DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
Wednesday, February 19, 2020, 4:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, 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 Ms. Johnson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the minutes of the Board meeting of January 22, 2020, and the facilities meeting of February 10, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, 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:

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “American Genealogical Studies: The Basics” online course being sponsored by the National Genealogical Society. It is further recommended that registration in the amount of $65.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Early Literacy Enhanced Supercharged Storytimes” online course being sponsored by Library Juice Academy on February 3, 2020 through March 1, 2020. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Reinvent Your Summer Library Program” online course being sponsored by the University of Wisconsin Madison on February 3, 2020 through March 1, 2020. It is further recommended that registration in the amount of $150.00 be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services, Main Library, to participate in “Teen Services Fundamentals” online course being sponsored by Infopeople on February 11, 2020 through March 9, 2020. It is further recommended that registration in the amount of $200.00 be reimbursed by the Board.

Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to participate in “Work Smarter Not Harder” webinar being sponsored by the Amigos on February 13, 2020. It is further recommended that registration in the amount of $149.00 be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Main Library, to participate in “Volunteer Management” online course being sponsored by the University of Wisconsin Madison on February 17, 2020 through March 15, 2020. It is further recommended that registration in the amount of $150.00 be reimbursed by the Board.

Mary Fenner, Information Services Assistant, Huber Heights Branch Library, to attend “ASL II Class” being held in Moraine, OH on February 18, 2020 through April 7, 2020. It is further recommended that registration in the amount of $80.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to attend “Innovative Users Group 2020 Conference” being held in Minneapolis, MN on April 15, 2020 through April 18, 2020. It is further recommended that registration in the amount of $325.00 each, airfare in an amount not to exceed $360.00 each, ground transportation in an amount not to exceed $80.00 each, lodging in an amount not to exceed $650.00, and meals in an amount not to exceed $160.00 each be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend “Ohio Genealogical Society Conference” being held in Sandusky, OH on April 30,
2020 through May 1, 2020. It is further recommended that registration in the amount of $208.00, mileage in an amount not to exceed $194.35, lodging in an amount not to exceed $380.00, 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

Theresa Araya, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective February 16, 2020 at the rate of $14.74 per hour.

Emily Musselman, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 2, 2020 at the rate of $12.67 per hour.

Michael Pendleton, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective March 1, 2020 at the rate of $18.35 per hour.

Timothy Smith, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective February 16, 2020 at the rate of $17.50 per hour.

Sharon Zellner, Patron Services Assistant, ½-time, Grade 05. Southeast Branch Library, effective February 16, 2020 at the rate of $14.74 per hour.

CHANGE IN LOCATION

Anthony MacKenzie, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective February 2, 2020 at the rate of $18.85 per hour.

INCREASE IN HOURS

Gilbert Rutledge, Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, from Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective February 16, 2020 at the rate of $17.20 per hour.

LEAVE WITHOUT PAY

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective January 23, 2020 for 2.63 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Andrew Hiatt, Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Information Services Assistant, full-
time, Grade 08, Huber Heights Branch Library, effective March 15, 2020 at the rate of $20.46 per hour.

Jeff Reid, Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, from Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective March 1, 2020 at the rate of $27.39 per hour.

REHIRE AS SUBSTITUTE

Deborah Sevitts, Patron Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective February 16, 2020 at the rate of $11.48 per hour.

RESIGNATION

Ara Beal, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective December 16, 2019.

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective August 10, 2019.


Patricia Hines, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective December 5, 2019.

Ann Riegle Crichton, Business Services Librarian, full-time, Grade 12, Information Services, Main Library, effective February 21, 2020.

Zachary Roberts, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective February 7, 2020.

RETURN TO POSITION

Camee Decknadel, Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, from Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective February 16, 2020 at a rate of $25.4488 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:

Andrew Courtney DeFrain, Information Services Assistant, Northmont Branch Library, for the course “Introduction to Information Technology” University of Missouri, 3.0 credit hours, at a cost of $1,359.00, and the course “Reference Sources and Services” University of Missouri, 3.0 credit hours, at a cost of $1,359.00 for a total of $2,718.00.
Andrew Hiatt, Information Services Assistant, Northmont Branch Library, for the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at a cost of $737.00, the course “Leadership in Libraries and Information Centers” 3.0 Credit hours, at the cost of $2,211.00, the course “Marketing the Library” 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 $7,370.00.

Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Leadership in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of $1,611.00, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of $1,611.00, and the course “Marketing the Library” Kent State University, 3.0 credit hours, at a cost of $1,611.00 for a total of $4,833.00.

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

AMERICAN LIBRARY ASSOCIATION

The 2020 ALA Annual Conference will be held in Chicago, IL, from June 25 until June 30, 2020. It is recommended that the Board authorize payment of the early bird registration fee of $365.00, $815.00 reimbursement for lodging, $396.00 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 is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, $5,088 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 $5,088 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

Mr. Joe Bawidamann addressed the Board regarding an incident that happened at the Southeast Branch Library.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:
<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/13/2020</td>
<td>PLF</td>
<td>$1,608,281</td>
<td>$8,281</td>
<td>$1,600,000</td>
<td>STAR Ohio</td>
</tr>
<tr>
<td>1/31/2020</td>
<td>RE Tax Advance</td>
<td>$362,260</td>
<td>$362,260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/31/2020</td>
<td>RE Tax Advance</td>
<td>$300,208</td>
<td></td>
<td>$300,208</td>
<td>Debt Service</td>
</tr>
<tr>
<td>2/7/2020</td>
<td>RE Tax Advance</td>
<td>$307,753</td>
<td>$307,753</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/7/2020</td>
<td>RE Tax Advance</td>
<td>$255,475</td>
<td></td>
<td>$255,475</td>
<td>Debt Service</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$2,833,977</strong></td>
<td><strong>$678,294</strong></td>
<td><strong>$2,155,683</strong></td>
<td></td>
</tr>
</tbody>
</table>

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the January 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

**STRATEGIC PLANNING**

David Ramey from Strategic Leadership Associates facilitated a discussion with the Trustees on crafting a new vision statement for the Library.

**EXECUTIVE DIRECTOR’S REPORT**

The Executive Director shared an update on the Montgomery County Public Libraries continuing discussion on the PLF funding formula. He also shared his proposed 2020 workplan with the Board.

**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. Trotwood is 98% done and will be ready for opening on Friday March 13, 2020. West is progressing and Burkhardt initial concepts are being discussed.

**NEW BUSINESS**

The President announced that there would be an executive session placed on the March agenda in order to discuss the Executive Director’s performance and compensation. Ms. Johnson also asked Trustees to consider making a monetary donate for the flower and food fund that is used for each of the branch openings.

**DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING**
The next Facilities Meeting will be Monday, March 9, 2020, 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 18, 2020 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) to discuss property acquisition.

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

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 6:03 p.m. The Vice 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

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 6:03 p.m.

Ayes: All
Nays: None