

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 2018, 4:00 p.m.

PRESENT: 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. Merz, seconded by Mr. Kennebrew, 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 December 19, 2017, and the facilities meeting of January 16, 2017 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:

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Chamber of Commerce Breakfast Briefing” being held in Dayton, OH on January 12, 2018. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “CIO Forecast Panel Discussion 2018” being held in Kettering, OH on January 18, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Telling the Story of Your Program: Evaluation” being held in Dayton, OH on January 26, 2018. It is further recommended that registration in the amount of \$5.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Molly Millsop, Information Services Assistant, Miami Township Branch Library, to attend “2018 National Land Grant Diversity Conference” being held in Hebron, KY on February 15, 2018 and February 16, 2018. It is further recommended that registration in the amount of \$195.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Teen Think Tank” being held in Bexley, OH on February 23, 2018. It is further recommended that lodging in an amount not to exceed \$165.00 be reimbursed by the Board.

Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to participate in “Diversity and Cultural Competency Training” being sponsored by Library Journal on February 28, 2018 and March 14, 2018. It is further recommended that registration in the amount of \$205.74 be reimbursed by the Board.

Desiree Davey, Integrated Library Systems Administrator, Information Technology Services, Operations Center, to attend “IUG 2018 Conference” being held in Orlando, FL on April 23, 2018 through April 26, 2018. It is further recommended that registration in the amount of \$325.00, airfare in an amount not to exceed \$450.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$960.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Sara Carpenter, Cataloging Librarian, Cataloging, Operations Center, to attend “Traditional Strengths and Transformational Growth” being held in Notre Dame, IN on May 13, 2018 through May 15, 2018. It is further recommended that registration in the amount of \$130.00, mileage in an amount not to exceed \$265.36, lodging in an amount not to exceed \$265.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to attend “2018 ALSC National Institute” being held in Cincinnati, CO on September 27,

2018 through September 29, 2018. It is further recommended that registration in the amount of \$400.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kathryn Carnegis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective January 21, 2018 at the rate of \$17.03 per hour.

Nicole Greathouse, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 21, 2018 at the rate of \$15.38 per hour.

Douglas Keech, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective January 21, 2018 at the rate of \$23.6995 per hour.

LEAVE WITHOUT PAY

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective March 2, 2018 for 16 hours for vacation.

Phillip Dunlevy, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective December 4, 2017 for 4.5 hours for personal reasons.

Christopher Merritt, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective December 8, 2017 for .2 hours for personal reasons.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Jenelle Allen, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Belmont Branch Library, effective January 7, 2018 at the rate of \$22.91 per hour.

REHIRE AS SUBSTITUTE

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective January 21, 2018 at the rate of \$14.20 per hour.

## RESIGNATION

Dinah Bremer, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective December 9, 2017 at the rate of \$20.36 per hour.

Luellen Wilson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective March 10, 2018 at the rate of \$29.9254 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:

Karah Power, Information Services Assistant, Outreach Services, for the course "Rare Book Librarianship", Kent State University, 3.0 credit hours, at a cost of \$1,581.00, the course "Digital Technologies I: Data Fundamentals" Kent State University, 1.0 credit hours, at a cost of \$527.00, and the course "Digital Technologies II: Internet Fundamentals" Kent State University, 1.0 credit hours, at a cost of \$527.00, for a total of \$2,635.00.

Darryn Reams, Information Services Assistant, West Carrollton Branch Library, for the course "The Information Landscape", Kent State University, 2.0 credit hours, at a cost of \$1,054.00, and the course "Information Organization" Kent State University, 2.0 credit hours, at a cost of \$1054.00, for a total of \$2,108.00.

## AMERICAN LIBRARY ASSOCIATION

The 2018 PLA Annual Conference will be held in Philadelphia, PA, from March 20 until March 24, 2018. The Board authorized payment of the advance registration fee of \$280.00, \$800.00 reimbursement for lodging, \$450.00 reimbursement for travel (airfare and shuttles), and \$120 reimbursement for meals for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

It is was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$4,950.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$4,950.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

## ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

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 December 2017 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the December 2017 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### TUITION REIMBURSEMENT

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board authorized \$30,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2018 to be awarded in accordance with the Staff Development Program.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared that he would be making a trip to Washington D.C. with the other Ohio Library Metro Directors on February 28<sup>th</sup> to speak with legislators about library funding.

The Executive Director also shared that news reporter, Jim Otte, made a public records request for a story he is doing about safety in the Libraries.

#### 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 Carrollton and Southeast are moving along and Wilmington-Stroop has just started abatement and demolition.

### MIAMISBURG DP&L EASEMENT AGREEMENT

The Board of Trustees had previously granted a 10' by 15' easement to Dayton Power and Light for an electrical right of way and location of equipment servicing the new Miamisburg Branch. A revised equipment plan has required an easement area is 10' by 20'.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the extended easement as documented in the easement agreement.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR WORK PLAN REVIEW

Ms. Holihan discussed the work she had done to try to align the Executive Director's goal to strategic outcomes. An Ad Hoc committee consisting of Ms. Holihan, Ms. Vaughn, and Mr. Bower were appointed to determine the best way to evaluate the Executive Director.

Mr. Kennebrew left the meeting at 5:01 p.m.

### NEW BUSINESS

The Executive Director suggested possible dates for a Board Retreat in April.

There was discussion about facilitating better communication between the three Library Boards (Fiduciary, Foundation, and Friends). There was a suggestion to pick a representative to be a liaison between the Fiduciary and the other two Boards.

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board appointed the Fiduciary Board President to serve as the liaison to the Foundation and the Fiduciary Board Vice President to serve as the liaison to the Friends.

Ayes: All  
Nays: None

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 21, 2018 at 4:00 p.m. in the Board Room at the Main Library.

The next Facilities Meeting, originally scheduled for Monday, February 12, 2018, was canceled due to the Executive Director attending a conference.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board adjourned at 5:43 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 21, 2018, 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. Holihan, 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. Bower, the minutes of the Board meeting of January 24, 2018 and the facilities meeting of March 12, 2018 was approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Johnson, 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:

Megan Cooper, Development Manager, External Relations, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Capitol Chat: Legislative Dinner” being held at the Dayton Racquet Club on January 25, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Carol Macmann, Branch Library Manager, New Lebanon, to attend “Bridges of Poverty” being held in Dayton, OH on February 7, 2018 through February 8, 2018. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “SW Ohio Logistics Conference” being held at Sinclair Community College on February 7, 2018. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Kimber Fox, Main Library Manager, Public Services Administration, Main Library, and Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “2018 Dayton Area Chamber of Commerce Breakfast Briefings” being held at the Dayton Racquet Club throughout the year of 2018. It is further recommended that registration in the amount of \$550.00 each be reimbursed by the Board.

Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, and Mary Beth Rogers, Information Services Assistant, New Lebanon Branch Library, to attend “Teen Think Tank” being held in Bexley, OH on February 23, 2018. It is further recommended that registration in the amount of \$20.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Metro Library D.C. Fly In” being held in Washington, DC on February 28, 2018. It is further recommended that airfare in the amount of \$400.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “OLC Planning Meeting” being held in Columbus, OH on March 2, 2018. It is further recommended that mileage in an amount not to exceed \$43.98 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Mindfulness for Librarians” online course being sponsored by ALA on March 5, 2018 through April 1, 2018. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “The Dayton Business Hall of Fame” being held at The Mandalay on March 8, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “Tackling Digital Inclusion and Equity: Usage Edge to Improve Digital Literacy in the Community” webinar being sponsored by Urban Libraries Council on March 13, 2018. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Melissa Clark, Information Services Assistant, Huber Heights Branch Library, to participate in “Stress Management for Library Workers” webinar being sponsored by ALA on March 14, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Liven Up Baby & Toddler Storytime with Sign Language” being sponsored by ALA on March 22, 2018. It is further recommended that registration in the amount of \$108.00 be reimbursed by the Board.

Kelly Fullan, Children Services Librarian, Huber Heights Branch Library, and Jennifer Johnson, Information Services Assistant, Huber Heights Branch Library, attend “SWON Nonfiction Read-In” being held at the Boone County Public Library on March 22, 2018. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Jen Kadel, Recruitment and Retention Manager, Human Resources, Main Library, and Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber 2018 HR Forum” being held at the Crown Plaza Dayton on March 22, 2018. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Basic American Sign Language for Library Staff” online course being sponsored by ALA on March 26, 2018 through May 6, 2018. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Candice Jeske, Catalog Librarian, Cataloging, Operations Center, to attend “OLC Technical Services Retreat” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount of \$235.00 each, lodging in an amount not to exceed \$120.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “OLC Technical Services Retreat” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount of \$115.00, lodging in an amount not to exceed \$120.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to attend “CPIM: Public Library Fiscal Officer Conference” being held in Lewis Center, OH on March 28, 2018 through March 29, 2018. It is further recommended that registration in the amount to

exceed \$185.00 and mileage in an amount not to exceed \$87.80 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Engaging Teens with Digital Media” online course being sponsored by ALA on April 2, 2018 through April 19, 2018. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operation Center, to attend “Opioid Symposium: Education, Strategies, and Best Practices for Public Libraries” being held in Columbus, OH on April 3, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Advanced Negotiations Seminar” being held in Columbus, OH on April 11, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “IUG 2018 Conference” being held in Orlando, FL on April 23, 2018 through April 26, 2018. It is further recommended that registration in the amount of \$325.00, airfare in an amount not to exceed \$450.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$960.00, and meals in an amount not to exceed \$160.00 to be reimbursed by the Board.

Ann Riegler-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber Annual Meeting” being held at Sinclair Community College on April 24, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Chelsea Yergens, Teen Services Librarian, Huber Heights Branch Library, to attend “Take 5: For Teens, With Teens” being held on May 4, 2018 at the Loudonville Public Library. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Take 5: For Teens, With Teens” being held on May 3, 2018 through May 4, 2018 at the Loudonville Public Library. It is further recommended that mileage in an amount not to exceed \$163.50, lodging in an amount not to exceed \$110.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Welcoming Interactive” being held in Louisville, KY on June 18, 2018 through June 20, 2018. It is further recommended that registration in the amount of \$150.00, mileage in an amount not to exceed \$166.23, parking in an amount not to exceed \$50.00, lodging in an amount not to exceed \$410.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Jo Rocheleau, Children Services Librarian, Electra C. Doren Branch Library, to attend “2018 ALSC National Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$475.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Keysha Alexander, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 18, 2018 at the rate of \$15.38 per hour.

Caitlin Blackford, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective March 18, 2018.

Joshua Caswell, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 18, 2018 at the rate of \$17.03 per hour.

Andrew Hiatt, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective February 18, 2018 at the rate of \$17.03 per hour.

Matthew Jones, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective March 18, 2018 at the rate of \$21.98 per hour.

Michael Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, Operations Center, effective March 18, 2018 at the rate of \$19.41 per hour.

Cynthia Woodruff, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 4, 2018 at the rate of \$14.74 per hour.

### CHANGE IN HOURS

Christopher Erb, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective February 18, 2018 at the rate of \$14.74 per hour.

### CHANGE IN LOCATION

Jeanette Dohner, Senior Patron Services Assistant, full-time, Grade 06, Brookville Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective March 18, 2018 at the rate of \$15.85 per hour.

### CHANGE IN POSITION, CHANGE IN LOCATION

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, from Branch Library Manager, full-

time, Grade S09, Huber Heights Branch Library, effective April 1, 2018 at the rate of \$31.3462 per hour.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, East Branch Library, effective March 4, 2018 at the rate of \$22.23 per hour.

#### DECLINED POSITION

Nicole Greathouse, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 21, 2018 at the rate of \$15.38 per hour.

#### LEAVE WITHOUT PAY

Rebecca Calfe, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, sometime in April 2018 for 240 hours for maternity leave.

Andrew Hiatt, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective June 25, 2018 for 40 hours for vacation.

Matthew Jones, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective May 21, 2018 for 56 hours for personal reasons.

Margaret Lozano, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 12, 2018 for 192 hours for maternity leave.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering Moraine Branch Library, effective March 24, 2018 for 2 hours for vacation.

#### PROMOTION

Mary Beth Rogers, Teen Services Librarian, full-time, Grade 11, New Lebanon Branch Library, from Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 18, 2018 at the rate of \$22.91 per hour.

#### PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Caitlin Wissler, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Information Services Assistant, substitute, Grade Sub08, Main Library, effective May 13, 2018 at the rate of \$26.9702 per hour.

## RESIGNATION

Keysha Alexander, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 20, 2018 at the rate of \$15.38 per hour.

Theresa Araya, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective July 31, 2017 at the rate of \$11.60 per hour.

Sharon Buttram, Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective January 4, 2018 at the rate of \$10.29 per hour.

Emily Hackett, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective September 7, 2017 at the rate of \$15.56 per hour.

Heather Semelroth, Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective February 26, 2018 at the rate of \$20.66 per hour.

## RETIREMENT

Charles Romine, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective March 30, 2018 after more than 26 years of service.

## 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 Guidelines:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "Managing Technological Change", Kent State University, 3.0 credit hours, at a cost of \$1,581.00, the course "Information Organization" 2.0 Credit hours, at the cost of \$1054.00, and the course "Library Materials and Services for School-age Children" Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$4,216.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course "The Information Landscape", Kent State University, 2.0 credit hours, at a cost of \$1,054.00, the course "Information Organization" 2.0 Credit hours, at the cost of \$1054.00, the course "People in the Information Ecology" 2.0 Credit hours, at the cost of \$1054.00, and the course "Information Institutions and Professions" Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$4,743.00.

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 January 2018 and February 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
			<b>Used in</b>		<b>Where</b>
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Operations</u></b>	<b><u>Invested</u></b>	<b><u>Invested</u></b>
12/14/2017	PLF	1,315,822	315,822	1,000,000	STAR Ohio
1/12/2018	PLF	1,263,974	263,974	1,000,000	STAR Ohio
1/26/2018	Tax Advance	384,961	384,961	-	
1/26/2018	Tax Advance	355,523	-	355,523	Debt Service
2/8/2018	Tax Advance	367,724	367,724	-	
2/8/2018	Tax Advance	338,554	-	338,554	Debt Service
2/14/2018	PLF	1,574,536	1,274,536	300,000	STAR Ohio
2/16/2018	Tax Advance	1,412,081	12,081	1,400,000	STAR Ohio
2/16/2018	Tax Advance	1,308,333	-	1,308,333	Debt Service
2/23/2018	Tax Advance	1,740,847	40,847	1,700,000	STAR Ohio
2/23/2018	Tax Advance	1,601,477	-	1,601,477	Debt Service
3/2/2018	Tax Advance	847,099	447,099	400,000	STAR Ohio
3/2/2018	Tax Advance	772,090	-	772,090	Debt Service
	<b>Total</b>	<b>13,283,021</b>	<b>3,107,044</b>	<b>10,175,977</b>	

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the January 2018 and February 2018 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 Mr. Bower, seconded by Ms. Merz 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, 2018, 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.

	<b>Final Appropriation for 2018</b>
<b><u>GENERAL FUND</u></b>	
1000 - Salaries and Benefits	\$21,316,103
2000 – Supplies	781,336
3000 - Purchased and Contracted Services	6,126,087
4000 - Library Materials & Information	3,911,241
5000 - Capital Outlay	1,493,968
6000 - Debt Service	0
7000 - Other Objects	181,265
8000 – Contingency	0
9000 - Transfers to other funds	<u>55,000</u>
<b>Total General Fund Appropriations</b>	<b>\$33,865,000</b>
<b><u>SUSTAINABILITY FUND</u></b>	
3000 - Contracted Services	<u>\$11,000</u>
<b>Total Sustainability Fund Appropriations</b>	<b>\$11,000</b>
<b><u>FACILITIES ENHANCEMENT FUND</u></b>	
2000 – Supplies	\$500
3000 - Purchased and Contracted Services	404,500
5000 - Capital Outlay	<u>185,000</u>
<b>Total Facilities Enhancement Fund Appropriations</b>	<b>\$590,000</b>
<b><u>FUTURE EMPLOYEE EXPENSE FUND</u></b>	
3000 – Purchased and Contracted Services	<u>\$1,500</u>
<b>Total Future Employee Expense Fund Appropriation</b>	<b>\$1,500</b>
<b><u>DEBT SERVICE FUND</u></b>	
3000 - Purchased and Contracted Services	\$175,000
6000 – Debt Service	<u>\$11,650,305</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$11,825,305</b>



**BUILDING & REPAIR FUND**

3000 - Purchased and Contracted Services	\$1,458,054
5000 - Capital Outlay	<u>7,407,520</u>
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$8,865,574</b>

**COMPUTER CO-OP FUND**

3000 - Purchased and Contracted Services	\$350
5000 - Capital Outlay	<u>\$384,650</u>
<b>Total Computer Co-Op Fund Appropriations</b>	<b>\$385,000</b>

**TAXABLE CONSTRUCTION FUND**

2000 – Supplies	\$ 85,000
3000 - Purchased and Contracted Services	12,000,000
5000 - Capital Outlay	<u>41,000,000</u>
<b>Total Taxable Construction Fund Appropriations</b>	<b>\$53,085,000</b>

**TAX EXEMPT CONSTRUCTION FUND**

2000 – Supplies	\$1,500
3000 - Purchased and Contracted Services	318,500
5000 - Capital Outlay	<u>1,916,955</u>
<b>Total Exempt Construction Fund Appropriations</b>	<b>\$2,236,955</b>

**TRUST FUND**

3000 - Purchased and Contracted Services	\$500
<b>Total Trust Fund Appropriations</b>	<b>\$500</b>

**ENDOWMENT FUND**

3000 - Purchased and Contracted Services	\$350
<b>Total Endowment Fund Appropriations</b>	<b>\$350</b>

**Total All Funds Appropriations** **\$110,866,184**

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Judge Michael Merz introduced himself as the liaison from the Dayton Metro Library Foundation Board.

The Executive Director shared with the Board that the Library will be hosting a Career Adventure Camp for a limited number of rising 7<sup>th</sup> and 8<sup>th</sup> graders this summer. He also announced that there will be a new Mike Peters exhibit in the Opportunity Space at Main that will run for 6 weeks.

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 Carrollton and Wilmington-Stroop are progressing. Southeast has had some delays due to foundation issues.

LIBRARIES FOR A SMARTER FUTURE BUDGET RECALIBRATION

At the March 12, 2018 Facilities Meeting of the Board Tom Marchesano, Facilities Consultant, updated the Board on the expenditures and budget for all projects. Mr. Marchesano recommended transfer of unencumbered fund allocations designated for Segment One, Segment Two and Segment Three to the remaining projects in Segment Four.

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board to approve the changes to budget allocations as follows:

	Change	Recommended Budget
Segment One Owners Costs	(\$132,759)	\$92,189,837
Segment Two Owners Costs	(\$228,116)	\$42,377,121
Segment Three Owners Costs	(\$1,354,857)	\$25,101,178
Segment Four Owners Costs	\$1,715,732	\$36,353,601

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES METAL SHELVING PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Metal Shelving Package. Two (2) bids were received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
Collective Spaces <i>Cincinnati, OH</i>	\$103,742.75
Space Savers/Patterson Pope <i>Fort, Atkinson, WI</i>	\$114,315.60

These bids were presented to the Board and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board awarded Collective Spaces for the Segment III and Future Branches Metal Shelving contract for an amount not to exceed \$103,742.75.

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES LOUNGE FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Lounge Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$430,716.40

These bids were presented to the Board and on a motion by Ms. Johnson, seconded by Mr. Bower, the Board awarded APG Office Furnishings for the Segment III and Future Branches Lounge Furniture contract for an amount not to exceed \$430,716.40.

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES CHILDREN'S FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Children's Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$29,422.29

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board awarded APG Office Furnishings for the Segment III and Future Branches Children's Furniture contract for an amount not to exceed \$29,422.29.

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES MISCELLANEOUS FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Miscellaneous Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$29,525.42

These bids were presented to the Board and on a motion by Mr. Bower, seconded by Ms. Holihan, the Board awarded APG Office Furnishings for the Segment III and Future Branches Miscellaneous Furniture contract for an amount not to exceed \$29,525.42.

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES CAFÉ FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Café Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
APG Office Furnishings <i>Dayton, OH</i>	\$750.93

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board awarded APG Office Furnishings for the Segment III and Future Branches Café Furniture contract for an amount not to exceed \$750.93.

Ayes: All  
Nays: None

SEGMENT III AND FUTURE BRANCHES LIBRARY FURNITURE PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Segment III and Future Branches Library Furniture Package. One (1) bid was received by the bid due date March 19, 2018.

<u>Bidder</u>	<u>Amount</u>
Collective Spaces <i>Cincinnati, OH</i>	\$603,315.18

These bids were presented to the Board and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board awarded Collective Spaces for the Segment III and Future Branches Library Furniture contract for an amount not to exceed \$603,315.18.

Ayes: All  
Nays: None

MOU WITH MONTGOMERY COUNTY DEVELOPMENT SERVICES

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the following resolution:

WHEREAS both organizations have a goal to support the alignment of workforce, education, and economic development systems in the support of a comprehensive, accessible, and high-quality workforce development system. These efforts will provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers the employers need to success in a global economy.

NOW THEREFORE, the Parties agree as follows:

1. **Purpose.** The purpose of this memorandum is to provide the basic framework for Montgomery County Development Services (MCDS) and the Dayton Metro Library (DML) to facilitate collaboration and coordination of workforce programs such as education, job training, and employment opportunities. Collaborative efforts may include, but not limited to:

- Leveraging digital literacy activities
- Training library staff about in-person and virtual employment and training resources available through the public workforce system
- Using space available at a library to provide career assistance and employment services to library patron and/or to host career events, such as job or career fairs
- Sharing workforce and labor market information
- Enabling outreach efforts to bring awareness to education, training, and employment resources available

2. **Obligations.** The partners acknowledge that no contractual relationship is created through this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive effort in providing comprehensive education, training, and employment supports.

3. **Cooperation.** Matriculation of participants in education, training, and education programs; when appropriate refer clients to the proper counterparts below:

Montgomery County Development Services	Dayton Metro Library
Garth McLean, Workforce Manager	Ann Riegle-Crichton
Development Services, Business Services	Business Librarian
Phone: (937) 225-4077	937-496-8631
E-mail: <a href="mailto:McLeanG@MCOhio.org">McLeanG@MCOhio.org</a>	<a href="mailto:ARiegle@daytonmetrolibrary.org">ARiegle@daytonmetrolibrary.org</a>

4. **Funding.** Any resources utilized and/or endured by either party will be their responsibility. No funding or reimbursement will be exchanged between the Montgomery County Development Services (MCDS) and the Dayton Metro Library (DML).

Ayes: All  
Nays: None

### CLEANING SERVICES

Facilities Manager Angela Peterson developed a Request for Proposal for Cleaning Services and invited our existing janitorial services contractor Clean All, Inc. and other qualified contractors to develop proposals for a new contract to begin April 1, 2018. Proposals were received from five firms:

<b>Contractor</b>	<b>Custodial Services</b>	<b>Carpet Cleaning</b>	<b>Total</b>
Clean All	\$576,996.00	\$38,369.00	\$615,365.00
Scioto Services	\$637,026.21	\$59,637.60	\$696,663.81
Access Cleaning Services, Inc.	\$593,350.38	\$43,329.00	\$636,679.38
Gem City's Finest Professional Services	\$477,204.00	\$17,376.75	\$494,590.75
Robinson's Janitorial & Floor Care Service	\$434,416.00	\$76,995.00	\$511,411.00

The Executive Director has reviewed the summary of proposals and costs for services is in support of the Ms. Peterson's recommendation to split the award of contracts for cleaning services between the two lowest cost firms. This recommendation is based upon discussions with the two lowest cost firms, taking into consideration their expertise, costs, and capability of each firms to perform the total scope of work outlined in Request for Proposal. After final evaluation and adjustment of proposed services and costs, the total of work to split between the two first is estimated to be \$540,256.

Due to the necessity for each firm to develop staffing for an April 1, 2018 start date, letters of intent were issued to both firms.

On a motion by Mr. Kennebrew, seconded by Mr. Bower, the Board approved the award an annual contract to Gem City's Finest Professional Services in an amount not to exceed \$107,507, and an annual contract to Robinson Janitorial & Floor Care Service for amount not to exceed \$432,749.

Ayes: All  
Nays: None

### AED POLICY AND DEVELOPMENT PLAN

Cindi Chibis, Human Resources Director, will gave a presentation to the Board about the proposed AED policy and Development Plan.

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board approved the AED Policy as presented in the Board materials.

Ayes: All  
Nays: None

## CORRESPONDENCE

The Board acknowledged a letter dated February 26, 2018 from the Dayton Metro Library Staff Association to the Executive Director regarding grievances filed against the Dayton Metro Library.

## NEW BUSINESS

The Executive Director reminded Trustees about the OLC Southwest Trustee Dinner as well as OLC Legislative Day.

Ms. Johnson, reported on her visit to the Friends of the Library Board meeting. She also announced that Karen Maner would be the liaison from the Friends to the Fiduciary Board.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 9, 2018 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 18, 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)(1) of the Ohio Revised Code to discuss the employment and compensation of the Executive Director and with Section 121.22(G)(4) to prepare for negotiations with public employees.

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

A roll call vote was taken as follows:

Mr. Bower, Aye  
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 5:12 p.m. and returned to open session at 6:48 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) and Section 121.22(G)(4) of the Ohio Revised Code.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved a 3% increase to the Executive Director's base salary effective January 1, 2018. It was further moved that because of the overall exceeds expectations rating on his review, the Executive Director received a \$4,000.00 lump sum bonus to be paid in the next appropriate payroll cycle.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Johnson, the Board adjourned at 6:51 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 18, 2018, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, Margot Merz,

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

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 Mr. Bower, seconded by Ms. Holihan, the minutes of the Board meeting of March 21, 2018, and the facilities meeting of April 9, 2018 were 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:

Heather Ruch, Information Services Assistant, Vandalia Branch Library, to participate in “Ebook Alternatives” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Heather McClure, Security Manager, Security, Operations Center, to attend “Opioid Symposium” being held in Columbus, OH on April 3, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Elaine Johnson, Trustee, Board of Trustees, and Tim Kambitsch, Executive Director, Executive Administration, Main Library to attend “Southwest Ohio Trustee Dinner” being held in Wilmington, OH on April 5, 2018. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Kay Trochelman, Senior Accounting Clerk, Finance, Main Library, to participate in “Excel Agility” webinar being sponsored by Aurora Training Advantage on April 18, 2018. It is further recommended that registration in the amount of \$219.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, to attend “Quarterly Tech Forum Q2 2018” being held in Kettering, OH on April 19, 2018. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Barbara Hayde, Trustee, Board of Trustees, to attend “Dayton Area Chamber of Commerce Annual Meeting” being held at Sinclair on April 24, 2018. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “CareSource Comp Management and Cost Control Workshop” being held in West Chester, OH on April 26, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Candice Jeske, Catalog Librarian, Cataloging, Operations Center, and Shana Novak, Catalog Librarian, Cataloging, Operations Center, to attend “Journalpalooza” being held at the Cuyahoga County Public Library on April 27, 2018. It is further recommended that registration in the amount of \$50.00 each, mileage in an amount not to exceed \$220.18, lodging in an amount not to exceed \$120.00, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Developing Effective Community Partnerships” webinar being sponsored by ALA on May 3, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Dave Hess, Fiscal Officer/Finance Director, Finance, Main Library, to attend “Emerging Trend in Fraud Investigation & Prevention” being held in Columbus, OH on May 7, 2018

through May 8, 2018. It is further recommended that registration in the amount of \$350.00 be reimbursed by the Board.

Jenny Hicks, Older Adult Services Librarian, Outreach Services, to attend “Going from Peer to Supervisor” being held at the University of Dayton on May 8, 2018. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Kay Trochelman, Senior Accounting Clerk, Finance, Main Library, to participate in “Excel – How to Become a Power User” webinar being sponsored by Aurora Training Advantage on May 8, 2018. It is further recommended that registration in the amount of \$219.00 be reimbursed by the Board.

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “South Metro Chamber – Dragons Networking Night” being held at Dragons Stadium on May 21, 2018. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Kathy Bolmida, Information Services Librarian, Information Services, Main Library, and Sarah Whalen, Information Services Librarian, Information Services, Main Library, to attend “Level Up: Moving to Mastery in Adult Services Conference” being held in Bowling Green, OH on May 23, 2018. It is further recommended that registration in the amount of \$90.00 each, mileage in an amount not to exceed \$141.70 each, lodging in an amount not to exceed \$125.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “International Public Library Fundraising Conference” being held in Denver, CO on June 3, 2018 through June 5, 2018. It is further recommended that airfare in an amount not to exceed \$500.00, lodging in an amount not to exceed \$470.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Staff Development, Operations Center, to attend “Creating a Culture of Learning” being held in New Orleans, LA on June 22, 2018. It is further recommended that registration in the amount of \$100.00, lodging in an amount not to exceed \$225.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mandie Burns, Youth Service Director, Youth Services, Operations Center, to attend “National Summer Learning Association Conference” being held in Kansas City, MO on November 12, 2018 through November 14, 2018. It is further recommended that registration in the amount of \$870.00, airfare in an amount not to exceed \$400.00, ground transportation in an amount not to exceed \$50.00, lodging in amount not to exceed \$950.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Danielle Gunther, Information Services Assistant, substitute, Grade Sub08, Public Services, effective April 1, 2018 at the rate of \$11.89 per hour.

Bethany Howard, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective April 1, 2018 at the rate of \$10.29 per hour.

PROMOTION, CHANGE IN LOCATION

Camee Decknadel, Assistant Branch Library Manager, full-time, Grade S07, Westwood/Madden Hills Branch Library, from Information Services Assistant, full-time, Grade 08, Outreach Services, effective May 13, 2018 at the rate of \$23.6995 per hour.

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 2018 were included in the Board folder. Christina Sanders, Accounting Manager, gave a review of the Financials.

The Executive Director approved the following investments:

<i>Major Sources of Revenue, Uses, and Investments</i>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
3/15/2017	PLF	1,094,380	694,380	400,000	STAR Ohio
4/5/2018	Tax Advance	818,194	418,194	400,000	STAR Ohio
4/5/2018	Tax Advance	745,580	-	745,580	Debt Service
4/13/2018	PLF	994,444	494,444	500,000	STAR Ohio
<b>Total</b>		<b>3,652,598</b>	<b>1,607,018</b>	<b>2,045,580</b>	

On a motion by Ms. Johnson, seconded by Ms. Merz, the March 2017 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

Karen Maynor, the liaison from the Friends of the Library, introduced herself and gave the Board a quick update on the recent furniture sale in which the Friends raised over \$7,000.

The Executive Director and Jayne Klose, Community Engagement Manager, gave a high level review of the Community Opinion Survey that was conducted in March 2018.

## 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. Punch list items are continuing for Main and hopefully closing will be soon.

## 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 7, 2018 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 16, 2018 at 4:00 p.m. in the Board Room at the Main Library.

## ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 4:50 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE STRATEGIC RETREAT OF THE BOARD OF TRUSTEES

Saturday, April 28, 2018, 8:30 a.m.

PRESENT: Glenn Bower, Barbara 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 meeting began at 8:30 a.m.

STAFFING CHANGES & MISSION MOMENTS

Various staff members made presentations about changes in core services and resource management to achieve the goals of the current strategic plan of the Library. The Board and Staff then had a discussion about the future vision of the Library.

ADJOURNMENT

There being nothing further to discuss, the Board adjourned at 1:15 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 16, 2018, 4:00 p.m.

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

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR: Tim Kambitsch

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. Holihan, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Merz, seconded by Ms. Johnson, the minutes of the Board meeting of April 18, 2018, the special Board meeting of April 28, 2018, and the facilities meeting of May 7, 2018 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:

Ann Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “1-70/75 Economic Development Summit” being held at Sinclair Community College on May 24, 2018. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to participate in “Providing Services to People Living with Alzheimer’s” webinar being sponsored by ALA on June 6, 2018. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, Julie Buchanan, Programming Manager, Youth Services, Main Library, Gregg Havey, Main Library Administrative Manager, Public Services Administration, Main Library, Dori Hegyi, Children Services Librarian, Miamisburg Branch Library, Allison Knight, Children Services Librarian, Outreach Services, and Jamie McQuinn, Special Collections Manager, Special Collections, Main Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Jaclyn Fulwood, Youth Services Manager, Main Youth Services, Main Library, to attend “Library Leadership Ohio” being held in Columbus, OH on July 17, 2018 through July 20, 2018. It is further recommended that registration in the amount of \$500.00 be reimbursed by the Board.

Chuck Duritsch, External Relations Managers, External Relations, Operations Center, to attend “Changing Youth Services Conference” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$45.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Changing Youth Services Conference” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$90.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, 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

Christy Ebbeson Kurtz, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 13, 2018 at the rate of \$15.95 per hour.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective April 29, 2018 at the rate of \$30.7620 per hour.

Sarah West, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 13, 2018 at the rate of \$15.95 per hour.

### CHANGE IN HOURS, CHANGE IN POSITION

Elizabeth Schumacher, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, from Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective May 13, 2018 at the rate of \$16.09 per hour.

### PROMOTION

Brandon Ulman, Information Services Assistant, full-time, Grade 08, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective May 13, 2018 at the rate of \$17.03 per hour.

Cynthia Woodruff, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective April 29, 2018.

### PROMOTION, CHANGE IN LOCATION

David Jewell, Information Services Assistant, full-time, Grade 08, East Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Belmont Branch Library, effective April 29, 2018 at the rate of \$18.39 per hour.

### RESIGNATION

Rachel Kopchick, Public Services Director, full-time, Grade S11, Public Services Administration, Operations Center, effective May 16, 2018 at the rate of \$44.5148 per hour.

RETIREMENT

Bobbi Marquart, Processor, full-time, Grade 02, Cataloging, Operations Center, effective June 1, 2018 after more than 25 years of service.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Mr. James Barna addressed the Board regarding his desire to have the Huber Heights Branch Library receive its own copy of the New York Times.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/15/2018	PLF	1,416,625	916,625	500,000	STAR Ohio
	Total	1,416,625	916,625	500,000	

On a motion by Ms. Johnson, seconded by Ms. Merz, the April 2017 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Mandie Burns, Youth Services Director, gave the Board an overview of this year’s summer challenge and the outreach the staff has made to the schools.

The Executive Director shared with the Board that the Dayton Metro Library will be pulling back in its participation in “The Big Read”.

### 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. There were no changes to the budget this month. Main is still working on closing, but there are still major HVAC issues. West Carrollton is about 70% complete and Southeast has steel going up.

### SALE OF FORMER FORT MCKINLEY BRANCH LIBRARY

On March 20, 2018, the Executive Director signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3735 Salem Ave., Dayton, OH, formerly the Fort McKinley Branch Library, to Norre, LLC for the price of \$80,000.00.

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 3735 Salem Ave., Dayton, OH, formerly the Fort McKinley Branch Library, currently owned by the Library to Norre, LLC for the price of \$80,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All  
Nays: None

### SALE OF FORMER NORTHTOWN-SHILOH BRANCH LIBRARY

On April 30, 2018, the Executive Director signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 35 Bennington Dr., Dayton, OH, formerly the Northtown-Shiloh Branch Library, to Christ Apostolic Church House of Wonder for the price of \$85,000.00.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 35 Bennington Dr., Dayton, OH, formerly the Northtown-Shiloh Branch Library, currently owned by the Library to Christ Apostolic Church House of Wonder for the price of \$85,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All  
Nays: None

### CORRESPONDENCE

The Board acknowledged a resolution dated May 15, 2018 from the Board of County Commissioners of Montgomery County, reappointing Carl Kennebrew to the Dayton Metro Library Board of Trustees for a seven year term commencing June 1, 2018.

NEW BUSINESS

The Executive Director and the Board talked about some changes to be made to the Executive Director's 2018 Work Plan.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 11, 2018 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 20, 2018 at 4:00 p.m. in the Board Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:02 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 20, 2018, 4:00 p.m.

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

PRESIDING: Elaine Johnson, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The Vice President called the meeting to order at 4:00 p.m. and appointed Ms. Merz as Secretary Pro Tem.

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 Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Holihan, the minutes of the Board meeting of May 16, 2018, and the facilities meeting of June 11, 2018 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

## WORKSHOP HOURS

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “New Directors Workshop” being held in Columbus, OH on May 16, 2018 through August 8, 2018. It is further recommended that registration in the amount of \$375.00 be reimbursed by the Board.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, to participate in “Reference Tips for Supportive Staff” webinar being sponsored by OLC on May 16, 2018. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, Main Library, to participate in “Cultivating Emotional Intelligence within Your Organization” webinar being sponsored by LLAMA on May 16, 2018. It is further recommended that registration in the amount of \$59.00 be reimbursed by the Board.

Borrower Services Staff, Borrower Services, Main Library, to participate in “Reference Tips for Supportive Staff” webinar being sponsored by OLC on May 25, 2018. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Camee Decknadel, Assistant Branch Library Manager, Madden Hills and Westwood Branch Library, Mike Hensel, Branch Library Manager, Wilmington-Stroop Branch Library, and Dave Hicks, Volunteer Services Manager, Public Services Administration, Main Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Mark Roma, Branch Library Manager, Belmont Branch Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$45.00 and mileage in an amount not to exceed \$86.11 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, Main Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “National Family and Community Engagement” being held in Cleveland, OH on July 11, 2018 through July 13, 2018. It is further recommended that registration in the amount of \$585.00, mileage in an amount not to exceed \$233.26, lodging in an amount not to exceed \$700.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Huber Heights Branch Library, to attend “Beyond Books & Programs: Changing Youth Services” being held at Ohio University on August 10, 2018. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

LaSasha Harris Lackey, Information Services Assistant, Trotwood Branch Library, and Mariah Johnson, Information Services Assistant, Northwest Branch Library, to attend “Beyond Books & Programs: Changing Youth Services” being held at Ohio University on

August 10, 2018. It is further recommended that registration in the amount of \$45.00 each, mileage in an amount not to exceed \$158.05 each, lodging in an amount not to exceed \$150.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Chuck Duritsch, External Relations Managers, External Relations, Operations Center, to attend “Content Marketing World Conference & Expo” being held in Cleveland, OH on September 4, 2018 through September 7, 2018. It is further recommended that registration in the amount of \$1400.00, mileage in an amount not to exceed \$233.26, lodging in an amount not to exceed \$630.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, and Celeste Swanson, Children Services Librarian, Northmont Branch Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$450.00 each be reimbursed by the Board.

Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, to attend “2018 ALSC Institute” being held in Cincinnati, OH on September 27, 2018 through September 29, 2018. It is further recommended that registration in the amount of \$275.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Public Services Administration, effective May 27, 2018 at the rate of \$12.01 per hour.

Jasmine Jones, Patron Services Assistant, ½-time, Grade 05, Northwest Branch Library, effective May 27, 2018 at the rate of \$14.74 per hour.

Sarah Mellon, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective May 27, 2018 at the rate of \$15.38 per hour.

William Stolz, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective June 10, 2018 at the rate of \$15.95 per hour.

#### CHANGE IN HOURS

Mariah Busher, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, from Patron Services Assistant, ½ -time, Grade 05, Trotwood Branch Library, effective June 10, 2018 at the rate of \$14.89 per hour.

#### CHANGE IN LOCATION

Danielle Gunther, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, from Information Services Assistant, substitute, Grade Sub08, Public Services Administration, Main Library, effective June 24, 2018 at the rate of \$11.89 per hour.

#### INCREASE IN HOURS

Raida Ishtewi, Patron Services Assistant, full-time, Grade 05, Belmont Branch Library, from Patron Services Assistant, ½ -time, Grade 05, Belmont Branch Library, effective June 24, 2018 at the rate of \$15.20 per hour.

#### LEAVE WITHOUT PAY

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective June 16, 2018 for 4.16 hours for personal reasons.

Caitlin Wissler, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective June 11, 2018 for 40 hours for vacation.

#### PROMOTION, CHANGE IN LOCATION

William McIntire, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective June 24, 2018 at the rate of \$24.2462 per hour.

#### REHIRE AS SUBSTITUTE

Sarah Reynolds, Children Services Librarian, substitute, Grade Sub11, Outreach Services, effective June 10, 2018 at the rate of \$16.06 per hour.

Le'Shanda Wingard, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective May 27, 2018 at the rate of \$10.29 per hour.

#### RESIGNATION

Lillian Jackson, Patron Services Assistant, 2/5-time, Grade 05, Borrower Services, Main Library, effective June 3, 2018 at the rate of \$20.36 per hour.



Allison Knight, Children Services Librarian, full-time, Grade 11, Outreach Services, effective June 30, 2018 at the rate of \$23.60 per hour.

Nancy McCluskey, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective March 13, 2018 at the rate of \$12.28 per hour.

Sarah West, Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective May 23, 2018.

#### 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 Guidelines:

Darryn Reams, Information Services Assistant, West Carrollton Branch Library, for the course “People in the Information Ecology”, Kent State University, 2.0 credit hours, at a cost of \$1,054.00, and the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$2,635.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00, and the course “Learning Theories”, Kent State University, 3.0 credit hours, at a cost of \$1,581.00 for a total of \$3,162.00.

#### 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 of Indiana 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, 2018 through July 1, 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 May 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Use in Operations</u></b>	<b><u>Investment</u></b>	<b><u>Where</u></b>
6/15/2018	PLF	1,451,555	451,555	1,000,000	STAR Ohio
5/17/2018	Tax Advance	728,029	28,029	700,000	STAR Ohio
<b>5/17/2018</b>	<b>Tax Advance</b>	<b>679,680</b>	-	<b>679,680</b>	<b>Debt Service</b>
6/1/2018	Tax Advance	165,925	165,925	-	STAR Ohio
<b>6/1/2018</b>	<b>Tax Advance</b>	<b>152,131</b>	-	<b>152,131</b>	<b>Debt Service</b>
<i>Total</i>		<u>3,177,320</u>	<u>645,509</u>	<u>2,531,811</u>	

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the May 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Diane Farrell, External Relations and Development Director, shared a high level overview of the successes of this year’s Career Adventure Camp.

The Executive Director review suggested changes made to the Executive Director’s 2018 Work Plan.

The Executive Director gave a presentation to the Board comparing Dayton Metro Library to its peer libraries throughout the country on many different data points.

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. All current construction projects are progressing on schedule.

SOUTHEAST DP&L EASEMENT AGREEMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved a 10 foot right of way and easement for the Southeast property to Dayton Power and Light. The proposed easement will not impact the library’s use of the property.

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 of the Dayton Metro Library Board of Trustees will be Monday, July 9, 2018 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, July 18, 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)(4) to prepare for negotiations with public employees.

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

A roll call vote was taken as follows:

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 5:25 p.m. and returned to open session at 5:50 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)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:50 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 18, 2018, 4:00 p.m.

PRESENT: 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.

The President appointed Ms. Vaughn to serve as Secretary Pro-Tem.

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 Mr. Kennebrew, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Johnson, the minutes of the Board meeting of June 20, 2018, and the facilities meeting of July 9, 2017 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

Teresa Dues, Senior Patron Services Assistant, Miami Township, to participate in “Customer Services Challenges” webinar being sponsored by PLA. It is further recommended that registration in the amount of \$19.00 be reimbursed by the Board.

Teresa Dues, Senior Patron Services Assistant, Miami Township, to participate in “Motivation: Tips and Tricks to Stay Positive at Work” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Anne Jansen, Patron Services Assistant, Miami Township, to participate in “I Can Help You with That: Computer Basics” webinar being sponsored by OLC. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Brielle Maynor, Library Branch Manager, Miamisburg Branch Library, to attend “Leading Libraries: Strategies for All Levels of Management” being held in Columbus, OH on June 13, 2018. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to participate in “How it Write...” webinar being sponsored by CharityHowTo.com on July 10, 2018. It is further recommended that registration in the amount of \$87.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Information Services, Main Library, to attend “Dayton Chamber July Breakfast Briefing” being held on July 13, 2018 at the Dayton Racquet Club. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operations Center, to attend “IFMA” being held on July 18, 2018 at URS of Greater Dayton. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Business Services Librarian, Information Services, Main Library, to attend “Economic Development in the NW Corridor” being held on July 18, 2018 at the Dayton Racquet Club. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services to attend “Opioids in Communities: Libraries in Response” being held on August 7, 2018 at Sinclair. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Winnie Johnson, Library Branch Manager, Madden Hills and Westwood Branch Libraries, to attend “OLC Youth Conference” being held on August 10, 2018 in Athens, OH. It is further recommended that registration in the amount of \$45.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, and Melissa Rhoades, Information Services Assistant, Brookville Branch Library, to attend “SWON Picture Book Read-In” being held on August 17, 2018 in Milford, OH. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend “Federation of Genealogical Societies 2018 Conference” being held on August 23, 2018 through August 25, 2018 in Ft. Wayne, IN. It is further recommended that registration in the amount of \$210.00, mileage in an amount not to exceed \$137.34, lodging in an amount not to exceed \$315.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Director, External Relations, Main Library, to attend “Urban Library Council Annual Meeting” being held on September 5, 2018 through September 7, 2018 in Baltimore, MD. It is further recommended that registration in the amount of \$545.00, airfare in an amount not to exceed \$350.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Teen Think Tank” being held on September 20, 2018 through September 21, 2018 in Warren, OH. It is further recommended that mileage in an amount not to exceed \$261.60, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jaelyn Fulwood, Youth Services Manager, Main Youth Services, Main Library, and Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, to attend “ALSC Institute” being held on September 27, 2018 through September 29, 2018 in Cincinnati, OH. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Lisa Loftin, Children Services Librarian, Miami Township Branch Library, to attend “ALSC Institute” being held on September 27, 2018 through September 29, 2018 in Cincinnati, OH. It is further recommended that registration in the amount of \$475.00 be reimbursed by the Board.

James McQuinn, Special Collections Manager, Special Collection, Main Library, to attend “TedXDayton” being held on October 12, 2018 at the Victoria Theatre. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Jaelyn Fulwood, Youth Services Manager, Main Youth Services, Main Library, to attend “YALSA National Symposium” being held on November 2, 2018 through November 4, 2018 in Salt Lake City, UT. It is further recommended that registration in the amount of \$199.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$475.00, 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

Kendall Kidder-Goshorn, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective August 5, 2018 at the rate of \$22.91 per hour.

Destinee Hamilton, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective July 22, 2018.

Suzanne Sandridge, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective August 5, 2018 at the rate of \$31.25 per hour.

Carole Warrick, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective July 8, 2018 at the rate of \$10.29 per hour.

### CHANGE IN HOURS, CHANGE IN POSITION

Paul Rankin, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Patron Services Assistant, substitute, Grade Sub05, Outreach Services, effective June 24, 2018 at the rate of \$14.74 per hour.

### CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Sarah Beavers, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, from Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective July 8, 2018 at the rate of \$22.91 per hour.

### LEAVE WITHOUT PAY

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective June 14, 2018 for 1.6 hours for personal reasons.

Kathleen Co, Patron Services Assistant, 2/5-time, Grade 05, Miami Township Branch Library, effective November 2, 2018 for 60 hours for personal reasons.

### PROMOTION, CHANGE IN LOCATION

Carey Bailey-Coffman, Administrative Assistant for Event Operations, full-time, Grade CE3, External Relations, Main Library, from Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective July 8, 2018 at the rate of \$17.64 per hour.

Carol Mitchell, Public Services Director, full-time, Grade S11, Public Services Administration, from Branch Library Manager, full-time, Grade S9, Huber Heights Branch Library, effective July 22, 2018 at the rate of \$38,588.00.

2018 OLC CONVENTION AND EXPO

The 2018 OLC Convention and Expo is being held in Sandusky, OH, from October 3 until October 5, 2018. The Board authorized payment of the advance registration fee of \$180.00, \$293.00 reimbursement for lodging, \$195.32 reimbursement for mileage, 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 was further authorized that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,364.96 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It was further authorized that \$2,364.96 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

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/15/2018	Tax Advance	52,693	52,693	-	
6/15/2018	Tax Advance	48,351	-	48,351	Debt Service
7/6/2018	Tax Advance	342,028	342,028	-	
7/6/2018	Tax Advance	317,531	-	317,531	Debt Service
7/13/2018	Tax Advance	479,134	179,134	300,000	STAR Ohio
7/13/2018	Tax Advance	444,350	-	444,350	Debt Service
7/13/2018	PLF	1,525,363	25,363	1,500,000	STAR Ohio
	Total	3,209,450	599,218	2,610,232	



On a motion by Ms. Johnson, seconded by Mr. Kennebrew, the June 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2018

The Montgomery County Budget Commission has scheduled the 2018 Tax Budget Allocation Meeting for Wednesday, August 29, 2018 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Johnson, seconded by Ms. Merz the Board passed the following resolution in anticipation of the Budget Commission meeting.

*Whereas, the Montgomery County Budget Commission, with the assistance of representatives of the four Library Boards in Montgomery County, developed a Funding Distribution Formula for the Public Library Fund, formally known as the Library and Local Government Support Fund, and*

*Whereas, the Library Boards of the four public libraries in Montgomery County agreed at the 1998 Montgomery County Budget Commission hearing to adopt the Funding Distribution Formula for the Public Library Fund for a five year period commencing with calendar year 1999, and*

*Whereas, the Funding Distribution Formula continues to serve the citizens of Montgomery County in a principled, fair and equitable manner, now*

*THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2019 Public Library Fund as developed by the Montgomery County Budget Commission.*

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Noelle Landis from Vandalia, Brielle Maynor from Miamisburg, and Elijah Stephens from Outreach, gave a presentation on the Tour de Gem to the Board. This is a fundraising bike ride being sponsored by the Dayton Rotary. The team is raising money to buy enhanced playground equipment for the Cooper Park side of the Main Library, and is asking staff to participate by spreading the word or to donate to the riders.

## 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 Carrollton, Southeast, and Wilmington-Stroop are all progressing on schedule.

## AMMENDED ADMINISTRATIVE SERVICES AGREEMENT

At the July Facilities meeting, the Board approved administrative services agreements with the Dayton Design Collaborative for the Segment 4 projects. The dollar amounts approved were the design fees and did not include the allowance for reimbursable expenses.

On a motion by Ms. Merz, seconded by Mr. Kennebrew the Board approved reimbursable expenses for an amount not to exceed \$8,800 for each of the Segment 4 projects (Burkhardt; LevinPorter, Huber Heights; LWC Inc., Northmont and Trotwood; Ruetschle.) for a total of \$35,200.

Ayes: All  
Nays: None

## CORRESPONDENCE

The Board acknowledge a letter dated July 5, 2018 from Joyce M. Deitering, resident of the City of Clayton, expressing support for the new Northmont Branch Library to be built in the Villages of North Clayton.

The Board acknowledge a letter dated July 2, 2018 from Dennis A. Lieberman, Member of the Clayton City Council, expressing support for the new Northmont Branch Library to be built in the Villages of North Clayton.

## NEW BUSINESS

The Executive Director and the Board discussed first steps for the next strategic planning process.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, September 10, 2018 at 4:00 p.m. at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be held Wednesday, September 19, 2018 at 4:00 p.m. 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, and with Section 121.22(G)(4) to prepare for negotiations with public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Holihan 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 5:04 p.m. and returned to open session at 6:19 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) and Section 121.22(G)(4) of the Ohio Revised Code.

#### ADJOURNMENT

There being no further business to discuss, the Board adjourned at 6:19 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 19, 2018, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde,  
Jeanne Holihan, Margot Merz

PRESIDING: Barbara Hayde, President

DEPUTY EXECUTIVE DIRECTOR: Rachel Gut

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 Mr. Bower, seconded by Ms. Merz, the minutes of the Board meeting of July 18, 2018 were approved by the Board.

Ayes: All  
Nays: None

The September 11, 2018 Facilities meeting of the Board was canceled.

## 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

Chuck Duritsch, External Relations Manager, External Relations, Operations Center, to attend “Dayton Chamber July Breakfast Briefing” being held on July 13, 2018 at the Dayton Racquet Club. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Josh Caswell, Information Services Assistant, Electra Doren Branch Library, and Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, to attend “Opioids in Communities: Libraries in Response” being held on August 7, 2018 at Sinclair. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Will Colston, Information Services Assistant, Main Youth Services, Main Library, to attend “OLC Youth Conference” being held on August 10, 2018 in Athens, OH. It is further recommended that registration in the amount of \$45.00, mileage in an amount not to exceed \$158.05, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to attend “OLC Youth Conference” being held on August 10, 2018 in Athens, OH. It is further recommended that registration in the amount of \$90.00 be reimbursed by the Board.

Suzanne Kirchner, Children Services Librarian, Belmont Branch Library, and Carolyn Roberts, Children Services Librarian, East Branch Library, to attend “SWON Picture Book Read-In” being held on August 17, 2018 in Milford, OH. It is further recommended that registration in the amount of \$30.00 each be reimbursed by the Board.

Jennifer Hicks, Older Adult Services Librarian, Outreach Services, to participate in “Veterans: They Served Us – Here’s How to Serve Them” webinar being sponsored by ACSCLA on August 29, 2018. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, to attend “Urban Library Council Annual Meeting” being held on September 5, 2018 through September 7, 2018 in Baltimore, MD. It is further recommended that registration in the amount of \$545.00, airfare in an amount not to exceed \$350.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Library Programming: Getting it Right!” webinar being sponsored by Library Works on September 13, 2018. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to attend “Black Leadership Development Program” being held in Dayton, OH on September 14, 2018 through July 7,

2019. It is further recommended that registration in the amount of \$1,750.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to attend “Teen Think Tank” being held on September 21, 2018 in Warren, OH. It is further recommended that registration in the amount of \$20.00, mileage in an amount not to exceed \$261.60, lodging in an amount not to exceed \$130.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Molly Milsop, Information Services Assistant, Miami Township Branch Library, to attend “ALSC Institute” being held on September 27, 2018 through September 29, 2018 in Cincinnati, OH. It is further recommended that registration in the amount of \$475.00 be reimbursed by the Board.

Matthew Jones, Web Developer, Information Technology Services, Operations Center, to attend “Sustainable Software Workshops” being held in Dayton, OH on October 11, 2018 through November 8, 2018. It is further recommended that registration in the amount of \$33.72 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend “Ohio Genealogical Society Librarian Day” being held in Belleville, OH on October 11, 2018 through October 12, 2018. It is further recommended that registration in the amount of \$25.00, mileage in an amount not to exceed \$139.52, lodging in an amount not to exceed \$112.12, 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

Theresa Boyle, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective September 16, 2018 at the rate of \$11.89 per hour.

Andrew Harris, Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective September 30, 2018 at the rate of \$22.91 per hour.

Chelsey Hostetler, Information Services Assistant, substitute, Grade Sub08, Public Services Administration, Main Library, effective September 16, 2018 at the rate of \$11.89 per hour.

Sonjay Jones, Jr., Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective August 5, 2018 at the rate of \$17.03 per hour.

Iris Juergens, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective July 22, 2018 at the rate of \$23.6995 per hour.

Alexis Mays, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective July 22, 2018 at the rate of \$10.29 per hour.

Brooke Meyer, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective September 2, 2018 at the rate of \$15.95 per hour.

Shamar Roberson, Patron Services Assistant, ½-time, Grade 05, Trotwood Branch Library, effective August 5, 2018 at the rate of \$14.74 per hour.

Austin Smith, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective September 30, 2018 at the rate of \$17.03 per hour.

#### CHANGE IN HOURS

Julie Davis, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, from Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective September 2, 2018 at the rate of \$14.74 per hour.

#### CHANGE IN HOURS, CHANGE IN LOCATION

Kerry Brame, Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Madden Hills Branch Library, effective September 2, 2018 at the rate of \$15.03 per hour.

#### CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Caitlin Blackford, Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective August 5, 2018 at the rate of \$17.03 per hour.

#### CHANGE IN LOCATION

Christian Brewington, Children Services Librarian, full-time, Grade 11, Outreach Services, from Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective August 19, 2018 at the rate of \$23.60 per hour.

Noelle Landis, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, from Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective September 30, 2018 at the rate of \$23.60 per hour.

Sherry Parsons, Children Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, from Children Services Librarian, substitute, Main Youth Services, Main Library, effective August 5, 2018 at the rate of \$15.95 per hour.

#### CHANGE IN LOCATION, CHANGE IN POSITION

Miriam Wilkins, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, from Library Aide, Wilmington-Stroop Branch Library, effective July 22, 2018 at the rate of \$10.29 per hour.

#### DECLINED POSITION

Kendall Kidder-Goshorn, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, effective August 5, 2018 at the rate of \$22.91 per hour.

#### LEAVE WITHOUT PAY

Christina Alford, Public Services Assistant, 2/5-time, Grade 05, Miamisburg Branch Library, effective October 1, 2018 for 40 hours for medical reasons.

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective August 20, 2018 for 40 hours for vacation.

Sonjay Jones, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective September 29, 2018 for 8 hours for personal reasons.

Iris Juergens, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective September 24, 2018 for 40 hours for vacation.

Iris Juergens, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective November 1, 2018 for 24 hours for professional retreat and vacation.

#### PROMOTION

Desiree Davey, Technology Development Manager, full-time, Grade S09, Information Technology Services, Operations Center, from Integrated Library Systems Administrator, full-time, Grade 12, Information Technology Services, Operations Center, effective August 19, 2018 at the rate of \$31.25.

#### RESIGNATION

Stephany Araujo, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective August 31, 2018.

Aubrey Belter, Information Services Librarian, substitute, Grade Sub11, Information Service, Main Library, effective August 16, 2018.

Roy DeFrain, Patron Services Assistant, substitute, Grade Sub05, Belmont Branch Library, effective January 16, 2018.



Mary Jewell, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective July 28, 2017.

Mariah Johnson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective September 1, 2018.

Noel Lemons, Supply Clerk, 4/5-time, Grade 04, Finance, Operations Center, effective August 31, 2018.

Brielle Maynor, Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, effective August 24, 2018.

Carolyn McDaniel, Patron Services Assistant, ½-time, Grade 05, Burkhardt Branch Library, effective August 25, 2018.

Maxine Rendulic, Patron Services Assistant, substitute, Grade Sub05, Belmont Branch Library, effective February 17, 2018.

Joanna Rocheleau, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective July 31, 2018.

Amy Swanson, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective September 20, 2018.

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Caitlin O'Mara, Patron Services Assistant, Electra C. Doren Branch Library, in order to attend the University of Missouri-Columbia, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement with Miles Wagers, Staff Development Assistant, Human Resources, Operations Center, in order to attend Kent State University, School of Library and Information Science.

#### 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:

Ashlee Hammond, Patron Services Assistant, Westwood Branch Library, for the course "People in the Information Ecology", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course "Research and Assessment in Library and Information Science", Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course "The Public Library" Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$6,633.00.

Caitlin O'Mara, Patron Services Assistant, Electra C. Doren Branch Library, for the course "Collection and Access Management", University of Missouri - Columbia, 3.0 credit hours, at a cost of \$1,300.11, and the course "Reference Sources and Services" University of Missouri - Columbia, 3.0 credit hours at a cost of \$1300.11 for a total of \$2600.22.

Darryn Reams, Information Services Assistant, West Carrollton Branch Library, for the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$2,211.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Library Materials and Services to Teens”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Youth Literature in the Digital Realm” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$4,422.00.

Miles Wagers, Staff Development Assistant, Human Resources, Operations Center, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “People in the Information Ecology” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$4,422.00.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

ENDORSEMENT OF THE FIVE RIVERS METROPARKS LEVY

Becky Benna, Executive Director of the Five Rivers MetroParks, addressed the Board regarding the Five Rivers MetroParks Levy on the November 6, 2018 ballot.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the following resolution:

**WHEREAS**, the Dayton Metro Library recognizes the importance of Five Rivers MetroParks to residents served by the Library; and

**WHEREAS**, Five Rivers MetroParks keeps our waterways clean, protects our natural resources, and maintains more than 16,000 acres of land – 90% of it preserved as green space: and

**WHEREAS**, Five Rivers MetroParks provides safe and clean parks and trails, outdoor recreation opportunities, and a variety of educational programs for families and residents of all ages; and

**WHEREAS**, Five Rivers MetroParks has adopted a 10-year Comprehensive Master Plan to ensure it is addressing community priorities; and

**WHEREAS**, local levy support makes up approximately 80% of Five Rivers MetroParks’ annual revenue, so it is critically important to sustaining everything MetroParks does; and

**WHEREAS**, the Dayton Metro Library finds an important partner in Five Rivers MetroParks in improving the quality of life of all Montgomery County residents; therefore be it

**RESOLVED**, that The Board of Library Trustees of the Dayton Metro Library hereby endorses the passage of the November 6, 2018 Five Rivers MetroParks levy that will help keep up our MetroParks and sustain this important community asset; and be it further

**RESOLVED**, that in support of the successful passage of the 2018 Five Rivers MetroParks levy, the Board agrees to allow use of its name in campaign presentations and literature, and distribution of campaign materials and signs at library locations.

Ayes: All  
Nays: None

### COLLECTIVE BARGAINING AGREEMENT

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) of the Ohio Revised Code to discuss the collective bargaining.

Mr. Bower 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. Merz, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:11 p.m. and returned to open session at 4:30 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) of the Ohio Revised Code.

The new collective bargaining agreement was ratified by the Dayton Metro Library Staff Association membership on September 16, 2018. On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the new three year collective bargaining agreement with DMLSA.

Ayes: All  
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

The Managerial and Confidential Employee Compensation Plan was amended to match the benefit terms of the negotiated collective bargaining agreement with the Dayton Metro Library Staff Association.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Managerial and Confidential Employees Compensation Plan was approved by the Board.

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
7/20/2018	Tax Advance	1,162,212	1,162,212	-	
7/20/2018	Tax Advance	1,075,763	-	1,075,763	Debt Service
7/27/2018	Tax Advance	1,198,998	98,998	1,100,000	
7/27/2018	Tax Advance	1,100,069	-	1,100,069	Debt Service
8/3/2018	Tax Advance	503,717	503,717	-	
8/3/2018	Tax Advance	457,894	-	457,894	Debt Service
8/15/2018	PLF	1,175,424	1,175,424	-	
Total		<u>6,674,076</u>	<u>2,940,351</u>	<u>3,733,726</u>	

On a motion by Ms. Holihan, seconded by Mr. Bower, the July and August 2018 Financial Reports were approved by the Board.

Ayes: All  
Nays: None

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,425,591	1.75
Bond Fund	\$10,521,793	1.56

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

On a motion by Ms. Holihan, seconded by Mr. Merz, the Board adopted the resolution.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Mandie Burns, Youth Services Director, gave an overview of the successes from the 2018 Summer Challenge.

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. Over all the projects are on budget. Main just had its one year anniversary and is still continuing to work on close out. West Carrollton is scheduled to have its Grand Opening on Monday, October 22, 2018.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director and all seven Library Trustees.

Among the requirement of the law, is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 17, 2018 at 4:00 p.m. at the Main Library. The regular meeting of the board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, October 8, 2018 at 4:00 p.m. at the Main Library.

The next Facilities Meeting will be held Wednesday, October 17, 2018 at 4:15 p.m. at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:25 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 17, 2018, 4:15 p.m.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan,  
Elaine Johnson, Carl Kennebrew, 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 4:13 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 Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Johnson, the minutes of the Board meeting of September 19, 2018, and the facilities meeting of October 8, 2018 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Johnson, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

Jenelle Allen, Teen Services Librarian, Kettering-Moraine Branch Library, to participate in “Create an Interactive, Child-Directed, STEAM-Inspired Learning Environment” being sponsored by LibraryWorks, Inc. on September 20, 2018. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Victoria Hix, Information Services Assistant, Information Services, Main Library, to attend “Girl Develop It: Javascript 101” being held on September 22, 2018 in Dayton, OH. It is further recommended that registration in the amount of \$85.00 each be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “The Business of Aging” being held on October 4, 2018 in Dayton, OH. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Camee Decknadel, Assistant Branch Manager, Westwood Branch Library, to attend “Managing Conflict with Confidence” being held on October 10, 2018 at Sinclair Community College. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

LaSaha Harris-Lackey, Information Services Assistant, Trotwood Branch Library, and Winnie Johnson, Library Branch Manager, Madden Hills/Westwood Branch Library, to attend “Virginia Hamilton Conference” being held on October 12, 2018 at Kent State University. It is further recommended that registration in the amount of \$120.00 each, lodging in an amount not to exceed \$190.00 each, and meals in an amount not to exceed \$40.00 each be reimbursed by the Board.

Mariah Johnson, Information Services Assistant Substitute, Northwest Branch Library, to attend “Virginia Hamilton Conference” being held on October 12, 2018 at Kent State University. It is further recommended that registration in the amount of \$120.00 be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, and Holly Varley, Collection Development Director, Collection Development, Operations Center, to attend “Ohio Innovative User’s Group Conference” being held on October 12, 2018 in Columbus, OH. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Fred Kirchner, Teen Services Librarian, Wilmington-Stroop Branch Library, to attend “Fall Summer Reading Program Workshop” being held on October 17, 2018 in Springfield, OH. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Kim Bautz, Outreach Services Manager, Outreach Services, to attend “ABOS Conference” being held on October 17, 2018 through October 19, 2018 in Raleigh, NC. It is further recommended that registration in the amount of \$275.00, airfare in an amount not to exceed \$300.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$415.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.



Maeghan Dolan, Teen Services Librarian, Main Youth Services, Main Library to attend “YALSA Symposium” being held on November 2, 2018 through November 4, 2018 in Salt Lake City, UT. It is further recommended that registration in the amount of \$199.00, airfare in an amount not to exceed \$455.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Jaelyn Fulwood, Youth Services Manager, Main Youth Service, Main Library, to attend “YALSA Preconference” being held on November 2, 2018. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Allison Dugan, Information Services Librarian, Information Services, Main Library to attend “OLC Leadership Conference” being held on November 7, 2018 in Columbus, OH. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Kristen Allen-Vogel, Information Services Librarian, Information Services, Main Library, Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to attend “ALA Midwinter Meeting” being held on January 25, 2018 through January 29, 2018 in Seattle WA. It is further recommended that registration in the amount of \$245.00 each, airfare in an amount not to exceed \$450.00 each, lodging in an amount not to exceed \$675.00 each, and meals in an amount not to exceed \$120.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Rebecca Halflich, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective September 16, 2018 at the rate of \$11.89 per hour.

Rebecca Powell, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective September 30, 2018 at the rate of \$14.74 per hour.

Mark Scott, Patron Services Assistant, 3/5-time, Grade 05, Madden Hills Branch Library, effective October 14, 2018 at the rate of \$14.74 per hour.

### CHANGE IN LOCATION

Christy Ebbeson Kurtz, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, from Information Services Librarian, substitute, Grade Sub11, Public Services Administration, effective October 14, 2018 at the rate of \$15.95 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, from Public Service Director, Public Services Administration, Operations Center, effective September 30, 2018 at the rate of \$31.9156 per hour.

DECLINED POSITION

Andrew Harris, Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective September 30, 2018 at the rate of \$22.91 per hour.

LEAVE WITHOUT PAY

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective September 24, 2018 for 56 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

David Hicks, Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, from Volunteer Service Manager, full-time, Grade S08, Public Services Administration, Main Library, effective September 30, 2018 at the rate of \$31.25 per hour.

Jennifer Hicks, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, from Older Adult Services Librarian, full-time, Grade 12, Outreach Services, effective October 14, 2018 at the rate of \$26.3268 per hour.

REHIRE AS SUBSTITUTE

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 16, 2018 at the rate of \$11.95 per hour.

RESIGNATION

Judith Campbell, Patron Services Assistant, substitute, Grade Sub05, Brookville Branch Library, effective September 15, 2018.

Bethany Howard, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 16, 2018.

Christopher Merritt, Facilities Technician, full-time, Grade 05, Facilities, Operations Center, effective October 22, 2018.

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:

Karah Power, Information Services Assistant, Outreach Services, for the course “Digital Technologies III: Informaiton Systems Fundamentals”, Kent State University, 1.0 credit hour, at a cost of \$537.00, 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 \$3,759.00.

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 September 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue,Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
9/4/2018	Tax Advance	787,061	-	787,061	Debt Service
9/4/2018	Tax Advance	865,295	865,295		
9/13/2018	PLF	1,431,528	831,528	600,000	STAR Ohio
Total		3,083,883	1,696,823	1,387,061	

On a motion by Ms. Johnson, seconded by Mr. Bower, the September 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Diane Farrell, External Relations and Development Director, and Jen Kadel, Recruitment and Retention Manager, introduced the Board to the new recruiting campaign that is being rolled out for the Library.

APPROVAL OF COMMUNITY ROOMS FEE STRUCTURE

On a motion by Mr. Kennebrew, seconded by Mr. Bower, the Board approved the new Community Rooms fee structure as presented in the Board materials.

Ayes: All  
Nays: None

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.

CORRESPONDENCE

The Board acknowledge a letter dated October 16, 2018 from the Executive Director to elected officials at the statehouse, expressing the need to oppose HB 736.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2019 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2019. The approved meeting dates for 2019 are as follows:

January 23, 2019	July 17, 2019
February 20, 2019	August – no meeting
March 20, 2019	September 18, 2019
April 17, 2019	October 16, 2019
May 15, 2019	November 20, 2019
June 19, 2019	December 18, 2019

Additionally, the Board needed to establish a calendar of facilities meetings for 2019. The approved meeting dates for 2019 are as follows:

January 14, 2019	July 8, 2019
February 11, 2019	August – no meeting
March 11, 2019	September 9, 2019
April 8, 2019	October 7, 2019
May 6, 2019	November 11, 2019
June 10, 2019	December 9, 2019

On a motion by Mr. Bower, seconded by Ms. Holihan, the Board approved the proposed Board and facilities meeting dates for 2019.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 5, 2018 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, November 14, 2018 at 4:00 p.m. in the Board Room at the Main Library. The November meeting was moved up one week due to the Thanksgiving Holiday.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Holihan, the Board adjourned at 5:34 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 14, 2018, 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. 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. Bower, the minutes of the Board meeting of October 17, 2018, and the facilities meeting of November 5, 2018 were 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

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Build Better Working Relationships at Your Library” being sponsored by LibraryWorks, Inc. on October 18, 2018. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, Laura Durham, Information Services Librarian, Information Services, Main Library, Jen Kadel, Recruitment and Retention Manager, Human Resources, Main Library, Kathleen Moore, Early Literacy Librarian, Youth Services, Main Library, Kristina Richey, Information Services Librarian, Information Services, Main Library, and Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “Equity in Action” webinar series being sponsored by Library Journal on October 23, 2018 through November 13, 2018. It is further recommended that registration in the amount of \$180.00 each be reimbursed by the Board.

Isaac Fry, Children Services Librarian, Burkhardt Branch Library, to participate in “Bilingual Storytime at Your Biblioteca” online class being sponsored by Library Juice Academy on November 5, 2018 through November 30, 2018. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, Steve Moser, Teen Services Coordinator, Youth Services, Main Library, Mark Roma, Library Branch Manager, Belmont/East Branch Libraries, and Erin WenMaterials Selection Librarian, Collection Development, Operations Center, to attend “OLC Leadership Conference” being held on November 7, 2018 in Columbus, OH. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “National Philanthropy Day” being held on November 15, 2018 at Sinclair Community College. It is further recommended that registration in the amount of \$60.00 each be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, and Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “DACC 2018 Legislative Reception” being held on November 15, 2018 in Dayton, OH. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Josh Ashworth, Information Technology Services Director, Information Technology Services, Operations Center, Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, and Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to attend “RightClick 2018” being held on November 16, 2018 in Columbus, OH. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Erin Wen, Material Selection Librarian, Collection Development, Operations Center, to attend “ALA Midwinter Meeting” being held on January 25, 2018 through January 29, 2018 in Seattle WA. It is further recommended that registration in the amount of \$245.00,

airfare in an amount not to exceed \$450.00, lodging in an amount not to exceed \$675.00, 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

Alexis Ancona, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective October 28, 2018 at the rate of \$11.89 per hour.

### CHANGE IN HOURS

Barry Fought, Accountant, 4/5-time, Grade 11, Finance, Main Library, from Accountant, full-time, Grade 11, Finance, Main Library, effective October 28, 2018 at the rate of \$22.32 per hour.

### CHANGE IN LOCATION

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Northmont Branch Library, effective October 28, 2018 at the rate of \$10.29 per hour.

Chelsey Hostetler, Information Services Assistant, substitute, Grade Sub08, Bookville Branch Library, from Information Services Assistant, substitute, Grade Sub08, Public Services Administration, effective November 11, 2018 at the rate of \$11.89 per hour.

### CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Mary Limbert, Supply Clerk, 4/5-time, Grade 04, Finance, Operations Center, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective November 11, 2018 at the rate of \$20.10 per hour.

### LEAVE WITHOUT PAY

Jennifer Buckner, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 8, 2018 for 70 hours for maternity leave.

John G. Havey, Main Library Administrative Manager, Public Services Administration, Main Library, effective November 19, 2018 for 280 hours for paternity leave.

### PROMOTION, CHANGE IN LOCATION

Darryn Reams, Teen Services Librarian, full-time, Grade 11, Burkhardt Branch Library, from Information Services Assistant, full-time, Grade 08,



West Carrolton Branch Library, effective November 25, 2018 at the rate of \$20.46 per hour.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of Marsh & McLennan reviewed the proposed 2018-2019 rates for Property, Liability and Blanket Insurance coverage.

<b>Policy</b>	<b>Insurance Company</b>	<b>2017-2018</b>	<b>2018-2019</b>
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	11,067	11,067
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	3,980	3,980
Package (Liability and Property)	Westfield	138,229	136,965
<b>TOTAL</b>		<b>\$153,276</b>	<b>\$152,012</b>

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$152,012.

Ayes: All  
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2018 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/15/2018	PLF	1,258,072	658,072	600,000	STAR Ohio
10/22/2018	Homestead	731,374	865,295	-	
10/22/2018	Homestead	682,801	0	682,801	Debt Service
	<b>Total</b>	<b>2,672,247</b>	<b>1,523,367</b>	<b>1,282,801</b>	

On a motion by Ms. Merz, seconded by Ms. Holihan, the October 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### ADVANCE ON TAX DOLLARS COLLECTED IN 2019

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2019, and  
WHEREAS, these funds will be used for current operating expenses throughout 2019, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

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

The Executive Director discussed the 2019-2021 State Budget and the proposed changes and how they will affect library funding.

#### 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 Carrollton had a successful opening on October 22<sup>nd</sup>. Southeast and Wilmington-Stroop are both progressing on schedule. Main is still at 99% completion as contractors are still trying to fix HVAC issues.

#### 2019 HEALTH DENTAL AND VISION INSURANCE

The Executive Director recommended the following changes to the health, dental, and vision insurance carriers for plan year 2019:

- Renew the group health plan with Anthem with no significant change in benefit coverage or plan design, with a premium rate decrease of 14%, for a projected annual decrease of \$477,352. Provide eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan.
- Move the group dental plan to Superior Dental, with a premium rate decrease of 7.7%, for a projected savings of \$15,276.96 annually and a three year rate guarantee and 4<sup>th</sup> year rate cap.
- Move the group vision Plan to EyeMed Access Network, with a wider provider network, and a premium decrease of 4.4%, for a projected annual savings of \$1,222.92 and a 4 year rate guarantee.
- The Library will continue to pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions will continue to be pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$667.81	-14%
Family	\$1475.85	-14%

Plan	HRA Rate	% change
Single	\$719.47	-14%
Family	\$1590.03	-14%

Plan	Dental Rate	% change
Single	\$24.14	-7.7%
Family	\$101.12	-7.7%

Plan	Vision Rate	% change
Single	\$5.36	-4.4%
Family	\$13.66	-4.4%

On a motion by Ms. Merz, seconded by Mr. Bower, the 2019 health, dental, and vision insurance rates were approved by the Board.

Ayes: All  
Nays: None

NOMINATING COMMITTEE

The Board President appointed Margot Merz as chair of the nominating committee in order to present a 2019 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2018. The slate will be presented at the December 2018 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees

vacancy in May 2019. Ms. Elaine Johnson has served on the Board for five years, fulfilling an unexpired term, and is eligible for reappointment.

### 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, December 10, 2018 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, December 19, 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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:02 p.m. and returned to open session at 5:30 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 5:30 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 19, 2018, 4:00 p.m.

PRESENT: Glenn Bower, Barbra Hayde,  
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. Merz, seconded by Mr. Bower, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Bower, seconded by Ms. Vaughn, the minutes of the Board meeting of November 14, 2018 were approved by the Board.

Ayes: All  
Nays: None

The December 10, 2018 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:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Ann-Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held on November 27, 2018 at the Dayton Racquet Club. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to participate in “Current Developments in Name Authorities” webinar being sponsored by ALCTS on November 28, 2018. It is further recommended that registration in the amount of \$43.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, Shana Novak, Catalog Librarian, Cataloging, Operations Center, and Candice Jeske, Catalog Librarian, Cataloging, Operations Center, to participate in “IFLA LRM Model: a brief introduction” being sponsored by ALCTS on December 5, 2018. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Ann-Riegle-Crichton, Business Services Librarian, Information Services, Main Library, to attend “Wibn Lunch and Learn” being held on December 18, 2018 at the Dayton Racquet Club. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Phillip Dunlevy, Facilities Technician, Facilities, Operations Center, and Doug Keech, Maintenance Manager, Facilities, Operations Center, to attend “Stanley BEST Hardware Training” being held in Indianapolis, IN on January 8, 2019 through January 9, 2019. It is further recommended that mileage in the amount of \$126.44, lodging in an amount not to exceed \$200.00 each, and meals in an amount not to exceed \$80.00 each be reimbursed by the Board.

Shana Novak, Catalog Librarian, Cataloging, Operations Center, to participate in “Linked Data for Beginners” online course being sponsored by the University of Wisconsin – Milwaukee on January 28, 2019 through March 22, 2019. It is further recommended that registration in the amount of \$350.00 be reimbursed by the Board.

Christine Trent, Information Services Assistant, Miamisburg Branch Library, to participate in “Genealogical Research for Librarians” online course being sponsored by ALA on February 4, 2019 through March 1, 2019. It is further recommended that registration in the amount of \$250.00 be reimbursed by the Board.

Angela Peterson, Facilities Manager, Facilities, Operations Center, to attend “Dude University” being held on May 5, 2019 through May 8, 2019 in Raleigh, NC. It is further recommended that registration in the amount of \$1,695.00, airfare in an amount not to exceed \$400.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Steve Moser, Teen Services Coordinator, Youth Services, Main Library, to attend “Basic Restorative Practices” being held on May 7, 2019 through May 10, 2019 in Evanston, IL. It is further recommended that registration in the amount of \$700.00, airfare in an amount not

to exceed \$450.00, lodging in an amount not to exceed \$815.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Amanda Arrington, Volunteer Services Manager, full-time, Grade S08, Public Services Administration, Main Library, effective November 25, 2018 at the rate of \$26.9702 per hour.

Rachel Bussert, Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective November 25, 2018 at the rate of \$22.98 per hour.

Sara Hardin, Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective November 25, 2018 at the rate of \$23.75 per hour.

Olivia Hessler, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective November 25, 2018 at the rate of \$22.98 per hour.

Carissa Smith, Processor, full-time, Grade 02, Cataloging, Operations Center, effective November 25, 2018 at the rate of \$13.21 per hour.

Alexander Weisbrodt, Patron Services Assistant, substitute, Grade Sub05, Borrower Services, Main Library, effective December 9, 2018 at the rate of \$10.29 per hour.

### CHANGE IN GRADE

Mark Roma, Branch Library Manager, full-time, Grade S09, Belmont Branch Library, from Branch Library Manager, full-time, Grade S08, Belmont Branch Library, effective December 23, 2018 at the rate of \$31.9790 per hour.

### CHANGE IN HOURS, CHANGE IN LOCATION, CHANGE IN POSITION

Chelsey Hostetler, Information Services Assistant, full-time, Grade 08, Northwest Branch Library from Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective January 6, 2019 at the rate of \$17.03 per hour.

### LEAVE WITHOUT PAY

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective October 22, 2018 for 48 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective November 19, 2018 for 28 hours for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective December 3, 2018 for 32 hours for medical reasons.

#### PROMOTION, CHANGE IN LOCATION

Suzanne Kirchner, Older Adult Services Librarian, full-time, Grade 12, Outreach Services, from Children Services Librarian, full-time, Grade 11, Belmont Branch Library, effective November 25, 2018 at the rate of \$26.99 per hour.

Miles Wagers, Integrated Library Systems Administrator, full-time, Information Technology Services, Operations Center, from Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective December 9, 2018 at the rate of \$21.98 per hour.

#### RESIGNATION

Christopher Erb, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective November 16, 2018.

Heather Ruch, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective December 8, 2018.

#### RETIREMENT

Richard Waselewski, Senior Patron Services Assistant, full-time, Grade 06, Northwest Branch Library, effective November 23, 2018 after more than 27 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 November 2018 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:



<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
11/15/2018	PLF	\$1,341,915	\$141,915	\$1,200,000	STAR Ohio
11/22/2018	Homestead	\$4,050	\$4,050	-	
11/22/2018	Homestead	\$3,782	-	\$3,782	Debt Service
12/14/2018	PLF	\$1,421,119	\$421,119	\$1,000,000	STAR Ohio
Total		<u>\$2,770,866</u>	<u>\$567,084</u>	<u>\$2,203,782</u>	

On a motion by Ms. Merz, seconded by Mr. Bower, the November 2018 Financial Report was approved by the Board.

Ayes: All  
Nays: None

#### AMENDED 2018 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2018 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Merz, seconded by Mr. Bower, the following amended appropriation allocations for fiscal year ending December 31, 2018:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$21,316,850	\$21,316,850	\$0
2000 – Supplies	\$852,707	\$852,707	\$0
3000 - Purchased Services	\$6,555,566	\$6,555,566	\$0
4000 - Library Materials & Information	\$4,192,876	\$4,192,876	\$0
5000 - Capital Outlay	\$1,678,791	\$1,678,791	\$0
6000 - Debt Service	\$0	\$0	\$0
7000 - Other Objects	\$181,265	\$181,265	\$0
8000 – Contingency	\$0	\$0	\$0
9000 - Transfer to other funds	<u>\$55,000</u>	<u>\$55,000</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$34,833,055</u></b>	<b><u>\$34,833,055</u></b>	<b><u>\$0</u></b>
<u>Sustainability Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	<u>\$11,000</u>	<u>\$11,000</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$ 11,000</u></b>	<b><u>\$11,000</u></b>	<b><u>\$0</u></b>

<b><u>Future Employee Compensation Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 1,500	\$ 1,500	\$0
<i><b>Total</b></i>	<i><b><u>\$1,500</u></b></i>	<i><b><u>\$1,500</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Facilities Enhancement Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$500	\$500	\$0
3000 - Purchased Services	\$565,650	\$565,650	\$0
5000 - Capital Outlay	<u>\$185,000</u>	<u>\$185,000</u>	<u>\$0</u>
<i><b>Total</b></i>	<i><b><u>\$751,150</u></b></i>	<i><b><u>\$751,150</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Debt Service Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$175,000	\$185,000	\$ 10,000
6000 - Debt Service	<u>\$11,650,305</u>	<u>\$11,640,305</u>	<u>-10,000</u>
<i><b>Total</b></i>	<i><b><u>\$11,825,305</u></b></i>	<i><b><u>\$11,825,305</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Building and Repair Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$1,590,279	\$1,590,279	\$0
5000 - Capital Outlay	<u>\$7,407,520</u>	<u>\$7,407,520</u>	<u>\$0</u>
<i><b>Total</b></i>	<i><b><u>\$8,997,799</u></b></i>	<i><b><u>\$8,997,799</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Computer Co-Op Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$ 350	\$ 350	\$0
5000 - Capital Outlay	<u>384,650</u>	<u>384,650</u>	<u>\$0</u>
<i><b>Total</b></i>	<i><b><u>\$ 385,000</u></b></i>	<i><b><u>\$ 385,000</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Taxable Construction Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$85,000	\$85,000	\$0
3000 - Purchased Services	\$12,000,000	\$12,000,000	\$0
5000 – Capital Outlay	<u>\$41,000,000</u>	<u>\$41,000,000</u>	<u>\$0</u>
<i><b>Total</b></i>	<i><b><u>\$ 53,085,000</u></b></i>	<i><b><u>\$53,085,000</u></b></i>	<i><b><u>\$0</u></b></i>
<b><u>Tax Exempt Construction Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$1,537	\$5,537	\$ 4,000

3000 - Purchased Services	\$2,671,926	\$4,171,926	\$1,500,000
5000 - Capital Outlay	\$15,492,388	\$14,488,388	-\$1,004,000
7000 - Miscellaneous	\$0	\$10,000	\$10,000
<b>Total</b>	<b><u>\$18,165,851</u></b>	<b><u>\$18,675,851</u></b>	<b><u>\$510,000</u></b>
<b>Trust Fund</b>	<b>Current Appropriation</b>	<b>Amended Appropriation</b>	<b>Amount Changed</b>
3000 - Purchased Services	\$ 500	\$ 500	\$ 0
<b>Total</b>	<b><u>\$ 500</u></b>	<b><u>\$ 500</u></b>	<b><u>\$ 0</u></b>
<b>Endowment Fund</b>	<b>Current Appropriation</b>	<b>Amended Appropriation</b>	<b>Amount Changed</b>
3000 - Purchased Services	\$ 350	\$ 350	\$ 0
<b>Total</b>	<b><u>\$ 350</u></b>	<b><u>\$ 350</u></b>	<b><u>\$ 0</u></b>

Ayes: All  
Nays: None

#### TRANSFERS OF FUNDS

In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

The **Future Employee Compensation** was originally designated the **Special Revenue Fund (201)** as established in December 2003, but the name was changed in 2013. This fund will provide for future payouts of Sick/Vacation balances upon employee retirements. Therefore, it is appropriate to transfer funds from the General Fund to the Future Employee Compensation Fund in 2018 the following amount:

Beginning Balance January 1, 2018	\$1,673,428.28
<i>Plus:</i> Earnings through November 30, 2018	22,663.06
<i>Plus:</i> Estimated Earnings for December 30, 2018	4,247.12
<i>Less:</i> Investment fees through November 30, 2018	(1,226.26)
<i>Less:</i> Encumbrances	0
Balance through November 30, 2018	<u>\$1,699,112.20</u>
<b><u>Current Obligation</u></b>	
Vacation Accrual	\$935,258.83
Compensatory Time Accrual	73,242.54
25% of Sick Leave (Eligible Retirees)	447,003.29
4/11 of Current Payroll	<u>209,866.49</u>
Current Payroll expenditure obligation	\$1,665,371.18
Compensation tax liability (2% Medicare/Workers Comp)	<u>33,307.42</u>
Total current obligation	<u><b>\$1,698,678.60</b></u>
Requested Transfer from the General Fund to the Future Employee Compensation Fund	<u><b>\$0</b></u>

The **Computer Co-Op fund (402)** was established in August of 1991. The purpose of the fund was to accumulate capital funds for the purchase of hardware and software needed for future upgrades to the Library's shared Integrated Library System. Over the past seven (7) years, transfers of roughly \$55,000 per year have been processed from the General Fund into the Computer Co-op Fund. This was done based on the assumption that the Library would require a total of \$385,000 (\$55,000 x 7 years) for the needed upgrade. The actual cost of the upgrade was only \$202,015 in 2018. Furthermore, it is estimated that the next upgrade to take place in 2025 will cost less than \$100,000. Because the upgrade costs are much lower than originally projected, it is recommended that the balance of the Computer Co-Op Fund (402) be returned to the General Fund and that future upgrades to the Library's Integrated System be charged directly to the General Fund.

Beginning Balance January 1, 2018	\$385,299.61
<i>Less: Expenditures through November 30, 2018</i>	(179,515.34)
<i>Plus: Earnings through November 30, 2018</i>	5,144.59
<i>Less: 2018 Encumbrance</i>	(26,100.00)
Balance to be transferred to General Fund	<u><b>\$184,828.86</b></u>

The **Sustainability Fund (102)** was established October 19, 2011. The purpose of the fund is to accumulate cash to sustain the Library against cyclical changes in revenues and expenditures. Based on the current balance and estimated daily expenditures, the library would have approximately 115 days of regular operating expenditures in the Sustainability Fund at December 31, 2018.

Beginning Balance January 1, 2018	\$9,422,332.26
<i>Plus: Earnings through November 30, 2018</i>	127,605.71
<i>Plus: Estimated Earnings December 2018</i>	0
<i>Less: Investment fees through November 30, 2018</i>	(\$6,904.52)
<i>Less: 2018 Encumbrances</i>	(0)
Requested Transfer to Sustainability Fund from General Fund	<u>\$0</u>
<b><i>Projected Sustainability Fund Balance, December 31, 2018</i></b>	<u><b>\$9,543,033.45</b></u>

In 2013, the **Facilities Enhancement Fund (103)** was created and initially funded by an anonymous donation received in 2013.

Beginning Balance January 1, 2018	\$741,932.74
<i>Plus: Earnings through November 30, 2018</i>	8,162.35
<i>Plus: Estimated Earnings December 2018</i>	0
<i>Less: Disbursements through November 30, 2018</i>	(\$26,805.67)
<i>Less: Encumbrances, December 2018</i>	(141,095.00)
<b><i>Projected Facilities Enhancement Fund Balance, December 31, 2018</i></b>	<u><b>\$582,194.42</b></u>

The **Building and Repair Fund (401)** was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2018	\$11,271,677.70
Less: 2018 Expenditures through November 30, 2018	(\$247,632.49)
Plus: Earnings through November 30, 2018	\$291,400.49
<i>Plus: Estimated Earnings December 2018</i>	\$0
Less: 2018 Encumbrances	<u>(\$30,188.86)</u>
<b><i>Projected Building and Repair Fund Balance, December 31, 2018</i></b>	<b><u>\$11,285,256.84</u></b>

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the transfer of \$184,828.86 from the Computer Co-op Fund (402) into the General Fund in order to close the Computer Co-op Fund. No action is recommended for the Future Employee Compensation, Sustainability, Building Repair, or Facilities Enhancement Funds.

A roll call vote was taken as follows:

Mr. Bower, Aye  
 Ms. Hayde, Aye  
 Ms. Merz, Aye  
 Ms. Vaughn, Aye

Ayes: All  
 Nays: None

**TEMPORARY 2019 APPROPRIATION RESOLUTION**

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2019.

**GENERAL FUND**

1000 – Salaries & 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 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<b><u>\$34,860,910</u></b>

**SUSTAINABILITY FUND**

3000 - Purchased Services	\$10,000
Total Sustainability Fund Appropriations	<b><u>\$10,000</u></b>

**FACILITIES ENHANCEMENT FUND**

2000 - Supplies	\$500
3000 - Purchased Services	\$404,750
5000 - Capital Outlay	<u>\$150,000</u>
Total Facilities Fund Appropriations	<b><u>\$555,250</u></b>

**FUTURE EMPLOYEE COMPENSATION FUND**

3000 - Purchased and Contracted Services	\$1,700
Total Future Employee Compensation Fund Appropriations	<b><u>\$1,700</u></b>

**DEBT SERVICES FUND**

3000 - Purchased Services	\$196,000
6000 - Debt Services	<u>\$11,649,596</u>
Total Debt Services Fund Appropriations	<b><u>\$11,845,596</u></b>

**BUILDING AND REPAIR FUND**

3000 - Purchased Services	\$1,612,000
5000 - Capital Outlay	<u>\$7,500,000</u>
Total Building and Repair Fund Appropriations	<b><u>\$9,112,000</u></b>

**TAXABLE CONSTRUCTION FUND**

2000 - Supplies	\$30,000
3000 - Purchased Services	\$10,000,000
5000 - Capital Outlay	\$27,552,575
7000 - Miscellaneous	\$550
Total Taxable Construction Fund Appropriations	<b><u>\$37,583,125</u></b>

**TAX EXEMPT CONSTRUCTION FUND**

5000 - Capital Outlay	\$350,000
Total Tax Exempt Construction Fund Appropriations	<b><u>\$350,000</u></b>

**TRUST FUND**

3000 - Purchased Services	\$500
Total Trust Fund Appropriations	<b><u>\$500</u></b>

**ENDOWMENT FUND**

3000 - Purchased Services	\$500
Total Endowment Fund Appropriations	<b><u>\$500</u></b>
Total All Funds Appropriations	<b><u>\$94,319,581</u></b>

On a motion by Mr. Merz, seconded by Mr. Bower, the Board approved the Temporary Appropriation for 2019 for the General Fund in the amount of \$34,860,910, the Sustainability Fund in the amount of \$10,000, the Facilities Enhancement Fund in the amount of \$555,250, the Future Employee Compensation Fund in the amount of \$1,700, the Debt Service Fund in the amount of \$11,845,596, the Building & Repair Fund in the amount of \$9,112,000, the Taxable Construction Fund in the amount of \$37,583,125, the Tax Exempt Construction Fund in the amount of \$350,000, the Trust Fund in the amount of \$500, and the Endowment Fund in the amount of \$500.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director discussed the State Budget and how it will affect library funding as well as how it will affect when to put the next levy on the ballot.

The Board also discussed the successes of the 2016-2018 Strategies for Impact as well as next steps in starting the new strategic planning process.

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. There has been virtually no change in the All Segment budget. Southeast and Wilmington-Stroop are both buttoned-up and work is starting on the interior. West Carrollton is complete and had its grand opening, but issues with the roof have occurred causing a change order.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed Library Aide Pay Schedule includes increases of \$0.20 - \$0.25 over current rates:

<b>Dayton Metro Library</b>				
<b>Library Aide Pay Schedule</b>				
<b>Effective January 1, 2019</b>				
Current Rate	\$8.75	\$9.00	\$9.35	\$9.75
New Rate	\$9.00	\$9.20	\$9.50	\$10.00

The proposed Substitute Pay Schedule includes increases of 3.5% for each employee over current rates:

**DAYTON METRO LIBRARY**  
**Substitute Pay Ranges**  
**Effective January 1, 2019**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Sub 01	\$9.27	\$11.07
Sub 02	\$9.54	\$11.39
Sub 03	\$9.85	\$11.76
Sub 04	\$10.19	\$12.17
Sub 05	\$10.65	\$12.71
Sub 06	\$11.11	\$13.26
Sub 07	\$11.68	\$13.95
Sub 08	\$12.30	\$14.69
Sub 09	\$13.01	\$15.53
Sub 10	\$13.85	\$16.53
Sub 11	\$14.78	\$17.64

Sub 12	\$15.88	\$18.97
<b>Professional Offset</b>		\$1.73

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2019.

Ayes: All  
Nays: None

NOMINATING COMMITTEE

The Board President indicated that an ad hoc nominating committee lead by of Margot Merz was appointed at the November 14, 2018 Board meeting in order to present a 2019 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented by Ms. Merz on behalf of the committee as follows:

Barbara Hayde – President  
Carl Kennebrew – Vice President  
Glenn Bower – Secretary

The President asked if there were nominations from the floor and there were none.

On a motion by Mr. Bower, seconded by Mr. Merz, the Board elected the slate of officers as presented.

Ayes: All  
Nays: None

President Hayde explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All  
Nays: None

Ms. Merz on behalf of the committee also indicated that Ms. Johnson should be recommended for reappointment to the Montgomery County Commissioners to fill the vacancy in May 2019.

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the recommendation of reappointment of Elaine Johnson by the Montgomery County Commissioners.



Ayes: All  
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 23, 2019 at 4:00 p.m. in the Board Room at the Main Library.

The January 2019 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday. This offers more time for the Finance Office to prepare the end of the year financial reports.

The next Facilities Meeting will be held Monday, January 14, 2019 at 4:00 p.m. in the Board Room at the Main Library

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Bower, the Board adjourned at 5:27 p.m.

Ayes: All  
Nays: None