an amount not to exceed \$276.54, lodging in an amount not to exceed \$140.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “I-70/75 Economic Development Summit” being held at Sinclair on May 30, 2019. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Carrie Bebris, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective May 12, 2019 at the rate of \$12.30 per hour.

Molly Benson, Senior Acquisitions Clerk, full-time, Grade 06, Collection Development, Operations Center, effective May 12, 2019 at the rate of \$15.38 per hour.

Laura Chamberlain, Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective June 9, 2019 at the rate of \$22.98 per hour.

Catharine Kidd, Information Services Assistant, full-time, Grade 08, East Branch Library, effective May 26, 2019 at the rate of \$17.03 per hour.

Zachary Roberts, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective May 12, 2019 at the rate of \$30.7620 per hour.

LEAVE WITHOUT PAY

Sara Carpenter, Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective April 15, 2019 for 400 hours for maternity leave.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective March 18, 2019 for 28 hours for medical and personal reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 22, 2019 for 12 hours for medical reasons.

Michael Naylor, Public Services Assistant, 3/5-time, Grade 05, Kettering-Moraine Branch Library, effective April 20, 2019 for 30 hours for medical reasons.

Clarissa Sampson, Information Security Assistant, full-time, Grade CE4, Security, Operations Center, effective April 17, 2019 for 16 hours for personal reasons.

Anthony Stewart, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective April 15, 2019 for 72 hours for medical reasons.

Carla Sullenberger, Public Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 24, 2019 for 240 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Allison Dugan, Main Library Services Manager, full-time, Grade S06, Public Services Administration, Main Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 12, 2019 at the rate of \$25.2041 per hour.

Ashlee Hammond, Teen Services Librarian, full-time, Grade S11, Madden Hills Branch Library, from Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective May 12, 2019 at the rate of \$20.46 per hour.

Sarah Whalen, Acquisitions Manager, full-time, Grade S06, Collection Development, Operations Center, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 26, 2019 at the rate of \$24.6788 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:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, for the course "Information Institutions and Professions", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course "Digital Technologies I: Data Fundamentals", Kent State University, 1.0 credit hours, at a cost of \$737.00, and the course "Digital Technologies II: Internet Fundamentals", Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$3,685.00.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company at the rate of \$0.17/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of \$0.03/\$1,000 for the period July 1, 2019 through July 1, 2020.

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 April 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>
5/15/2019	PLF	\$1,721,249	\$1,121,249	\$600,000	STAR Ohio
4/1/2019	RE Tax Advance	\$4,545	\$4,545	-	
4/1/2019	RE Tax Advance	\$4,225	-	\$4,225	Debt Service
	Total	<u>\$1,730,019</u>	<u>\$1,125,794</u>	<u>\$604,225</u>	

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

Ayes: All
Nays: None

DISSOLUTION OF THE CONKLIN PENSION TRUST FUND

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

WHEREAS, the Conklin Pension Trust Fund originally established in 1917 by the Board of Trustees from a \$2000 gift by former Dayton Public Library and Museum Trustee Dr. W. J. Conklin cannot be used for its intended purpose under Ohio statutes that created the Ohio Public Employee Retirement System; and

WHEREAS, the Board has sought and received from the Montgomery County Prosecuting Attorney an opinion whereby the Board may transfer the entire balance plus any interest earned and accrued into the General Fund and expending those funds for the employer contribution to the Ohio Public Employee Retirement System as required under ORC Section 145.48 would satisfy the original intent of the gift;

THEREFORE, BE IT RESOLVED that the entire balance of the Conklin Employee Pension Fund in the amount of \$178,672, plus accrued interest, be transferred to the General Fund for the payment of the Employer Contribution obligations to the Ohio Public Employee Retirement Fund; and upon distribution of the funds, the Conklin Employee Pension Fund and accounts shall be closed.

Ayes: All
Nays: None

DISSOLUTION OF ENDOWMENT FUNDS

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adopt the following Resolution:

WHEREAS, the Board has received and maintained gifts in an Endowment Fund; and

WHEREAS, the Miriam R. Tieter Endowment was established in 1938 in the amount of \$4,000, the Ginn-Schuler Endowment was established in 1993 in the amount of \$500, and the Etta Loesch Endowment was established prior to 2012 in the amount of \$200; and

WHEREAS, three individual Endowments comprising of funds designated for the purchase of books for the Miamisburg Branch; and

WHEREAS, those endowment funds and their earned interest have been co-mingled and therefore no longer accounted for individually; and

WHEREAS, the Library has sufficiently documented expenditures for books for the Miamisburg Branch in amounts far in excess of the balance of the three funds, individually or collectively, including principal and interest earned and interest accrued, has in good faith satisfied the intent of the original gifts;

THEREFORE, BE IT RESOLVED that the entire balance of the Endowment Fund, \$260,849 plus accrued interest, be transferred to the General Fund and upon distribution of the funds, the Endowment Fund and its accounts shall be closed.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed the State Budget with the Board and the various amendment that could affect the amount of revenue coming into the state coffers that will impact the Public Library Fund. OLC has asked Libraries to start reaching out to the State Senators since the budget has now shifted to them.

The Executive Director also gave the Trustees an update on his 2019 work plan.

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. Wilmington-Stroop is on schedule for opening on June 1st, however because of the issues with the entranceway there will be a temporary entrance in place until it is fixed. Southeast is on schedule and had some minor changes in the parking lot drainage. Trotwood's poured concrete foundation is in. West has completed soil borings.

CORRESPONDENCE

The Board acknowledged a resolution dated May 3, 2019 to the Executive Director from Douglas Evans, Executive Director of the Ohio Library Council, commending the Dayton Metro Library for their commitment to OLC in way of paying for employee membership dues.

NEW BUSINESS

The President announced that she would not be at the June Board meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 10, 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, June 19, 2019 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 4:46 p.m.

Ayes: All
Nays: None