DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
Wednesday, April 15, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, 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 4:04 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. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of March 18, 2020 were approved by the Board.

Ayes: All
Nays: None

The April 6, 2020 Facilities meeting of the Board was canceled.
CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Bower, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Shamar Roberson, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, from Patron Services Assistant, half-time, Grade 05, Trotwood Branch Library, effective April 12, 2020 at the rate of $15.15 per hour.

RESIGNATION

Melissa Hesson, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective March 12, 2020.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association, addressed the Board. In her statement, she expressed gratitude for the Library deciding to close during the COVID-19 outbreak and also stated that the union is looking forward to working out an agreement with the Library so that employees can come back to work in a safe environment.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. Design work continues on the new West, Burkhardt, and Northmont Branches.

MONTHLY FINANCIAL REPORT

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

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

Ayes: All
Nays: None
MERGER OF THE SUSTAINABILITY FUND WITH THE GENERAL FUND

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the follow resolution merging the sustainability fund into the general fund;

WHEREAS, the Sustainability Fund (Fund 102) was established in 2011 by the Board of Trustees to provide “budget stabilization” to be used to offset any dramatic shortfall in reserves to the General Fund (Fund 101); and

WHEREAS, the Sustainability Fund (Fund 102) was entirely created through the use of General Fund dollars; and

WHEREAS, it is projected that that the General Fund (Fund 101) will require additional funds in order to meet the reserve policy of maintaining a minimum of 60 days of cash on hand by the end of 2020; NOW

THEREFORE BE IT RESOLVED, that the balance of the Sustainability Fund (Fund 102) in the amount of $9,903,685.15 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None

MERGER OF FUTURE EMPLOYEE COMPENSATION FUND WITH THE GENERAL FUND

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the follow resolution merging the future employee compensation fund into the general fund;

WHEREAS, the Future Employee Compensation Fund (Fund 201) was established in 2011 by the Board of Trustees to accumulate money to provide benefit payouts of accrued sick/vacation hours of all employees in total; and

WHEREAS, the Future Employee Compensation Fund (Fund 201) was entirely created through the use of General Fund dollars; and

WHEREAS, the Board of Trustee’s 60-day reserve policy already provides for funding for sick/vacation leave payouts, making the Future Employee Compensation Fund (Fund 201) duplicative; NOW

THEREFORE BE IT RESOLVED, that the balance of the Future Employee Compensation Fund (Fund 201) in the amount of $1,997,003.70 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None
MERGER OF FACILITIES ENHANCEMENT FUND WITH THE GENERAL FUND

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the follow resolution merging the facilities enhancement fund into the general fund;

WHEREAS, the Facilities Enhancement Fund (Fund 103) was established in 2013 upon the receipt of an anonymous bequest in the amount of $1,311,444 of which $1.0 million was approved to provide facility enhancements for all branches within the Library network; and

WHEREAS, these funds were originally established as General Fund dollars when the Facilities Enhancement Fund was created; and

WHEREAS, only $284,275 of the remaining balance is needed for the completion of the Facilities Enhancement Project; NOW

THEREFORE BE IT RESOLVED, that the balance of the Facilities Enhancement Fund (Fund 103) in the amount of $645,674.77 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None

COVID-19 UPDATE

The Executive Director updated the Trustees on the Library’s response to the COVID-19 outbreak.

As reported during the March 18, 2020 Board meeting, all libraries were closed at end of business on March 13, 2020 and employees were instructed to remain at home following the Governor’s Declaration of a State of Emergency and the Ohio Department of Health order about gatherings of more than 10 persons. The administration extended the practice of pay continuation per the existing Board approved Calamity Day policy. Pay continuing through the Calamity Policy is being extended to all staff; managers, bargaining unit members, and library aides and substitutes.

At this time all library locations are still closed to the public indefinitely and opening will rely on instruction from the State and Federal government. Regardless of when the Library opens, it will be done in stages in order to ensure the safety of the staff and the public.

The Executive Director outlined a series of fiscal projections developed in conjunction with Fiscal Officer David Hess that assumed up to a 40% loss in Public Library Fund from the State of Ohio beginning in May 2020. Several projections included revenue losses continuing through the remainder of the year and additional losses in 2021.

The Executive Director told Trustees the Library will need to address the anticipated interruption in funding by developing plans to immediately reduce expenditures from the general fund. Those plans should include furloughing staff through the State’s SharedWork Ohio program, freezing vacancies, lower expenditures across the board, reducing contracted services, and reducing spending for new physical materials collections and shifting that funding toward electronic services. Additional operational, policy, and budgetary changes would be needed to create a sustainable library budget.
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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code to discuss the collective bargaining agreement and property acquisition.

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:28 p.m. and returned to open session at 6:54 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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code.

After coming out of Executive Session, the President read the follow resolution;

The Board recognizes that the Library is facing substantial challenges and that actions will be necessary for the long-term sustainability of the Library. We also recognize the value of our employees and are concerned about their health and safety, as well as the health and safety of our patrons.

Therefore, the Executive Director is being directed to target savings of $1 million per month from the general fund, recognizing the challenges that are implicit in this goal. Also, we are directing the Executive Director to create a plan to achieve this goal as soon as possible. Because of our concerns for the safety of our employees we are also directing him to develop a plan for the restoration of library services following all safety protocols for COVID-19.

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board approved the resolution.

Ayes: All
Nays: None

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, May 11, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 6:57 p.m.

Ayes: All
Nays: None