

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., January 24, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama
Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

President Oehlers called the meeting to order at 4:01 p.m.

APPROVAL OF AGENDA

On a motion by Dr. Boyd, seconded by Mr. Turner, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of December 20, 2006.
- B. Investment Actions to include: On Friday, December 29, 2006, the \$10,000 Tangible Personal Property Tax Exempt Settlement was received in the amount of \$5,339.91. It was determined that the entire amount was needed for current operating expenses. On Tuesday, January 16, 2007, the Local Government Funds for January 2007 were received in the amount of \$1,422,029.57. The entire amount was invested in the General Account earning 5.25% interest.
- C. Funds Allocation for Tuition Reimbursement for staff members in the amount of \$25,000 for calendar year 2007 to be awarded in accordance with the Staff Development Program.
- D. Workshop Hours (included in Consent Agenda Addendum, page 5)
- E. Personnel Actions (included in Consent Agenda Addendum, pages 5 & 6)
- F. The Tuition Reimbursement Agreement between the Board and Tabitha M. Litteral, Copy Cataloger I, Catalog Division, Main Library, in order to attend IUPUI (Indiana University Purdue University Indianapolis) School of Library and Information Science. The Tuition Reimbursement Agreement between the Board and Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library in order to attend the Kent State School of Library and Information Science.

- G. 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 Agreement:

Cathy Hochadel, Reference Assistant, Burkhardt Branch Library, for “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch Library, for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Reference and Information Resources and Services”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,371.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Information Analysis and Organization”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,371.00.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Library Materials for Children and Young Adults”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Collection Development and Management”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/Switchboard Operator, Community Relations Department, Main Library, for “Access to Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/Switchboard Operator, Community Relations Department, Main Library for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

- H. Renewal of IRS Section 125 Flexible Spending Account benefits for the benefit year 2007. The cafeteria plan is an employee benefit that allows staff members to pay group health premiums, and un-reimbursed medical with pre-tax funds. Costs for participation through a third party administrator are expected to be approximately \$4200 during the benefit year. The Library’s Labor-Management Committee, comprising management and bargaining unit employees, unanimously recommends funding the program from \$5763 in rebated premiums received from Medical Mutual during 2006.

Ayes: All
Nays: None

FRIENDS OF THE LIBRARY REPORT

Neta Lovell, President of the Friends of the Library, updated the Board of Trustees on Friends of the Library activities during 2006. Ms. Lovell said the Friends' largest profits come from the bi-annual book sale, which is now held at Hara Arena. She also distributed a list of the Friends' 2006 accomplishments to Board members.

MONTHLY FINANCIAL REPORT

On a motion by Mr. Turner, seconded by Dr. Boyd, the monthly Financial Report for December 2006 was approved by the Board.

Ayes: All

Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying that he was very pleased that 2006 was the highest circulation year ever for the Library, and thanked everyone for contributing to that effort.

The Executive Director then shared a report regarding the Dayton Metro Library's statistical ranking against 100 public libraries throughout the United States and Canada. The data used was collected from the *2006 Report from the Public Library Data Service (PLDS)*, a report which contains statistical and financial data for fiscal year 2005. The analysis reported the highest ranking library, Dayton Metro Library's ranking, the average value for the criteria, the median (51st) ranking library, and the lowest ranking library. The sole selection criteria used was population of the legal service area. This year's analysis also included the Dayton Metro Library's ranking from the previous year's report. The Dayton Metro Library ranked well above the median in nearly every category and ranked in the top 25% in 20 of the 29 measures.

The Executive Director reported that the Library had received 267 shares of DP&L stock valued at \$7,500 from Jean Barger Rice, a long time patron of the library. He also told Trustees that \$2,000 was bequeathed to the library from the estate of Susanna Savage.

Downloadable audio books were introduced to the Dayton Metro Library public in January, with just over 1000 downloadable titles offered. The Executive Director said the library has already seen considerable circulation throughout the new online collection.

The Executive Director introduced Rachelle Miller, Dayton Metro Library's Business Specialist, and explained that several events are being offered by members of the Entrepreneurial Development Network as part of the Region's celebration of Entrepreneurship Week USA, February 24th through March 3rd. Rachelle told Board members that the Dayton Metro Library and the Greater Dayton IT Alliance is hosting an essay contest for high school students called The Miami Valley's Next Top Entrepreneur. The contest encourages students to write about a new product or service. Winners will be announced on February 27th at the breakfast event being planned by the Dayton Development Coalition. Dayton Metro Library Board members are invited to attend the breakfast event.

STRATEGIC PLANNING UPDATE

The Executive Director discussed with the Board progress in developing a new strategic plan and facilities master plan for the Library. He explained that the Library needs to have a firm understanding about community needs, where these communities think our services should be and how we can respond appropriately to those needs. He explained that the Public Library Association had developed broad service descriptions for use in strategic planning. He told Board members that the service responses from the PLA model were posted throughout the auditorium, and would be used in an exercise with managers on the following day. He also explained that this was not just an internal exercise. Critical to the PLA Planning for Results process is the involvement of our users and the communities we serve. He told Board members that external interviews of key community leaders and focus groups of users and non-users would be conducted to get a firm understanding about community needs and that Board members would have a future opportunity to participate in this process.

AFFIRMATIVE ACTION REPORT

Cindi Chibis, Human Resource Manager, presented the Library’s annual affirmative action report for 2006. She explained that in 2006 the total number of staff increased from 626 to 640. In 2005, minority representation was above the available labor force in three categories (Administrative Support, Skilled Craft Workers and Service Maintenance). In 2006 minority representation is at or above the available labor force in four areas (Officials and Administrators, Administrative Support, Skilled Craft Workers and Service Maintenance) and below in three areas (Professionals, Technicians, and Paraprofessionals). Hiring goals for categories below the available minority labor force have been set.

HEALTH INSURANCE BENEFITS

The Executive Director explained to Board members that the Dayton Metro Library provides health and major medical insurance options to eligible employees and that the Library pays 80% of the premium for managerial, confidential and bargaining unit employees in authorized positions of forty or more hours per two-week pay period. He said renewal rates had been received from Anthem Blue Cross/Blue Shield for the Blue Access PPO Health Plan and from Medical Mutual of Ohio for dental and vision insurance. The proposed rates would be effective March 1, 2007 through February 28, 2008.

The Executive Director also told the Board that a new proposal this year is a Heath Reimbursement Account (HRA) plan as an alternative to the traditional PPO plan. He explained that HRA plans offer substantial reductions in premiums in exchange for substantially higher deductibles, and required as a part of the proposed HRA plan is the establishment of an employer contributed health reimbursement account for participating employees. Costs for all plans are outlined below.

	Current Rate		Single	Renewal Rate		
	Single	Family		Change	Family	Change
Medical Mutual of Ohio						
Vision	\$1.52	\$3.91	\$1.34	-11.54%	\$3.46	-11.54%
Dental	\$18.93	\$79.63	\$21.81	15.36%	\$91.88	15.36%

Anthem BC/BS Blue Access PPO	\$421.28	\$931.64	\$457.07	8.5%	\$1010.83	8.5%
Lumenos HRA HRA Contributions	NA	NA	\$363.49 \$500.00		\$803.84 \$1000.00	

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board approved the plan design and rates submitted by Anthem Blue Cross/Blue Shield for health care coverage and the plan design and rates submitted by Medical Mutual of Ohio for dental and vision coverage for library staff for the period March 1, 2007 through February 28, 2008. With the same motion, the Board approved the plan design and rates for the Lumenos HRA health coverage and funding of HRA contributions for participating library staff for the period April 1, 2007 through February 28, 2008.

NEW BUSINESS

Marie Chihil addressed the Board concerning time limits on public computers, in particular, limits for those individuals who are researching information.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN FEBRUARY

The next meeting of the Dayton Metro Library Board of Trustees will be February 21, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by President Oehlers, the Board adjourned at 5:32.

CONSENT AGENDA ADDENDUM

WORKSHOP HOURS

Kathleen Moore, Early Literacy Specialist, Youth Services, Main Library, to attend the workshop “Early Learning Content Standard – Literacy” in Eaton, Ohio on January 10th, 24th, 31st and February 7th, 2007. It is further recommended that mileage in an amount not to exceed \$100.88 be reimbursed by the Board and meals in an amount not to exceed \$8.00 per day be reimbursed by the Board.

Rachelle Miller, Business Specialist, Adult Services Division, Main Library, to attend the online course “Certified Public Library Administrator Course – Organization & Personnel Management through the University of Illinois. It is further recommended that registration be paid by the Board in an amount not to exceed \$300.00.

Chris Zurbuchen, Microcomputer Specialist, Information Technology Services Division, to attend the “Microsoft Across America Launch Event” in Columbus, Ohio on January 25, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$68.87.

Nancy Horlacher, Local History Librarian, Magazines and Special Collections, Main Library, to attend the SWON workshop "What to Keep?" in Cincinnati, Ohio on January 30, 2007. It is further recommended that registration in an amount not to exceed \$45.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$43.17 and lunch be reimbursed in an amount not to exceed \$8.00.

PERSONNEL ACTIONS

APPOINTMENT

Linda Lanning, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township Branch, effective January 21, 2007 at the rate of \$11.31 per hour.

Jeff Reid, Teen Librarian, full time, Grade 11, Step A, Northmont Branch, effective January 21, 2007 at the rate of \$18.41 per hour.

Mary Ellen Elvers, Reference Librarian, 1/2 time, Grade 11, Step F, Adult Services Division, Main Library, effective December 24, 2006 at the rate of \$21.02 per hour.

PROMOTION

Lorinda Rotterman, from Supply Clerk, 4/5 time, Grade 4, Step D, Finance Office, Main Library, to Clerk II, full time, Grade 5, Step D, Magazines and Special Collections Division, Main Library, effective February 4, 2007 at the rate of \$12.91 per hour.

Cara Kouse, from Reference Librarian, hourly substitute, Grade 11, Step A, Wilmington Stroop Branch, to Assistant Branch Library Manager, full time, Grade S06, Step A, Wilmington Stroop Branch Library, effective January 21, 2007 at the rate of \$20.2720 per hour.

CHANGE IN LOCATION

Cheryl Wirtley, from Branch Library Manager, full time, Grade S08, Step F, New Lebanon Branch Library, to Branch Library Manager, full time, Grade S08, Step F, Miami Township Branch Library, effective February 18, 2007 at the rate of \$27.0186.

Timothy Capehart, from Children's Librarian, full time, Grade 11, Step G, Belmont Branch to Reference Librarian, full time, Grade 11, Step G, Adult Services Division, effective January 7, 2007 at the rate of \$21.60 per hour.

RESIGNATION

Amanda Frommeyer, Library Technical Assistant I, 3/5 time, Grade 4, Step F, Kettering Moraine Branch, effective January 20, 2007 at the rate of \$13.15 per hour.

RETIREMENT

Patricia Oates, Library Technical Assistant I, 3/5 time, Grade 4, Step J, Vandalia Branch, effective April 27, 2007 after more than 10 years of service.

Harriet Watson, Clerk II, full time, Magazines and Special Collections Division, effective February 28, 2007 after more than 30 years of service.

LEAVE WITHOUT PAY

Christine Grillot, Library Technical Assistant I, 3/5 time, Northtown-Shiloh Branch, effective December 12, 2006 for 168.0 hours for personal reasons.

Jessica Wallace, Order Clerk I, full time, Acquisition Division, Main Library, effective January 30, 2007 for 40.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., February 21, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama
Barbara Hayde, Dennis Turner

PRESIDING: Dr. Roberta Boyd

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

Dr. Roberta Boyd was appointed President Pro Tem. The meeting was called to order at 4:02 p.m.

Mr. Turner entered the meeting at 4:17 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Agenda was approved by the Board.

Ayes: All

Nays: None

CONSENT AGENDA

On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of January 24, 2007.
- B. Investment Actions to include: On January 31, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$410,025.13. The entire amount was invested in the General Account earning 5.25% interest. On Thursday, February 15, 2007, the Local Government Funds for February 2007 were received in the amount of \$4,114,578.56. The entire amount was invested in the General Account earning 5.25% interest. On Tuesday, February 20, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$1,488,297.50. The entire amount was invested in the General Account earning 5.25% interest.
- C. Workshop Hours (included in Consent Agenda Addendum, pages 4 & 5)
- D. Personnel Actions (included in Consent Agenda Addendum, page 5 & 6)
- E. 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 Agreement:

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for “Research for Decision Making in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Hayde, seconded by Mr. Turner, the monthly Financial Report for January 2007 was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by sharing a comparison of Youth Services Program Attendance Statistics for 2005 and 2006 with the Board. He explained that 2006 had been a banner year for both programming and attendance and thanked Tish Wilson, Assistant Director for Youth Services and Children’s Librarians throughout the system for their efforts in making 2006 such a successful year. Circulation and door count statistics for the month of January were also included in the Board folders.

The Executive Director told the Board that the Library had received \$5,000 from the Fraternal Order of Eagles in Miamisburg and explained that the donation would be used to enhance the public facilities and services at the Miamisburg library.

Included in the Board folder was a flyer outlining the Ohio Library Council’s Trustee Dinner sites for 2007. The Executive Director told Board members that the Southwest Chapter Dinner has been scheduled for 7:00 p.m. on April 19, 2007 at the Dayton Marriott and encouraged all Trustees to attend. He asked Board members to contact Cheri Edwards if they planned on attending the dinner.

The Executive Director told Board members that last year a joint task force was created out of House Bill 66 to look at alternative ways in which libraries and local governments could receive more stable state support and funding. This task force has made a number of strong recommendations, including replacing the LLGSF with a new fund that would receive a percentage of total revenues instead of a percentage of personal income revenues. The Executive Director said at this time Governor Strickland has not based his 2008 budget on any change in funding.

The Executive Director also told the Trustees about the “Successful Cities Conference” being held in Cleveland, Ohio on May 4-5, 2007. He said he hoped some Trustees could attend, and said the Library would be sending invitations to Montgomery County Commissioners and the City of Dayton Mayor and Commissioners.

Travis Bautz, Adult Services Manager spoke to the Board concerning the \$15,000 Fit for Life grant the Library received from the MetLife Foundation. Several community organizations have partnered

with the Library to provide programs, speakers, facilities, resources and more. A booklet which included an introduction to the program, a list of scheduled DML programs, information on trails in Montgomery County, walking tips, forms and charts to record steps taken, and a brief bibliography of DML resources was distributed to the Board members. Travis explained that the program will run for thirteen weeks, from March 3 through June 2, 2007 and said that over 100 Fit for Life programs have been planned throughout the system. The programs will cover a variety of topics relating to health and will be held at all DML locations. Travis explained how participants can earn entry forms, and showed the Trustees some of the prizes that will be given away weekly.

AILERON INFORMATION COMMONS PROPOSAL

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board approved the agreement between the Library and Aileron for the provision of library and information services as indicated in the Aileron Information Commons Proposal. The Executive Director explained that Assistant Montgomery County Prosecuting Attorney Nolan Thomas has reviewed the services proposal and recommended Letter of Agreement.

Ayes: All
Nays: None

2007 GOALS AND OBJECTIVES

On a motion by Mr. Turner, seconded by Ms. Hayde, the Board tabled this item until the March 21, 2007 Board meeting.

Ayes: All
Nays: None

STRATEGIC PLANNING UPDATE

The Executive Director discussed with the Board progress in developing the new strategic plan and facilities master plan for the Library. He reviewed several documents concerning the new strategic planning process, including the results of an exercise the Library managers had participated in. He explained that the Library needs to have a firm understanding about community needs, where these communities think our services could be improved, and how we can respond appropriately to those needs. He thanked the Board members for identifying individuals as possible interviewees, and said he would appreciate any other names they could forward to him. Included in the Board folder was a listing of possible interviewees.

He explained that community participation would be essential for the next part of the process which is identifying the needs of the communities and what the Library would do to meet those needs. He also shared a series of scripted meetings with the Board identifying how the next part of the process would proceed. He explained that he anticipated holding four community meetings over the next several months using the Public Library Association's "Planning for Results" process as a starting point.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. A letter dated January 10, 2007 from the Montgomery County Common Pleas Court, Juvenile Division, thanking the Library for providing an area for the posting of court publications concerning juvenile procedures.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN MARCH

The next meeting of the Dayton Metro Library Board of Trustees will be March 21, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Ms. Katsuyama, seconded by Mr. Turner, the Board adjourned at 5:06.

Ayes: All
Nays: None

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Travis Bautz, Adult Services Division Manager, Main Library, to attend the OLC workshop “Castles Against Ignorance” in Columbus, Ohio on March 15, 2007. It is further recommended that registration in an amount not to exceed \$50.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$75.66.

Ken Basista, Finance Manager, and Beth Lynch, Accountant, to attend the annual “Financial Report Workshop” in Hamilton, Ohio on March 13, 2007. It is further recommended that mileage be reimbursed for Beth Lynch in an amount not to exceed \$38.32, mileage be reimbursed for Ken Basista in an amount not to exceed \$35.89, and lunch be reimbursed in an amount not to exceed \$8.00 each.

Cindi Chibis, Human Resource Manager, to attend the Council on Education in Management’s “Ohio Public Sector Employment Law Update”, in Columbus, Ohio on March 7, 2007. It is further recommended that registration in the amount of \$599.00 be paid by the Board.

Kay Trochelman, Accounting Clerk III, Finance Office, to attend the CMI class “Payroll and Personnel Fast Track” in Englewood, Ohio on March 6, 2007. It is further recommended that registration in the amount of \$195.00 be paid by the board, and mileage be reimbursed in an amount not to exceed \$13.26.

Nancy Horlacher, Local History Specialist, Nicole Eby, Reference Librarian, and Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend

“Reference Services Interest Group Meeting” in Blue Ash, Ohio on February 15, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$5.00 each.

Kevin Delecki, Children’s Librarian, East Branch, Pat Clingman, Children’s Librarian, Miamisburg Branch, Jennie Eisnaugle, Children’s Librarian, Northmont Branch, Cherie Spencer, Children’s Librarian, Kettering Moraine Branch, Carol Miller, Children’s Librarian, EC Doren Branch, Karen Bryant, Children’s Librarian, Trotwood Branch, Miriam Wise, Children’s Librarian, Westwood Branch, Erin Hunt, Children’s Librarian, West Carrollton Branch, Teresa Gaylard, Children’s Librarian, Northmont Branch, Helen Patzer, Children’s Librarian, Northtown Shiloh Branch, Terri Stringer, Children’s Librarian, Vandalia Branch, Jean Gaffney, Collection Development Manager, Main Library, BJ Moore, Children’s and Young Adult Materials Selection Specialist, Main Library, Stephanie Cossell, Reference Assistant, Wilmington Stroop Branch, Pat Traves, Children’s Librarian, Ft. McKinley Branch, Sue Collins, Reference Assistant, Kettering Moraine Branch, Kathleen Moore, Early Literacy Specialist, and Jennifer Sivers-Shrader, Children’s Librarian, Miamisburg Branch to attend the Picture Book Read-In, to be held in Dayton, Ohio on February 9-10, 2007. It is further recommended that the total registration fee of \$600.00 be paid by the Board, and lunch be paid by the Board in an amount not to exceed \$168.00.

D. PERSONNEL ACTIONS

Zachary Kimble, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Vandalia Branch, effective February 12, 2007 at the rate of \$8.74 per hour.

Brandon Ulman, Shipping and Receiving Clerk, full time, Grade 3, Step A, Acquisition Division, Main Library, effective February 4, 2007 at the rate of \$10.92 per hour.

Angela Newsome, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective February 4, 2007 at the rate of \$8.74 per hour.

It is recommended that the following resignation be accepted:

Therese Butera, Community Relations Clerk, 3/5 time, Grade 5, Step L, Community Relations Department, Main Library, effective February 17, 2007 at the rate of \$16.33 per hour.

Cristina Barnette, Integrated Systems Specialist, hourly substitute, Grade 12, Step G, Information Technology, Main Library, effective January 22, 2006 at the rate of \$17.26 per hour.

Susan Nixon, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch, effective August 20, 2005 at the rate pf \$8.49 per hour.

Ashley Seal, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, Main Library, effective October 28, 2006 at the rate of \$12.68 per hour.

It is recommended that the following retirement be accepted:

Janet Nottingham, Branch Library Manager, full time, Grade S08, Step L, Miami Township Branch, effective January 31, 2007 after more than 31 years of service. (revised date)

Lillian Ratliff, Library Technical Assistant III, full time, Grade 6, Step L, Circulation Division, Main Library, effective February 28, 2007 after more than 37 years of service.

Jennie Eisnaugle, Children's Librarian, full time, Grade 11, Step L, Northmont Branch, effective May 12, 2007 after more than 30 years of service.

Mary Seiter, Children's Librarian, full time, Grade 11, Step L, New Lebanon Branch, effective April 30, 2007 after more than 32 years of service.

It is recommended that the following leave without pay be accepted:

Blaire Helldoerfer, Library Technical Assistant I, 3/5 time, Trotwood Branch, effective February 20, 2007 for 100.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., March 21, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama, Dana Keish,
Barbara Hayde, Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

On a motion by Dr. Boyd, seconded by Ms. Hayde, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Keish, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of February 21, 2007.
- B. Investment Actions to include: On Wednesday, March 9, 2007, a Property Tax advance for the first half of 2006 was received in the amount of \$1,974,756.08. The entire amount was invested in the High Balance Account yielding 5.30% interest. On Wednesday, March 14, 2007, the Local Government Funds for March 2007 were received in the amount of \$858,103.33. The entire amount was invested in the High Balance Account yielding 5.32% interest.
- C. Workshop Hours (included in Consent Agenda Addendum, page 7)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 7, 8, & 9)
- E. 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 Agreement:

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for "Access to Information", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for "Research for Decision Making in Libraries and Information Centers", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director explained to the Board that shortly after the 2005 audit was completed, the library was notified by the State Auditors Office that they intended to solicit bids from outside sources for completion of the Library's 2006 audit. The Executive Director then reviewed library revenues and expenses. On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the monthly Financial Report for February 2007 was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by discussing February circulation statistics. He explained that the library system had been closed due to weather for one full day and three partial days in February. Even though circulation statistics showed a 4% drop for the month, minimal drop occurred during the month with a total 8.5% drop in service hours. He told Board members that taking the loss in service hours into consideration, circulation per hour in February 2007 actually rose 5% over circulation per hour in February of 2006. He also said year to date figures for 2007 were up slightly when compared to 2006.

The Executive Director shared projected library funding as outlined in Governor Strickland's budget proposal for 2008-2009. He told Board members that in 2005 a joint task force was created as a part of House Bill 66 to look at alternative ways in which libraries and local governments could receive more stable state support and funding. He explained that the task force had made a number of strong recommendations, including replacing the LLGSF with a new fund that would receive a percentage of total revenues instead of a percentage of personal income revenues. He then said that in the Governor's proposal a new fund entitled "Local Libraries Fund" would replace the Library and Local Government Support Fund. Governor Strickland's proposal also bases funding on the calendar year, rather than the fiscal year as in the past. Although the task force recommended an immediate increase, the proposal allows for no increase in funding for 2007, it does reflect a 0.87% increase in 2008 and a 0.63% increase in 2009 for total fund revenue. For the Dayton Metro Library this would mean a \$165,900 increase in 2008 over 2007 funds and a \$120,275 increase in 2009 over 2008 funds.

The Executive Director also reminded Trustees about the "Successful Cities Conference" being held in Cleveland, Ohio on May 4-5, 2007. He explained that the conference had been very successful in the past and was geared toward city and county local government leaders to help them understand why libraries are important. He said he hoped some Trustees could attend, and said the Library had sent invitations to Montgomery County Commissioners and the City of Dayton Mayor and Commissioners.

The Executive Director told Board members that the 2007 Big Read featuring the *Glass Castle* by Jeanette Walls was going very well. Community Relations Manager Mark Willis said a recent discussion held at Books and Co. had drawn over fifty people. Mimi Morris, Assistant Director for Branch and Extension Services, also said that book discussions at various branches had been very well attended with some of the largest responses ever.

The Executive Director explained that a new electronic newsletter service called BookLetters™ was being offered on the Library's website. He said the service offers many different newsletters with varied interests for adults, teens, and children. Each newsletter contains summaries and review information on new books available from the Dayton Metro Library. Each newsletter is customized by library staff members and is sent once each month, giving patrons fresh ideas for great books to check out. The new service will be promoted via library due date alert messages.

The Executive Director shared a copy of a new general brochure outlining the Library's services and explained that it would soon be distributed system-wide. He said the layout and styling continues a theme and color scheme that will be used for this year's Annual Report.

AMERICAN LIBRARY ASSOCIATION

The Director stated that the American Library Association Annual Conference would be held June 21-27, 2007 in Washington, D.C. On a motion by Ms. Hayde, seconded by Dr. Boyd, the Board authorized reimbursement of expenses in an amount up to \$1,209 each, but with appropriate lower amounts considering the number of days in attendance, for reimbursement of travel, lodging, meals and registration for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

With the same motion, the Board authorized that in accordance with Article 50 of the Labor Agreement between the Board and District 1199/DML, \$3,627 will be divided amongst those bargaining unit members attending the conference and \$3,627 will be divided amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

As distributed to Trustees prior to the meeting a draft Final Appropriation Resolution for 2007 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. The Executive Director explained that the 2007 Final Appropriation resolution is reported at the major object level, but monthly financial reporting will continue to be reported at the basic account level.

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board adopted the following resolution:

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that to provide for the Trustees, during the fiscal year ending December 31, 2007, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made and during the said year.

**Final
Appropriation for
2007**

GENERAL FUND

1000 - Salaries and Benefits	\$19,085,642
2000 - Supplies	\$533,830
3000 - Purchased and Contracted Services	\$4,297,154
4000 - Library Materials & Information	\$5,000,000
5000 - Capital Outlay	\$2,900,000
6000 - Debt Service	\$0
7000 - Other Objects	\$57,000
8000 - Contingency	\$1,100,000
9000 - Transfers to other funds	\$3,864,305

Total General Fund Appropriations \$36,837,931

SPECIAL REVENUE FUND

1000 - Salaries and Benefits	\$1,333,286
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Total Special Revenue Fund Appropriations \$1,333,286

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$64,704
5000 - Capital Outlay	\$7,102,687

Total Building & Repair Fund Appropriations \$7,167,391

COMPUTER CO-OP FUND

5000 - Capital Outlay	\$235,274
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Total Computer Co-Op Fund Appropriations \$235,274

TRUST FUND

3000 - Purchased and Contracted Services	\$17,564
4000 - Library Materials & Information	\$106,723
5000 - Capital Outlay	\$40,000

Total Trust Fund \$164,287

ENDOWMENT FUND

4000 - Library Materials & Information	\$7,000
5000 - Capital Outlay	\$3,000

Total Endowment Fund \$10,000

Total All Funds Appropriations \$45,748,169

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Ms. Keish, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye
Dr. Boyd, Aye

REHIRING OF OPERS RETIRANTS

The Executive Director alerted the Board that due to irregularities surrounding the retirement and re-employment of several high profile public employees eligible for OPERS pension benefits, Board members could expect to receive notice from the Board of County Commissioners recommending the adoption of a policy barring such practices. The Executive Director then reviewed the Library's current practice regarding the re-employment of OPERS eligible retirants. He explained to Board members that OPERS retirees are not rehired by the library in the exact same position that they retired from and that retirees must wait the required sixty days before returning to work at the library in any position. No library employee has ever been permitted to retire one day and return to work the next day in the same position. He also told Board members that the required notice of rehiring a retiree is posted in the Board agenda prior to hiring any returning retired staff member. The Executive Director recommended that no action be taken by the Board until a specific policy recommendation is received from the Board of County Commissioners.

SOCIAL NETWORKING WEBSITES AND THE LIBRARY

The Executive Director and Barb Kuhns, Assistant Director for Information Technology Services, presented information about the access to social networking websites at the Library and programs the Library could offer to teens and adults. The Executive Director explained that some states have designed bills to legislate or bar the use of social networking sites such as MySpace and others. He explained he understands the intent of these bills, but feels it may not be in the best interest of young people to bar these sites. Public libraries have chosen to follow one of two paths in response: 1) to attempt to ban or restrict access 2) to engage and educate teens about the values, opportunities and risks of such sites. Barb Kuhns then explained that the Dayton Metro Library had chosen to help educate teens about MySpace and other social networking sites and how they can protect themselves against unwanted contacts. She explained that a staff task force created to explore programming ideas had met and developed a preliminary outline of programs that would engage young people and also involve them in understanding the safety issues of these sites. Barb said two programs for teens and one program for adults will be created. She also said several libraries had created their own MySpace profiles, and the task force hoped to engage youth in the library system in creating a profile for the Library. Ms. Hayde commented that creating MySpace pages and helping teens create such accounts might not be within the mission of the Library, but such programs are the hook that can bring kids into the library to learn about the risks associated with online use.

DIGITAL VIDEO SECURITY CAMERA POLICY

The Executive Director told the Board members he was considering a proposal to install security video cameras at the Main Library. Due to the sensitive nature of this topic to library staff and

patrons, the Executive Director recommended adoption of a policy to govern use of security cameras. On a motion by Ms. Keish, seconded by Dr. Boyd, the Board adopted the *Digital Video Security Camera Policy* as distributed.

Ayes: All
Nays: None

2007 GOALS AND OBJECTIVES

The Executive Director presented the Library's 2007 goals, objectives and action items identified as a part of the Library's current Strategic Plan. On a motion by Dr. Boyd, seconded by Mr. Turner, the 2007 Goals and Objectives were approved by the Board.

Ayes: All
Nays: None

PLANNING FOR RESULTS PROCESS

The Executive Director explained to the Board that he had facilitated weekly telephone conference calls to Burges and Burges and David Milling and Associates regarding the planning for results process. He told the Trustees that included in their Board folder was a list outlining fifteen organizations and representative members of those organizations whom he felt should participate in the Library's Strategic Planning process. He also said that courtesy invitations would be sent to community leaders who may not be able to participate, but could send a representative to contribute to the process. He encouraged Board members to contact him if they felt there was anyone else who should be included in either list.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN APRIL

The next meeting of the Dayton Metro Library Board of Trustees will be April 18, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

On a motion by Mr. Turner, seconded by Ms. Keish, the Board adjourned to 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 evaluation of the Executive Director and to discuss the upcoming labor negotiations with the Dayton Metro Library Chapter, District 1199, Service Employees International Union, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Ms. Keish, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye
Dr. Boyd, Aye

The Board entered Executive Session at 5:32 p.m. and returned to open session at 6:35. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code.

On a motion by Mr. Turner, seconded by Dr. Boyd, the Board adopted the following Resolution:

The Board commends the Executive Director for his excellent performance in 2006. Mr. Oehlers said in particular the Board commended Mr. Kambitsch for “moving the Library in a fantastic direction”. The President said that the Board of Trustees would encourage the Executive Director to complete the selection of a Deputy Director, and to move forward with completion of the Library Foundation. The President then said that given the Executive Director’s performance in 2006, the Board votes to extend the contract of the Executive Director through December 31, 2007, and to increase his salary to \$123,760 retroactive to January 1, 2007.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Turner seconded by Ms. Katsuyama, the Board adjourned at 6:40.

Ayes: All
Nays: None

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the “Spanish Language Outreach Program” in Springfield, Ohio on March 1, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$25.22 and lunch be reimbursed in an amount not to exceed \$8.00.

Kathleen Moore, Early Literacy Specialist, to attend “Train the Trainer – Early Literacy Content Standards” in Columbus, Ohio on February 5-7, 2007. It is further recommended that meals be reimbursed in an amount not to exceed \$80.00 (\$40.00 per day).

Carol Miller, Children's Librarian, E.C. Doren Branch, Cherie Spencer, Children's Librarian, Kettering-Moraine Branch, and Stephanie Bange, Children's Librarian, Wilmington-Stroop Branch, to attend "Connecting Boys to Books" in Miamisburg, Ohio on March 8, 2007. It is further recommended that registration in the amount of \$175.00 each be paid by the Board, and meals be reimbursed in an amount not to exceed \$8.00 each.

Jamie McQuinn, Magazines and Special Collections Manager, to attend "Tools for Managing Electronic Resources" in Columbus, Ohio on March 22-23, 2007. It is further recommended that registration in the amount of \$225.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$155.20.

Janelle Oren, Copy Cataloger I, and Tabitha Litteral, Copy Cataloger I, to attend the SWON workshop "MARC Bibliographic & Authority Formats" in Wilmington, Ohio on March 15, 2007. It is further recommended that the registration fee of \$70.00 each be paid by the Board and mileage be reimbursed to Janelle Oren in an amount not to exceed \$32.50.

Cindi Chibis, Human Resource Manager, to attend the "Ohio Public Sector Employment Law Update" in Columbus, Ohio on March 7, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$74.69.

D. PERSONNEL ACTIONS

APPOINTMENT

Carlette Baynum, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Audio-Visual Division, effective March 4, 2007 at the rate of \$8.74 per hour.

Don Vallance, Supply Clerk, 4/5 time, Grade 4, Step A, Finance Office, effective March 18, 2007 at the rate of \$11.31 per hour.

PROMOTION

Angela Jones, from Catalog Clerk II, full time, Grade 4, Step E, Catalog Division to Clerk II, full time, Grade 5, Step E, Magazines and Special Collections Division, effective March 4, 2007 at the rate of \$13.28 per hour.

Anita Moore, from Library Technical Assistant I, full time, Grade 4, Step L, Main Circulation Division, to Library Technical Assistant III, full time, Grade 6, Step K, Main Circulation Division, effective March 18, 2007 at the rate of \$16.57 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Holly Roeder, from Library Technical Assistant I, full time, Grade 4, Step C, Ft. McKinley Branch, to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Kettering- Moraine Branch effective March 18, 2007 at the rate of \$12.01 per hour.

CHANGE IN POSITION

Brielle Maynor, from Reference Librarian, hourly substitute, Grade 11, Step B, Wilmington-Stroop Branch, to Interim Branch Library Manager, hourly substitute, Grade 11, Step B, New Lebanon Branch, effective March 1, 2007 at the rate of \$20.8804 per hour.

RESIGNATION

Judy Miller, Library Technical Assistant I, hourly substitute, Grade 4, Step C, Northmont Branch, effective April 1, 2006 at the rate of \$9.00 per hour.

Christina Duffy, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Wilmington-Stroop Branch, effective October 14, 2006 at the rate of \$10.44 per hour.

Connie Freeman, Library Technical Assistant I, hourly substitute, Grade 4, Step A, East Branch, effective April 15, 2006.

Katherine Downey, Library Technical Assistant I, hourly substitute, Grade 4, Step D, East Branch, effective November 11, 2006.

Barbara Macke, Reference Librarian, hourly substitute, Grade 11, Step F, Magazine and Special Collections Division, effective July 8, 2006.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Lillian Ratliff, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Circ-ulation Division, Main Library, effective April 29, 2007 at the rate of \$10.44 per hour.

Patricia Oates, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Vandalia Branch, effective July 8, 2007 at the rate of \$10.44 per hour.

Jan Nottingham, Specialist, hourly substitute, Grade 12, Step G, Branch and Extension Services, effective May 27, 2007 at the rate of \$17.76 per hour.

LEAVE WITHOUT PAY

Sherry Griesheimer, Library Technical Assistant I, full time, Brookville Branch, effective February 14, 2007 for 8.0 hours for personal reasons.

Cindy Profitt, Community Relations Clerk I/Switchboard Operator, full time, Community Relations, effective February 15, 2007 for 264.0 hours for illness.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., April 18, 2007

PRESENT: Jane Katsuyama, Barbara Hayde,
Joseph Oehlers, Dr. Allan Spetter

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:02 p.m.

The President appointed Ms. Katsuyama to serve as Secretary Pro Tem.

The President welcomed Dr. Spetter back to the meeting. Dr. Spetter explained that he had missed several Board meetings due to back surgery, and said he was very happy to be back.

APPROVAL OF AGENDA

On a motion by Dr. Spetter, seconded by Ms. Hayde, the Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Dr. Spetter, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of March 21, 2007.
- B. Investment Actions to include: On Friday, April 6, 2007, a Property Tax settlement for the first half of 2006 was received in the amount of \$550,869.96. It was determined that the entire amount was needed for current operating expenses. On Tuesday, April 17, 2007, the Local Government Funds for April 2007 were received in the amount of \$891,502.62. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, page 5)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 5 & 6)
- E. Reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Josh Ashworth, Integrated Systems Specialist, Information Technology, for “PHP and MySQL”, Kent State University, at a cost of \$866.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the monthly Financial Report for March 2007 was approved by the Board.

Ayes: All

Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by discussing March circulation statistics. He said that circulation was down in many agencies when compared to last March, however, historically March 2007 ranked as the library's second best March since 2001. He explained that March 2006 had set the bar so high that it would have been difficult to surpass those statistics.

The Executive Director shared with Board members a draft of proposed revisions to the Schedule of Charges and selected circulation policies. He explained that he is supporting these recommendations from the Library's Urban Initiative Task Force. Some of the changes are in preparation for the Easy Checkout deployment that will begin in June. The specific recommendations were: set the overdue fine rate for all materials to \$0.10 per day, eliminate fines on juvenile books, prohibit patrons from borrowing additional items if the number of items overdue reaches ten, raise the number of times a patron can renew an item from two to five. He said that the goals of the changes were to: increase on time return of materials, reduce the number of blocked cards currently in use, reduce the likelihood of cards becoming blocked, encourage the use of materials by children and teachers, and simplify Easy Checkout processes for patrons. He told Board members that the primary motivator to return borrowed items would be "limits on borrowing privileges" rather than "overdue fines". He also said he was not asking the Trustees to approve any changes at the April meeting, but would propose a final version at the May meeting.

The Executive Director said he had visited with several legislators at the OLC Legislative Day earlier that morning. He told Board members that one of the top priorities of library members attending Legislative Day was the new library funding formula recommended by a legislative task force last year and new school readiness initiatives.

He also reported the Library has hopes of hosting a summit with other partner organizations such as the United Way, to bring together early childhood care, educational services, and support organizations to share information and ideas about services to pre-school age children.

GROUP LIFE INSURANCE RENEWAL

The Executive Director stated that the Library had been notified by Anthem Life Insurance Company of Indiana that the rate of \$.18/\$1,000 for Group Life Insurance coverage for the staff from Anthem Life Insurance Company of Indiana for the period July 1, 2007 through June 30, 2008 had not changed.

On a motion by Ms. Katsuyama, seconded by Ms. Hayde, the Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at a rate of \$.18/\$1,000 for the period July 1, 2007 through June 30, 2008.

Ayes: All
Nays: None

APPOINTMENT OF INDEPENDENT PUBLIC ACCOUNTANTS

The Executive Director explained that a notice was received from the Auditor of State of Ohio dated November 16, 2006, that pursuant to Section 117.11(C)(1) of the O.R.C., the Auditor of State was planning to engage an independent public accounting firm to perform the next regularly scheduled audit of the Dayton Metro Library.

After the Deputy Clerk Treasurer completed a questionnaire, the Auditor of State's office issued a Request for Proposal (RFP) to fourteen (14) CPA firms requesting complete, concise and comprehensible proposals as to scope of the audit, auditing standards to be followed, compliance issues and other special considerations. The RFP was issued January 26, 2007, with deadlines for submission by the prospective firms to be received no later than February 5, 2007. The contract proposed was for a five year term, for the fiscal periods January 1, 2006 through December 31, 2010.

Of the fourteen firms contacted, four submitted technical and fee proposals. The following firms submitted bids:

Caudill and Associates, CPA's, Portsmouth, Ohio
Clark, Schaeffer, Hackett, & Company, Springfield, Ohio
Balestra, Harr & Scherer, CPA's, Piketon, Ohio
Manning & Associates, Dayton, Ohio

Pending an oral presentation by Clark, Schaeffer and Hackett, and based on criteria designated by the Auditor of State and evaluation of technical and fee proposals, a conditional recommendation was made to award Clark, Schaeffer and Hackett a contract to perform the annual audit of the Dayton Metro Library for the fiscal periods January 1, 2006 through December 31, 2010.

After representatives of Clark, Schaeffer and Hackett made an oral presentation on March 27, 2007 to the Clerk Treasurer and Deputy Clerk Treasurer, a formal non-conditional recommendation was made to the Auditor of State's office to award Clark, Schaeffer and Hackett the contract.

Proposed fees for the contract period are as follows:

Fiscal Year 2006 - \$8,000
Fiscal Year 2007 - \$8,250
Fiscal Year 2008 - \$8,500
Fiscal Year 2009 - \$8,750
Fiscal Year 2010 - \$9,000

On a motion by Dr. Spetter, seconded by Ms. Hayde, the Board authorized the Clerk Treasurer to execute the Memorandum of Agreement (MOA) forms and Certificate of Compliance with Procurement Requirements (COC) form.

Ayes: All
Nays: None

PLANNING FOR RESULTS

The Executive Director updated the Board on efforts to develop a new strategic plan. He explained that the meeting he had planned with County Administrator Deborah Feldman had been canceled and would be rescheduled for later in the month. He also said that new dates for the planning sessions would need to be determined. He asked that at least two Board members attend the planning sessions and asked for preferred dates. Ms. Hayde said she would be happy to attend, however she would be gone the last three weeks of June. Ms. Katsuyama also indicated interest, and the Executive Director said he would forward rescheduled dates for the planning sessions to everyone.

APPOINTMENT OF BOARD MEMBER

The Executive Director told Board Members that the term of Barbara Hayde, appointed on April 1, 2006 by the Montgomery County Board of Commissioners to complete the unexpired term of Ms. Monica Nicholas, will expire on May 31, 2007. He said Ms. Hayde has expressed her willingness to be nominated for a full term. On a motion Ms. Katsuyama, seconded by Dr. Spetter, the Board of Trustees approved a resolution instructing the Executive Director to write to the Montgomery County Board of Commissioners to request that Ms. Hayde be appointed to a full seven-year term beginning June 1, 2007.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director told the Board of Trustees a Board meeting was not held in August of last year. The President said that he was agreeable to not having an August meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN MAY

The President said the next meeting of the Dayton Metro Library Board of Trustees would be May 16, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

The Board adjourned to 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 upcoming labor

negotiations with the Dayton Metro Library Chapter, District 1199, Service Employees International Union, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Mr. Oehlers, Aye
Dr. Spetter, Aye

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:14. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code.

ADJOURNMENT

The Board adjourned at 5:15.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

Jamie McQuinn, Magazines and Special Collections Manager, to attend “Planning Digital Projects” in Columbus, Ohio on March 29, 2007. It is further recommended that registration in the amount of \$125.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$70.81.

Tim Kambitsch, Executive Director, and Mark Willis, Community Relations Manager, to attend Legislative Day 2007 in Columbus, Ohio on April 18, 2007. It is further recommended that registration in the amount of \$42.00 each be paid by the Board and mileage for Mark Willis be reimbursed in an amount not to exceed \$68.48.

Tim Kambitsch, Executive Director, to attend National Library Legislative Day in Washington D.C. on May 1-2, 2007. It is further recommended that meals, transportation and lodging be reimbursed in an amount not to exceed \$590.00.

Tim Kambitsch, Executive Director, to attend the ULC Conference “Changing Face of Cities” in Cleveland, Ohio on May 4-5, 2007. It is further recommended that registration in the amount of \$425.00 be paid by the Board, and meals, lodging and mileage be reimbursed in an amount not to exceed \$405.26.

D. PERSONNEL ACTIONS

APPOINTMENT

Kimberly Fletcher, Children’s Librarian, full time, Grade 11, Step A, New Lebanon Branch, effective May 27, 2007, at the rate of \$18.41 per hour.

Carol Macmann, Branch Library Manager, full time, Grade S08, Step A, New Lebanon Branch, effective June 10, 2007 at the rate of \$23.3068 per hour.

Melissa Dix, Children's Librarian, full time, Grade 11, Step A, Belmont Branch, effective April 15, 2007 at the rate of \$18.41 per hour.

Wendy Baker Torrence, Children's Librarian, full time, Grade 11, Step A, Huber Heights Branch, effective April 1, 2007 at the rate of \$18.41 per hour.

PROMOTION

Carole Dyer, from Catalog Clerk II, full time, Grade 4, Step L, Catalog Division, to Quality Control Clerk, full time, Grade 5, Step L, Catalog Division, effective April 15, 2007 at the rate of \$16.33 per hour.

CHANGE IN HOURS

James Hicks, from Library Technical Assistant I, 3/5 time, Grade 4, Step L, Main Circulation Division to Library Technical Assistant I, full time, Grade 4, Step L, Main Circulation Division effective April 29, 2007 at the rate of \$15.69 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Samantha Hixson, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Main Children's Room, to Library Technical Assistant I, full time, Grade 4, Step B, Ft. McKinley Branch effective April 29, 2007 at the rate of \$11.66 per hour.

RESIGNATION

William Seymour, hourly substitute, Grade 4, Step A, Dayton View Branch, effective November 12, 2005 at the rate of \$8.49 per hour.

Marilyn Ingersoll, hourly substitute, Grade 4, Step B, New Lebanon Branch, effective December 23, 2006 at the rate of \$11.43 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Lillian Ratliff, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Circulation Division, Main Library, effective April 29, 2007 at the rate of \$10.44 per hour.

Patricia Oates, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Vandalia Branch, effective July 8, 2007 at the rate of \$10.44 per hour.

Jan Nottingham, Specialist, hourly substitute, Grade 12, Step G, Branch and Extension Services, effective May 27, 2007 at the rate of \$17.76 per hour.

Jennie Eisnaugle, Reference Librarian, hourly substitute, Grade 11, Step G, Northmont Branch, effective July 22, 2007 at the rate of \$15.14 per hour.

LEAVE WITHOUT PAY

Bobbi Marquart, Processor, full time, Processing Division, effective March 28, 2007 for 55.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., May 16, 2007

PRESENT: Jane Katsuyama, Barbara Hayde,
Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:01 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board approved amending the Agenda in order to begin the Board Meeting with Agenda item number nine, COMMENTS FROM THE GENERAL PUBLIC.

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the amended Agenda was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Patron Marie Chahil, addressed the Board of Trustees with concerns about the Library's Internet guest passes and time restrictions.

Rich Robinson, representing the Dayton Metro Library Staff Association, a labor organization currently challenging SEIU 1199 to be the exclusive representative of the bargaining unit at Dayton Metro Library, made a formal request to the Board concerning equal access by the DML Staff Association to employees during the current ongoing election. Specifically Mr. Robinson requested equal representation with respect to Rule 4117-5-06 of the Administrative Code. He asked that the same authorization be granted to the DML Staff Association that is granted in the Collective Bargaining Agreement to SEIU 1199 in Article 8A, which deals with representation and Article 9, which deals with the use of bulletin boards, inter-office mail and the *Staff Newsletter*. The President said the Board of Trustees would discuss the request during Executive Session.

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Mr. Turner, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of April 18, 2007.
- B. Investment Actions to include: On Tuesday, May 1, 2007, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$729.53. It was determined that the entire amount was needed for current operations. On Tuesday, May 8, 2007 a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$418,080.87. It was determined that the entire amount was needed for current operations. On Wednesday, May 16, 2007, the Local Government Funds for May 2007 were received in the amount of \$2,214,461.77. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, pages 6 & 7)
- D. Personnel Actions (included in Consent Agenda Addendum, pages 7 & 8)
- E. Reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Bibliographic Access and Control”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for “Electronic Materials for Children”, IUPUI, 3.0 credit hours, at a cost of \$2,425.95.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Electronic Reference Startup”, Kent State University, at a cost of \$458.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Marketing to the Masses”, Kent State University, at a cost of \$408.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Genealogy and Local History”, Kent State University, at a cost of \$408.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “E-Publishing on the Web”, 3.0 credit hours, Kent State University, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the workshop “Ethical Concerns of Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Mr. Turner, seconded by Ms. Katsuyama, the monthly Financial Report for April 2007 was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by discussing April circulation statistics. He explained that compared to last April, circulation was up 2.1%, with Young Adult statistics showing an 11.7% increase. David Slivken, Assistant Director for Main Library Services, spoke to the Board concerning the new Patron Assistance Count, which replaces the former reference and directional counts. David explained that the revised count program takes into account many more facets of patron assistance, such as Reader's Advisory.

The Executive Director told the Board that the Library has hopes of co-hosting with the United Way a summit to bring together early childhood care, educational services, and support organizations to share information and ideas about services to pre-school age children. He said that he had been invited to participate in the Families and Children First Council Young People Succeeding (YPS) Outcome Team. He explained that Tish Wilson and Kathleen Moore were also participating in YPS committees, and said there is broad interest in seeing a stronger Library presence and participation in the activities of this group. Gaining participation of these key community organizations will likely result in delay of the planned summit originally envisioned for mid-November.

The Executive Director updated Board members on the Planning for Results preparations. He said approximately forty invitations to participate in the process had been sent to members of the community, and approximately ten had responded as willing and able participants. He shared comments from David Millings and Associates concerning a facilities assessment they had recently accomplished throughout the library system. Cramped interiors, poorly defined AV, computing and teen areas, and cramped stacks were some of the issues they reported finding. Burgess and Burgess have completed approximately 20% of the fifty interviews they will accomplish during the upcoming weeks. The date of July 14, 2007 was decided upon for the Board Retreat. The Retreat will begin at 8:30 a.m..

The Executive Director reminded the Board members that Urban Nights would take place on Friday, May 18th throughout downtown Dayton. He also said the Library was hosting artist and musician Michael Bashaw who is creating a unique sculpture installation on the first floor of the Main Library. Mr. Bashaw's project will culminate at 8:00 p.m. Friday, May 18th, with a live musical performance by his band, Puzzle of Light, as part of the Urban Nights festivities.

CHANGES TO CIRCULATION POLICIES AND SCHEDULE OF FINES

The Executive Director shared with the Board of Trustees details of projected fines and fee revenues if the recommendations presented to the Board in April were implemented. He also presented details about borrowing and return behaviors of patrons who borrow specific types of materials and speculated on the impact that the changes might have borrower behavior. He recommended the Board adopt the recommended changes to the Library's circulation policies and Schedule of Fines:

- Set the overdue fine rate for all materials to \$0.10 per day
- Eliminate fines on juvenile books
- Prohibit patrons from borrowing additional items when the number of items overdue reaches ten
- Raise the number of times a patron can renew an item from two to five.

The Board of Trustees discussed the recommended changes. On a motion by Mr. Turner, seconded by Ms. Hayde, the changes to the Library's circulation policies and Schedule of Fines were approved by the Board.

The Executive Director stated that he would work with key staff members to come up with specific plans for role out of the changes including specific effective dates and promotional strategies.

Ayes: All
Nays: None

2008 BUDGET REQUEST - ACTION

The Executive Director had prepared the 2008 Tax Budget Request for consideration by the Trustees and reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2008. The 2008 Budget Request includes \$33,020,994 for the General Fund. The Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2007. If approved by the Board, the budget request is forwarded to the Montgomery County Budget Commission. On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board approved the 2008 Budget as presented by the Executive Director and authorized requesting \$21,265,057 for the General Fund from the Library and Local Government Support Fund.

The Executive Director cautioned readers of the Tax Budget Request that the budget request represents only a budget of need and it is likely that actual state funding will be approximately \$2.2 million less than requested.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN JUNE

The President said the next meeting of the Dayton Metro Library Board of Trustees would be June 20, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The President appointed Ms. Hayde to serve as Secretary Pro Tem.

EXECUTIVE SESSION

The Board adjourned to 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 upcoming labor negotiations with the Dayton Metro Library Chapter, District 1199, Service Employees International Union, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Katsuyama, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye

The Board entered Executive Session at 5:25 p.m. and returned to open session at 5:35 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code.

The Board discussed the request made by Rich Robinson, representing the Dayton Metro Library Staff Association. That request, as detailed in a written memorandum, sought to extend to the Dayton Metro Library Staff Association equal access to bulletin boards, interoffice communication channels and other rights currently available to SEIU under Articles 8A and 9 of the Collective Bargaining Agreement.

The President recognized as legitimate the desire for a prompt decision. Ms. Katsuyama commented that the request was complex and that since it was presented without notice an immediate response was impossible. The President then asked for a motion to grant the Executive Director authorization to seek a written independent legal opinion regarding the request and upon receipt of that legal opinion provide to the Dayton Metro Library Staff Association the access required by law.

A motion to grant the Executive Director authority to respond to the request upon written advice of legal counsel was made by Mr. Turner and seconded by Ms. Katsuyama.

Ayes: All
Nays: None

ADJOURNMENT

The Board adjourned at 5:37.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Elli Bambakidis, Reference Librarian, Magazines and Special Collections Division, to attend "MAC Annual Meeting" in Columbus, Ohio on May 3-5, 2007. It is further recommended that registration in the amount of \$130.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$68.87, lodging for one night be reimbursed in an amount not to exceed \$129.00, and parking be reimbursed in an amount not to exceed \$23.00.

Gretchen Yonata, Teen Specialist, Youth Services, to attend "Some Flying, No Tights" in Blue Ash, Ohio on April 24, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$43.17.

Erin Hunt, Children's Librarian, West Carrollton Branch and Mary Limbert, Reference Assistant, Vandalia Branch, to attend "Preschool Training Day" in Dayton, Ohio on May 5, 2007. It is further recommended that parking be reimbursed in an amount not to exceed \$10.00 each and meals be reimbursed in an amount not to exceed \$8.00 each.

Ken Basista, Finance Manager to attend the "Annual Clerk Treasurer's Update" in Columbus, Ohio on April 19-20, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, lodging for one night be reimbursed in an amount not to exceed \$95.70, and mileage be reimbursed in an amount not to exceed \$70.06.

Jeff Reid, Teen Librarian, Northmont Branch, to attend "What's New in YA Literature" in Columbus, Ohio on May 17, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$79.54, and lunch be reimbursed in an amount not to exceed \$8.00.

Jamie McQuinn, Magazines and Special Collections Division Manager, to attend the "CONTENT Workshop and User Group Meeting" in Dublin, Ohio on May 23-24, 2007. It is further recommended that registration in the amount of \$85.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$77.60. (Day 1)

Nancy Horlacher, Local History Specialist, Magazines and Special Collections Division, to attend the "CONTENT Workshop and User Group Meeting" in Dublin, Ohio on May 23-24, 2007. It is further recommended that registration in the amount of \$85.00 be paid by the Board and mileage be reimbursed in an amount not to exceed \$77.60. (Day 2)

Lynn Watson, Library Technical Assistant III, East Branch, to attend "Indispensable Assistant" in Dayton Ohio on May 14, 2007. It is further recommended that registration

in the amount of \$149.00 be paid by the Board and lunch be reimbursed in an amount not to exceed \$8.00.

Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend "Federation of Genealogical Societies" annual conference in Fort Wayne, Indiana on August 15-18, 2007. It is further recommended that registration in the amount of \$155.00 be paid by the Board, lodging for three nights be reimbursed in an amount not to exceed \$45.00 per night, meals be reimbursed for two days in an amount not to exceed \$40.00 per day, mileage be reimbursed in an amount not to exceed \$132.89 and parking be reimbursed in an amount not to exceed \$24.00.

Stephanie Bange, Children's Librarian, Wilmington-Stroop Branch, to attend the "ALSC-ASCLA Joint Conference" in Washington, D.C. on June 22, 2007. It is further recommended that registration in the amount of \$235.00 be paid by the Board, Meals be reimbursed for one day in an amount not to exceed \$40.00, and lodging be reimbursed for one night in an amount not to exceed \$206.00.

Nancy Bruck, Reference Librarian, Adult Services Division, Cheryl Wirtley, Branch Library Manager, Miami Township Branch, Doris Pettit, Branch Library Manager, Vandalia Branch, and Jan Nottingham, hourly substitute, to attend the OLC "Readers Advisory Intensive 2-Day Workshop" on May 22-23, 2007 in Toledo, Ohio. It is further recommended that registration in the amount of \$145.00 each be paid by the Board, that mileage be reimbursed in the amount of \$48.50 for Cheryl Wirtley, Doris Pettit and Nancy Bruck, that meals be reimbursed in the amount of \$20.00 for Cheryl Wirtley, Doris Pettit and Nancy Bruck, and lodging for one night be reimbursed in the amount of \$80.00 for Doris Pettit and Cheryl Wirtley.

Shawna Woodard, Reference Librarian, Magazines and Special Collections Division, to attend "MAC Annual Meeting" in Columbus, Ohio on May 4, 2007. It is further recommended that registration in the amount of \$80.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$67.90, parking be reimbursed in an amount not to exceed \$15.00, and meals be reimbursed in an amount not to exceed \$8.00.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Matthew Davis, Reference Librarian, hourly substitute, Grade 11, Step A, Adult Services Division, effective April 29, 2007, at the rate of \$12.68 per hour.

Benjamin Murphy, Teen's Librarian, full time, Grade 11, Step A, Vandalia Branch, effective April 29, 2007, at the rate of \$18.41 per hour.

Teresa Adkins, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Vandalia Branch, effective May 13, 2007 at the rate of \$11.31 per hour.

Jill Clark, Promotions Assistant, full time, Grade 9, Step A, Community Relations, effective May 27, 2007 at the rate of \$14.45 per hour.

It is recommended that the following change in hours, position and location be accepted:

Sarah Swafford, from Library Technical Assistant I, 3/5 time, Grade 4, Step C, Wilmington Stroop Branch, to Catalog Clerk II, full time, Grade 4, Step C, Catalog Division, Main Library, effective May 27, 2007 at the rate of \$12.01 per hour.

It is recommended that the following resignation be accepted:

Sharon Kerestes, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch, effective September 2, 2006 at the rate of \$8.74 per hour.

Melanie Jai' Taylor, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Westwood Branch, effective April 29, 2006 at the rate of \$8.49 per hour.

Kathleen Co, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Miami Township Branch, effective May 26, 2007 at the rate of \$12.01 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Jennie Eisnaugle, Reference Librarian, hourly substitute, Grade 11, Step G, Northmont Branch, effective July 22, 2007 at the rate of \$15.14 per hour.

It is recommended that the following leave without pay be accepted:

Blaire Helldoerfer, Library Technical Assistant I, 3/5 time, Trotwood Branch, effective May 19, 2007 for 120.0 hours for personal reasons.

Cindy Profitt, Community Relations Clerk/Switchboard Operator, full time, Community Relations, for 2080.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD 4:00 p.m., June 20, 2007

PRESENT: Dr. Roberta Boyd, Jane Katsuyama, Dana Keish
Joseph Oehlers, Dr. Allan Spetter

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Katsuyama, seconded by Dr. Boyd, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Dr. Boyd, seconded by Ms. Keish, the following items were approved by the Board:

- A. Minutes of the regular Board Meeting of May 16, 2007.
- B. Investment Actions to include: On Friday, June 15, 2007, the Local Government Funds for June 2007 were received in the amount of \$862,185.95. It was determined that the entire amount was needed for current operating expenses.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 5, 6 & 7)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 7 & 8)
- E. Reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, Main Library, for the workshop "Marketing to the Masses", Kent State University, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for the workshop "Genealogy and Local History", Kent State University, at a cost of \$408.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for “E-Publishing on the Web”, 3.0 credit hours, Kent State University, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk/SWB Operator, Community Relations, for “Ethical Concerns of Library and Information Professionals”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

- F. Daily start-up cash for the Audio Visual Division in the amount of \$50.00 to be used for the collection of fines and fees.
- G. An increase in daily start-up cash for the amount listed at each of the following locations in order to provide change for the new cash/bill acceptors used by the PC Reservation and Print Management systems, with the recommendation that this change begin when the coin/bill acceptors are installed into the PC Reservation system at each location.

Location	Current Amount	Increase Amount	New Opening Cash Amount
Belmont Branch	\$65.00	\$33.00	\$98.00
Brookville Branch	\$50.00	\$33.00	\$83.00
EC Doren Branch	\$50.00	\$33.00	\$83.00
Ft. McKinley Branch	\$40.00	\$33.00	\$73.00
Madden Hills Branch	\$30.00	\$33.00	\$63.00
New Lebanon Branch	\$50.00	\$33.00	\$83.00
Trotwood Branch	\$40.00	\$33.00	\$73.00
West Carrollton Branch	\$50.00	\$33.00	\$83.00
Westwood Branch	\$20.00	\$33.00	\$53.00
Total Increase	\$395.00	\$297.00	\$692.00

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Keish, seconded by Dr. Boyd, the monthly Financial Report for May 2007 was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by discussing May circulation statistics. He said that although compared to last May circulation was down, statistics for the past several years show no real changes for the month of May. He also explained that door statistics in June 2007 would be the first statistics to offer a comparison between the previous year (June 2006) and the current year.

The Executive Director updated Board members on the first Planning for Results meeting, held June 14th. He said approximately thirty members from the community participated in the process and that he was extremely pleased with the results of the first meeting. The group developed a list of specific vision statements for the community, created a SWOT analysis to determine strengths, weaknesses, opportunities and threats, and finally determined community needs in order to achieve the specific vision. The Executive Director explained that during the next session on June 28th, attendees would determine the library's role in the community needs analysis.

The Executive Director said Easy Checkout had begun in the Audio Visual Division of the Main Library. He explained that 86% of the circulation was accomplished through Easy Checkout on the first day. He also said that Wilmington-Stroop's first day of Easy Checkout circulation showed 96% usage. The Executive Director told Board Members that everything seemed to be going well, and the transition had been very smooth.

The Executive Director discussed the 2007-2008 State Budget with Board members, saying that the budget had been "sailing through the legislature". He explained that if Governor Strickland's budget was passed, public library funding would remain frozen through the end of calendar year 2007 and receive a modest increase in 2008 and 2009. He said that the most importantly, the legislatures had not varied from the governor's original proposal, which was to earmark 2.2 % of all general revenue receipts for local libraries. In the past, any reduction in the personal income tax revenue had an immediate and immense affect on library funding. The Executive Director explained that having a broader funding base would mean that tax changes might not have the same drastic impact on public library funding as in the past. He said there were no real differences between the House and the Senate version of the budget that would affect libraries.

The Executive Director introduced and welcomed Carol Macmann, the new Branch Library Manager at the New Lebanon Branch Library.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds of the Brower Insurance Agency reviewed with the Board the proposed 2007-2008 rates for Property, Liability and Blanket Insurance coverage. On a motion by Dr. Spetter, seconded by Ms. Keish, the Board approved the proposed rates for 2007-2008.

Ayes: All
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board approved an Interim Managerial and Confidential employee Benefit and Compensation Program to be effective with the pay period that includes July 1, 2007. The Executive Director explained that a revised compensation plan would be presented to the Board for approval following ratification and Board approval of a new collective bargaining agreement.

Ayes: All
Nays: None

CHANGES TO CIRCULATION POLICIES AND SCHEDULE OF FINES

The Executive Director said that last month the Board approved a revision to the schedule of charges, to include the following:

- Set the overdue fine rate for all materials to \$0.10 per day
- Eliminate fines on juvenile books
- Prohibit patrons from borrowing additional items when the number of items overdue reaches ten
- Raise the number of times a patron can renew an item from two to five.

At last month's meeting the Executive Director told Board members that he would work with key staff members to come up with specific plans for roll out of the changes including specific effective dates and promotional strategies. In trying to make the transition to the new changes as smooth as possible, the Executive Director said he had accepted a staff committee report recommending a "Freedom from Fines Month" for July 2007 when fine rates would be set to zero for all materials. In addition, all outstanding overdue fines for materials that have been returned would be waived. The new fine rate schedule would go into effect August 1, 2007. Charges for lost and damaged books would remain in effect. The Executive Director said that the number one goal of these changes is to enable more patrons to have active cards.

Ms. Keish moved to adopt the plan and Dr. Spetter seconded the motion. The Board discussed the "Freedom from Fines Month" at length, making several suggestions to aid in the transition for both patrons and staff members, particularly emphasizing that the draft press release and the staff talking points be modified to emphasize that one of the benefits of the fine free month will be the return of lost items to the collection.

Ayes: All
Nays: None

TUITION REIMBURSEMENT PROGRAM

The Executive Director told the Board of Trustees that in 2006, the Board approved up to \$25,000 annually for the tuition reimbursement program that supports eligible library employees to improve their skills through approved post-secondary and advanced degree programs. He explained that most staff members who have participated in the program have earned their Master of Library Science degree.

Due to an extraordinary number of participants in 2007, the Executive Director recommended Board approval for an increased allocation of \$10,000 for the program to bring the total appropriation for 2007 to \$35,000. On a motion by Ms. Keish, seconded by Ms. Katsuyama, the Board approved the increased allocation of \$10,000 for the Tuition Reimbursement Program to bring the total appropriation for 2007 to \$35,000.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING IN JULY

The President said the next meeting of the Dayton Metro Library Board of Trustees would be July 18, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

The Board adjourned to 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 upcoming labor negotiations with the Dayton Metro Library Chapter, District 1199, Service Employees International Union, in accordance with Section 121.22 (G)(4) of the Ohio Revised Code.

A roll call vote was taken as follows:

Dr. Boyd, Aye
Ms. Katsuyama, Aye
Ms. Keish, Aye
Mr. Oehlers, Aye
Dr. Spetter, Aye

The Board entered Executive Session at 5:23 p.m. and returned to open session at 5:40 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code.

ADJOURNMENT

The Board adjourned at 5:41.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

M.J. Kalkis, Northtown-Shiloh Branch Library Manager, to attend the “Great Books Seminar” in Urbana, Ohio on June 25, 2007. It is further recommended that the registration fee of \$150.00 be reimbursed by the Board.

Cindi Chibis, Human Resource Manager, to attend “The Legal Side of HR/HR Update” in Columbus, Ohio on June 27-28, 2007. It is further recommended that registration in the amount of \$185.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$137.74.

Tish Wilson, Assistant Director for Youth Services, to attend the ALA preconference “Fun and Facts in Early Literacy” in Washington, D.C., on June 22, 2007. It is further

recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$205.00 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Pat Clingman, Children's Librarian, Miamisburg Branch, to attend the ALA preconference "Beginner's Guide to Teens in Libraries" in Washington D.C. on June 22, 2007. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$170.60 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the ALA preconference "Libraries, Older Adults & Technology" in Washington, D.C., on June 22, 2007. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board, lodging for one night in an amount not to exceed \$240.00 be reimbursed by the Board and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jean Gaffney, Collection Development Manager, to attend the ALA preconference "Workflow Analysis, Redesign, and Implementation: Integrating the Complexities of Electronic Resources in the Digital Age", on June 22, 2007. It is further recommended that registration in the amount of \$139.00 be reimbursed by the Board, and lodging for one night in an amount not to exceed \$75.00 be reimbursed by the Board.

Andrea Christman, Catalog Librarian, to attend NASIG Annual Conference in Louisville, Kentucky on May 31, 2007 through June 3, 2007. It is further recommended that registration in the amount of \$700.00 be paid by the Board, lodging for four nights in an amount not to exceed \$580.00 (\$145.00 per night) be paid by the Board, meals be reimbursed in an amount not to exceed \$60.00 and mileage be reimbursed in an amount not to exceed \$147.44.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Pearlena Sanders, Processer, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

Sharon Culbertson, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Children's Room, Main Library, effective May 27, 2007 at the rate of \$11.31 per hour.

Jennifer Wihebrink, Children's Librarian, full time, Grade 11, Step A, Northmont Branch, effective June 24, 2007 at the rate of \$18.41 per hour.

Arianne Ketchen, Community Relations Clerk I/Switchboard Operator, full time, Grade 4, Step A, Community Relations, effective June 24, 2007 at the rate of \$11.31 per hour.

Kristyn Smith, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective June 19, 2007 at the rate of \$8.74 per hour.

It is recommended that the following change in hours be accepted:

Lois Clingman, from Processor, full time, Grade 2, Step L, Processing Division, to Processor, 4/5 time, Grade 2, Step L, Processing Division, Main Library, effective May 27, 2007 at the rate of \$14.63 per hour.

It is recommended that the following change in location be accepted:

Tony McCleskey, from Library Technical Assistant I, 3/5 time, Grade 4, Step C, E.C. Doren Branch to Library Technical Assistant I, 3/5 time, Grade 4, Step C, Circulation Division, Main Library, effective June 10, 2007 at the rate of \$12.01 per hour.

It is recommended that the following resignation be accepted:

Elizabeth Stanze, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch, effective July 8, 2006 at the rate of \$10.13 per hour.

Travis Bautz, Adult Services Division Manager, Adult Services Division, full time, Grade S10, Step D, effective June 30, 2007 at the rate of \$29.8271 per hour.

Jennifer Rembold, Children's Librarian, full time, Grade 11, Step A, Dayton View Branch, effective June 23, 2007 at the rate of \$18.41 per hour.

It is recommended that the following retirement be accepted:

Elli Bambikidis, Reference Librarian, full time, Grade 11, Step L, effective May 31, 2007 at the rate of \$24.70 per hour after more than 18 years of service.

Mary Ellen Bagen, Library Technical Assistant I, 1/2 time, Grade 4, Step G, Wilmington-Stroop Branch, effective July 31, 2007 at the rate of \$14.35 per hour after more than 8 years of service.

Diane Saettel, Reference Assistant, 3/5 time, Grade 8, Step K, Brookville Branch, effective August 31, 2007 at the rate of \$18.35 after more than 20 years of service.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Jennie Eisnaugle, Reference Librarian, hourly substitute, Grade 11, Step G, Northmont Branch, effective July 22, 2007 at the rate of \$15.14 per hour.

Pearlena Sanders, Processor, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

It is recommended that the following leave without pay be accepted:

Blaire Helldoerfer, Library Technical Assistant I, 3/5 time, Trotwood Branch, effective June 12, 2007 for 36.0 hours for personal reasons.

Anne R.C. Moore, Library Technical Assistant I, 3/5 time, Vandalia Branch, effective July 16, 2007 for 20.0 hours for personal reasons.

Teresa Adkins, Library Technical Assistant I, 3/5 time, Vandalia Branch, effective June 23, 2007 for 32.0 hours for vacation planned before accepting position.

Krista Gaylor, Library Technical Assistant I, full time, Vandalia Branch, effective June 30, 2007 for 8.0 hours for personal reasons.

Marianne Ritter, Library Technical Assistant I, full time, Brookville Branch, effective July 11, 2007 for 10.0 hours for personal reasons.

Noel Lemons, Library Technical Assistant I/Driver, 3/5 time, Outreach Services, effective July 28, 2007 for 140.0 hours for personal reasons.

Kimberly Fletcher, Children's Librarian, full time, New Lebanon, effective July 2, 2007 for 8.0 hours for event planned before accepting position.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, July 14, 2007
9:00 a.m. - 2:00 p.m.
Dayton Marriott Hotel
1414 South Patterson Boulevard

CALL TO ORDER

The President called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES

Jane Katsuyama moved and Barbara Hayde seconded a motion for the Board to approve the minutes of the June 20, 2007 regular meeting of the Board as distributed at the meeting.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Trustees and senior staff reviewed planning documents completed as a result of the two public participation sessions held on June 14th and June 28th. The Board made a number of recommendations to improve the text of six outcome statements and goals to be presented to the Community Input Panel. Among the suggestions, Trustees recommended that the report identify current programs related to each of the goals and separate lists of programs that might be strengthened and initiatives that might be undertaken as a part of a new strategic plan. It was also suggested that the report include lists of partnerships related to each of the specific goal statements. The Executive Director stated that a new draft document would be available at the July 18th Board Meeting.

Trustees participated in an exercise designed to assist the Board in developing a revised mission statement. The President asked that the Executive Director compile a vocabulary of terms and phrases created during the exercise for distribution to library staff and Trustees. The President asked everyone to submit draft statements to be discussed at the next meeting.

No action was taken.

BOARD VACANCY

Trustees briefly discussed the vacancy on the Board created by the resignation of Roberta Boyd, effective July 5, 2007. The Board reviewed the census of current Trustees.

No action was taken.

ADJOURNMENT

On a motion by Dr. Spetter, the Board adjourned at 2:15 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., July 18, 2007

PRESENT: Barbara Hayde, Jane Katsuyama,
Joseph Oehlers, Dr. Allan Spetter

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:05 p.m.

The President appointed Jane Katsuyama to serve as Secretary Pro Tem.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Dr. Spetter, seconded by Ms. Hayde, the following items were approved by the Board:

- A. Minutes of the special Board Meeting of July 14, 2007.
- B. Investment Actions to include: On Friday, June 29, 2007, the Tangible Personal Property Tax in the amount of \$260,837.09 was received. It was determined the entire amount was needed for current operating expenses. On Friday, July 13, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$84,812.30 was received. It was determined that the entire amount was needed for current operations. On Friday, July 13, 2007 the Local Government Funds for July 2007 were received in the amount of \$1,297,8089.46. The entire amount was invested in the General Account earning 5.25% interest.**
**The amounts of the Personal Proper Tax and the Local Government Funds were incorrectly reported in the July 18, 2007 Consent Agenda. The corrected amounts are shown above.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 6 & 7)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 8 & 9)

- E. Reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Kathryn Lynch, Accountant, Finance Office, Main Library, for the course “Strategic Management,” Wright State University, at a cost of \$876.00.

Cathy Hochadel, Technical Reference Assistant, Burkhardt Branch Library, for the online course “Web Publishing”, Kent State University, at a cost of \$1,224.00.

Cathy Hochadel, Technical Reference Assistant, Burkhardt Branch Library, for the course “Practicum and Project”, Kent State University, at a cost of \$1,224.00.

Ayes: All
Nays: None

ELECTION OF SECRETARY

The President explained that due to the resignation from the Board of Dr. Roberta Boyd, an election is necessary to fill the vacancy of Secretary of the Board. He told Board members that the elected candidate would serve until the regular election of officers in December 2007. The President requested nominations from the Trustees. Ms. Hayde nominated Jane Katsuyama. On a motion by Ms. Hayde, seconded by Dr. Spetter, Ms. Katsuyama was elected to serve as Secretary of the Board for the remainder of 2007.

Ayes: All
Nays: None

2006 AUDIT

Nicole Cottrell, Auditor for Clark, Schafer, and Hackett updated the Board of Trustees on the 2006 audited financial statements. Ms. Cottrell explained that the audit had gone very well, with no reportable internal control conditions, or noncompliance issues. Also discussed was a Management Letter outlining comments on two topics. While not evaluating the costs or benefits of the recommendation, Clark, Schafer and Hackett recommends daily reconciliation between the branch cash registers and the library’s Dynix Horizon fine collection logs. Also recommended was an amendment of Board Bylaws to include conflict of interest statements. The Executive Director and Barbara Hayde complimented the Finance Office Manager Ken Basista for the work of his office in completing another successful audit.

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Dr. Spetter, seconded by Ms. Hayde, the monthly Financial Report for June 2007 was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying that this year's June circulation was up slightly compared to last year, with young adult statistics showing a 6.4% increase. He then discussed the door count statistics, explaining that June 2007 was the first month a comparison could be made between last year's statistics (June 2006) and this year's statistics. He told Board members that foot traffic showed a 5.8% increase over last year.

The Executive Director said Freedom From Fines Month was being very well accepted throughout the library system, and patrons at several locations had voiced their appreciation.

The Executive Director stated that Easy Checkout was going very well at four locations. The fifth location, Vandalia, would begin shortly. He reported that currently about 39% of all circulation transactions in our system were being processed through the Easy Checkout. Once Vandalia begins, approximately 45% of all circulation will be done by patrons using the Easy Checkout system. Four additional branches are being considered for easy checkout.

The Executive Director told Board members that Staff Day would be held on Friday, November 9th this year at the Hope Hotel and Conference Center, near Wright Patterson AFB. He encouraged Board members to attend, and said that more information would be available as the date grew nearer.

Tish Wilson invited all Board members to the Harry Potter book release events scheduled for Friday, July 20th beginning at 8:00 p.m. She explained that Harry Potter Parties would be held at five branch locations which included EC Doren, Huber Heights, Miamisburg, Wilmington-Stroop and West Carrollton. Ms. Wilson also said the "Hogwarts Express", the library's very own Kids Bookmobile, would be visiting each location.

HUMAN SERVICES LEVY

County Administrator Deborah Feldman presented information regarding the Human Services Levy scheduled for November. The Human Services Levy seeks voter approval of a replacement of the 5.21 mill levy and an increase of 2 mills. The added cost would be approximately \$15 per month per \$100,000 of home valuation.

The Board has endorsed the previous Human Service Levies. On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board of Trustees adopted the following endorsement resolution:

Whereas, the Dayton Metro Library recognizes the importance of Montgomery County Human Services organizations that provide critical care and programs that protect and sustain more than 50,000 residents every year; and

Whereas, Montgomery County Human Services assists all county residents, especially the most vulnerable in our community, such as children, seniors, and the homeless, job seekers and others with nowhere else to turn; and

Whereas, Montgomery County Human Services provides important services to all residents by performing critical health inspections, water testing and emergency preparedness; and

Whereas, the Dayton Metro Library is an important partner with many Human Services organizations in improving the quality of life of all Montgomery County residents;

Therefore be it resolved, that

The Dayton Metro Library hereby endorses the passage of the 2007 Human Services issue that will support critical services provided by more than fifty community human services agencies including the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board, the Board of Mental Retardation and Developmental Disabilities, Job and Family Services—Children Services Division, Public Health Dayton Montgomery County, Montgomery County Juvenile Court, the Stillwater Center, Frail Elderly Senior Services, and Medical Care for the Indigent III; and

Be it further resolved that in support of the successful passage of the 2007 Human Services issue, the Board agrees to allow use of its name in campaign presentations and literature, placement of signs on library property and distribution of campaign materials at library locations.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Executive Director updated the Board on the upcoming strategic planning session scheduled for July 19, 2007. He thanked the Trustees for their assistance and suggestions during the Board Retreat on July 14th and explained that he had incorporated their ideas into the Draft Strategic Goals document which would be presented to the planning session participants the following evening.

The Executive Director also presented the Board of Trustees draft revisions of the library's mission statement. The Board discussed at length whether or not draft statements should be shared with the community planning committee. Ms. Katsuyama wondered if it were appropriate for the group to help draft the library's mission, as it probably was the Board's responsibility. The President thought it might be useful to get reaction to the various drafts, but not seek their assistance in writing the revision.

The Board also discussed the pros and cons of having short and memorable statements rather than longer ones that might serve as touchstones for planning of services or resource allocation. The Board members decided to send their top five choices to the Executive Director via email by noon

the next day. The top three or four choices would then be shared with the Strategic Planning participants on Thursday evening. Participants would be asked to comment on them.

FUNDING DISTRIBUTION OF LIBRARY AND LOCAL GOVERNMENT SUPPORT FUND FOR 2008

The Montgomery County Budget Commission is expected to schedule the 2008 Tax Budget Allocation Meeting for August 20, 2007 at 10:00 a.m. The meeting includes public hearings from the four libraries in Montgomery County.

In prior years, the Board has passed the following resolution in anticipation of the Budget Commission meeting. On a motion by Dr. Spetter, seconded by Ms. Hayde, the Board approved the following resolution for consideration by the 2008 County Budget Commission.

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 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 Library and Local Government Support 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 2008 Library and Local Government Support Fund as developed by the Montgomery County Budget Commission.

Ayes: All
Nays: None

BOARD VACANCY

The Executive Director explained that the Board President had received a letter of resignation from Roberta Boyd, effective July 5, 2007. He told Trustees that the Board of County Commissioners is responsible for appointing this position, and that Board members have traditionally nominated candidates to appointing authorities whenever vacancies have occurred. The Board of Trustees offered several names for possible candidates. The Executive Director noted that one candidate, William Gillespie, was a very strong library supporter and possessed extensive public sector experience. The names of several other potential candidates were discussed. Ms. Katsuyama stated she was unfamiliar with some of the names and wanted to see a resume prior to sending a recommendation to the Commission.

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Trustees instructed the Executive Director to contact Mr. Gillespie to determine if there was interest in serving on the Library

Board of Trustees. The Executive Director would forward Mr. Gillespie's name to the Board of County Commissioners after his resume was shared with trustees and found satisfactory. Other candidates could be contacted if necessary.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

On a motion by Ms. Hayde, seconded by Dr. Spetter, the Board approved a recommendation to forego the next regular meeting of the Board currently scheduled for August 15, 2007. The next regular meeting of the Dayton Metro Library Board of Trustees will be September 19, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

With the same motion, the Board also approved to reschedule the January 16, 2008 Board of Trustees meeting to January 23, 2008 to provide sufficient time for preparation of the 2007 financial statements.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Russell Grandon dated July 10, 2007 concerning his request for reconsideration of the video *3 Needs*.
- b. The Executive Director's letter to Steve and Jean White dated July 11, 2007 concerning their request for reconsideration of the teen novel *Wonder Woman*.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Katsuyama, the Board adjourned at 5:47.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Mimi Morris, Assistant Director for Branch and Extension Services, to attend the Lifelong Access Libraries Institute, sponsored by the Americans for Libraries Council at the University of North Carolina from July 29, 2007 through August 3, 2007.

Carl Bach, Facilities Manager, for the online class “UW Certificate Program in Facility Management,” from September 26, 2007 through December 4, 2007. It is further recommended that the application fee of \$50.00 be reimbursed by the Board, the registration fee of \$35.00 be reimbursed by the Board, the technology fee of \$13.00 be reimbursed by the Board, and the tuition fee of \$761.00 be reimbursed by the Board.

Beth Lynch, Accountant, to attend the Ohio Library Council’s “New Clerk-Treasurer’s Roundtable” and “Ohio’s New Open Records Law” in Columbus, Ohio on August 14, 2007. It is further recommended that the registration fee of \$25.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$76.15.

Erin Hunt, Children’s Librarian, West Carrollton Branch, Kim Bautz, Children’s Librarian, Burkhardt Branch, Melissa Dix, Children’s Librarian, Belmont Branch, and Kathleen Moore, Early Literacy Specialist, Main Library, to attend Ohio Library Council’s “Early Child Literacy”, in Columbus, Ohio on August 8, 2007. It is further recommended that the registration fee of \$110.00 each be paid by the Board, and that mileage be reimbursed for Kim Bautz in an amount not to exceed \$71.78.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Ohio Early Learning Standards”, in Cincinnati, Ohio on June 8, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$99.91.

Kathleen Moore, Early Literacy Specialist, Main Library, to attend “Orientation for Providers of ODE”, in Columbus, Ohio on July 31, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$69.84.

Ken Basista, Finance Manager, to visit Youngstown Public Library in Youngstown, Ohio on June 28, 2007. It is further recommended that mileage be reimbursed in an amount not to exceed \$235.23 and meals be reimbursed in an amount not to exceed \$40.00.

Tish Wilson, Assistant Director for Youth Services, Rachel Gut, Outreach Services Manager, and Gretchen Yonata, Teen Specialist to attend “Enhancing Your Library’s Outreach Services” in Dublin, Ohio on August 1, 2007. It is further recommended that the registration fee of \$95.00 each be paid by the Board.

Jean Gaffney, Collection Development Manager, Debra Eisert, Adult Materials Selection Specialist, BJ Moore, Youth Services Materials Selection Specialist, and Matt Kish, AV Materials Selection Specialist, Office of Collection Development, to attend the Ohionet workshop “Basics of Acquisitions” in Columbus, Ohio on July 26, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage for Jean Gaffney be reimbursed in an amount not to exceed \$77.60.

Virginia Palmer, Grants Specialist, Adult Services Division, to attend the “Foundation Center’s Cleveland Advisory Board” meeting in Cleveland, Ohio on July 26, 2007. It is further recommended that lodging for one night in an amount not to exceed \$115.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$208.00.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Tricia Bingham, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Wilmington-Stroop Branch, effective July 8, 2007 at the rate of \$11.31 per hour.

Sheryl Brittig, Reference Librarian, full time, Grade 11, Step B, Magazines and Special Collections Division, Main Library, effective August 5, 2007 at the rate of \$18.90 per hour.

It is recommended that the following promotion be accepted:

Joseph Greenward, from Adult Services Assistant Division Manager, full time, Grade S08, Step C, to Adult Services Division Manager, Grade S09, Step B, effective July 8, 2007 at the rate of \$25.9142 per hour.

It is recommended that the following change in hours be accepted:

Linda Lanning, from Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township, to Library Technical Assistant I, 4/5 time, Grade 4, Step A, Miami Township, effective June 24, 2007 at the rate of \$11.31 per hour.

It is recommended that the following rehire be accepted:

Nicholas Lake, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Miamisburg Branch, effective June 24, 2007 at the rate of \$9.00 per hour.

It is recommended that the following resignation be accepted:

Angela Newsome, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective June 12, 2007 at the rate of \$8.74 per hour.

It is recommended that the following Hay Reclassifications be accepted:

Rachel Gut, from Outreach Services Manager, full time, Grade S08, Step E, Outreach Services, to Outreach Services Manager, full time, Grade S09, Step E, Outreach Services, effective June 24, 2007 at the rate of \$28.3182 per hour.

Jean Gaffney, from Collection Development Manager, full time, Grade S08, Step L, Office of Collection Development, to Collection Development Manager, full time, Grade S09, Step L, Office of Collection Development, effective June 24, 2007 at the rate of \$34.8268 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Pearlena Sanders, Processer, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

It is recommended that the following leave without pay be accepted:

Phyllis Dines, Library Technical Assistant I, full time, Belmont Branch, effective June 1, 2007 for 200.0 hours for personal reasons.

Noel Lemons, Library Technical Assistant I/Driver, 3/5 time, Outreach Services, effective June 15, 2007 for 288.0 hours for illness.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., September 19, 2007

PRESENT: Jane Katsuyama, Dana Keish, Joseph Oehlers,
Dr. Allan Spetter, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

On a motion by Ms. Keish, seconded by Mr. Turner, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

Dr. Spetter entered the meeting at 4:03.

CONSENT AGENDA

On a motion by Mr. Turner, seconded by Ms. Katsuyama , the following items were approved by the Board:

- A. Minutes of the Board Meeting of July 18, 2007.
- B. The Executive Director approved the following investments: On Friday, July 20, 2007, a Property Tax advance for the second half of 2006 was received in the amount of \$1,397,297.23. The entire amount was invested in the General Account earning 5.25 % interest. On Friday, August 8, 2007, a Property Tax advance for the second half of 2006 was received in the amount of \$1,502,877.18. The entire amount was invested in the General Account earning 5.25 % interest. On Monday, August 13, 2007, the Local Government Funds for August 2007 were received in the amount of \$1,251,316.60. The entire amount was invested in the General Account earning 5.25 % interest. On Wednesday, September 17, 2007, the Local Government Funds for September 2007 were received in the amount of \$1,404,035.09. The entire amount was invested in the General Account earning 5.25 % interest.
- C. Workshop Hours (included in Consent Agenda Addendum, (pages 7, 8, & 9)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 9, 10, & 11)

- E. The Tuition Reimbursement Agreement between the Board and Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, in order to attend the Kent State School of Library and Information Science.
- F. 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 Agreement:

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Joshua Ashworth, Integrated Systems Specialist, Information Technology, Main Library for “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Dorri Hegyi, Acquisitions Clerk II, Acquisitions Division, Main Library, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, Main Library, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Jonathan Knight, Community Relations Clerk I/SWB, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Reference”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course “Introduction to Research”, IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Organization of Information”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Preservation of Library Materials”, Kent State University, 1.0 credit hours, at a cost of \$408.00.

Angela Jones, Clerk II, Magazines and Special Collections Division, Main Library, for the workshop “Accessing Government Documents”, Kent State University, 1.0 credit hours, at a cost of \$433.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch, for the course “Selection and Acquisition of Library Materials”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Cathy Hochadel, Reference Assistant, Burkhardt Branch, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Kathryn Lynch, Accountant, Finance Office, Main Library, for the course “Intermediate Accounting I,” Wright State University, at a cost of \$876.00.

Cynthia Stafford, Reference Assistant, Wilmington Stroop Branch Library, for “Public Libraries”, Southern Connecticut State University, 3.0 credit hours, at a cost of \$1,446.00.

- G. Approval of an increase in daily start-up cash for the amount listed at the following location in order to provide change for the cash/bill acceptors used by the PC Reservation and Print Management systems.

Location	Current Amount	Increase Amount	New Opening Cash Amount
Trotwood	\$40.00	\$20.00	\$60.00

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Keish, seconded by Mr. Turner, the monthly Financial Reports for July 2007 and August 2007 were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on current library programs and services. He began by saying he was very pleased with the July and August circulation statistics. He explained that in the previous five years, monthly circulation had never surpassed 600,000 items. This year, in both July and August, circulation reached nearly 650,000 items. In addition, urban branches showed tremendous circulation increases between 2006 and 2007 statistics for the same months. The Executive Director said that the “Fine Free Month” definitely contributed to the July statistics, however, August continued with a similar increase. He thanked all staff members and said he felt everyone should be very pleased with the statistics.

The Executive Director said that door count statistics were also higher for the months of July and August, showing a 15% increase in July, and a 6.2% increase in August compared to the same months last year.

Tish Wilson, Assistant Director for Youth Services, shared statistics and program highlights from the Children's Summer Reading Club and the Young Adult Summer Reading Club. Tish said the number of participants, number of hours read, number of books read and number of programs all increased this year in both the children and the young adult clubs, and she thanked the Board for their support.

Mimi Morris, Assistant Director for Branch and Extension Services, updated the Board on statistics from the Adult Summer Reading Club, saying that this year's ASRC was the largest ever with 4,083 participants, an increase of 1,847 over last year. The number of titles read this year was 41,204, an increase of 25,860 over last year's numbers. Mimi also updated the Board on the Staff Summer Reading Club, which was the largest ever with 320 staff members, an increase of 73 over last year. The number of titles read was 6,575, an increase of 2,296 over last year.

The Executive Director welcomed Kristen Allen, a student in Library Science at Indiana University. Kristen was attending the meeting in order to fulfill a school assignment.

Mark Willis, Community Relations Manager, shared highlights from the third Urban Nights event which was held in downtown Dayton on Friday, September 14th. The Main Library participated in the event. Mark told Board members that the group "Rhythm and Shoes" performed throughout the evening and the "Many of Faces of Dayton" photomural and stories project was unveiled to the public. Mark said the event was a huge success with over 900 people visiting the Main Library.

DRAFT RECORDS REQUEST, RETENTION AND DISPOSAL POLICY

The Executive Director explained that as a result of recent changes to the Ohio Records Act which will become effective September 29, 2007, the Board of Trustees would need to form a Records Commission. He also shared a revision of the Board's Records Retention Policy and schedule was being still drafted.

On a motion by Ms. Keish, seconded by Mr. Turner, the Board adopted the following resolution to create the Dayton Metro Library Records Commission:

Be It Resolved that the Board of Trustees of the Dayton Metro Library hereby creates a library records commission to be known as the Dayton Metro Library Records Commission. The Commission will be comprised of the Members and the Clerk/Treasurer of the Board of Trustees per Ohio Revised Code 149.411. The initial meeting of the Commission shall be held on Wednesday, October 17, 2007 at 5:30 p.m. to adopt record retention schedules. The Commission shall meet at least once every twelve months and shall be responsible for overseeing library compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.

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

On a motion by Mr. Turner, seconded by Ms. Keish, the Board adopted the following Resolution:

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, 2008; 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	\$9,286,332*	1.25

*Amount includes Homestead and Rollback Grants

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. A roll call vote is needed.

Jane Katsuyama, Aye
Dana Keish, Aye
Joseph Oehlers, Aye
Alan Spetter, Aye
Dennis Turner, Aye

STRATEGIC PLANNING

The Executive Director recommended that Trustees adopt the recently drafted and revised Mission Statement and Strategic goals as distributed.

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board members approved the Draft Mission Statement as distributed in the Board folders.

Ayes: All
Nays: None

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board members approved the six Strategic Goals as distributed in the Board folders.

Ayes: All
Nays: None

The Executive Director thanked the Trustees for their work in developing the new goals and mission statement. He then updated the Board on additional activities underway toward completing the strategic plans. He told Board members that over 440 people throughout the Montgomery County community had been invited to attend branch specific versions of the public sessions that were held at the Main Library this summer. He explained that each session includes a SWOT analysis of the branch service area and participants were to determine which of the Board's approved Strategic Goals were of the highest priority at that location. Discussions also included seeking input about what types of activities and programs should be undertaken at each branch to achieve the branch's prioritized goals.

He then discussed facilities planning with the Board members, focusing on the issues surrounding the possibility of asking voters to approve a bond levy to fund facilities improvements. He explained that the first formal step of the Board would be to approve a new Strategic Plan for Services. The work completed during the Planning for Results process will provide the Board with adequate justification for improved facilities and will help identify the specific facilities changes and improvements that must be incorporated into a final facilities plan.

He also discussed the issues that must be considered in identifying how to fund facilities improvements. Among the factors the Board will have to consider is the state of the economy and the timing of other possible bond and levy issues that are likely to be placed on the ballot in coming years, including a renewal or replacement of the Library's own operating levy that expires at the end of 2009.

Mr. Kambitsch then shared comments he had received from Board member Barbara Hayde prior to the meeting. Barbara Hayde had asked what options were available to the Board. There is a possibility that the library could repeat what it had done in 1994 when voters were asked to approve an operating levy and a capital levy in the same election. While this was successful in 1994, it would be more difficult to repeat that success because of the current economic environment and because there is a likelihood of a much larger bond issue. Conventional advice recommends putting distance between any capital levy and the operating levy. The soonest the library could gear up for a capital issue would be in the November 2008 presidential election. With that election less than 14 months away, the Board would need to work very quickly to complete and approve the facilities planning process so that the results of any polling, surveys and other feedback could be incorporated into a plan before the Board made a final commitment on the timing and the amount to ask voters.

The Board discussed at length the timetable and specific information that would be available to the Board in making its decision about whether to put a bond issue on the ballot. Mr. Turner asked, "When does the Board need to make a decision?"

Kambitsch responded by stating that there are a number of specific actions that the Board will need to take. Working backwards from November 2008, 75 days before the election the Board of County Commissioners will need to approve a Dayton Metro Library Board resolution to place the issue on the ballot. The Library also needs to build into the schedule the time it takes for the County Auditor to certify the amount to be sought during the election. By the May 2008 Board meeting, Trustees will have to feel comfortable with the proposed facilities plan, the level of community support for the plan, how much it will cost and what the impact would be on operating costs if voters approve the new facilities.

The Executive Director also discussed that the Board will need to make preliminary decisions about several elements of the plan before May. For instance the community engagement meetings still going on will provide more detailed information about what we want to do with our services and facilities. A task force will be formed with a short list of city, county and regional leaders and planning professionals to help make a number of decisions based upon the feedback received in the Library's planning meetings. This feedback will be helpful in deciding whether it is worthwhile to develop specific sites or consider the possibility of consolidating sites.

Ms. Katsuyama asked about the information to be provided to the Board. Would the Executive Director compile the results of the branch sessions, including task force recommendations, and those of our consultants, and then give the results to Board?

Mr. Kambitsch responded that the Board's role will be to first approve the Strategic Services Plan in December. The Board will then need to understand the specifics about the facilities needs and the strategies to meet those needs, culminating in a formal decision by May 2008.

President Oehlers asked, "Between now and May, what would be different if we knew right now we were not going to be on a ballot before 2010. Would the work be the same?" Ms. Katsuyama also commented about the schedule stating she wanted to be sure to keep operations going and make sure everything lines up in a timely way.

Mr. Oehlers acknowledged that the most important new information at this meeting was that November 2008 may be the best shot for the library in passing a capital ballot issue. Mr. Turner commented that he felt we needed to ensure the success of the 2009 operating levy. He felt that it is more critical to have the operating levy pass. Mr. Oehlers felt that we do not have to ask the question yet about the advisability of pursuing a capital bond campaign. He felt we need to move forward with making a decision about what we want in the plan and calculating what it will cost. In May we can ask the question about how the prospects of a bond issue might impact the operating levy.

Ms. Keish asked, "What is the optimal time we need to make a decision by?" Mr. Kambitsch responded that the sooner the better, but while the Board doesn't have to make an immediate decision, a fairly strong sense of the Board's direction needs to be developed by March.

Ms. Katsuyama asked whether the Board will have sufficient information to make such an important decision. The Board would need enough information about support from the community in leading up to the campaign. The Board needs assurance that there is appropriate demand and support. She stated that she was willing to work very hard to do whatever it takes to pass whatever we deem is necessary. She wants a clear picture of what that is.

President Oehlers stated that he would like to see two different timelines running in parallel supported by additional information for increasing the Board's understanding necessary in

making the decision. One timeline would show what information would be presented to the Board and when the Board should make whatever decisions are needed to successfully pass a bond issue in November 2008. A second timetable would do the same thing, showing the comparable steps and timetables for placing a bond issue on the ballot in 2010.

Ms. Katsuyama agreed saying that she wanted a clearer picture of need that has been gathered from the community and staff and everyone. A vision of the end result will make it easy for the Board to go to the community and ask them to support the campaign. Mr. Kambitsch stated that the consultants will provide considerable detail and that polling will assist the Board in making its decision.

President Oehlers left the meeting at 5:12 p.m. Ms. Keish assumed the role of President pro tem.

JANITORIAL SERVICE AGREEMENTS

On a motion by Mr. Turner, seconded by Dr. Spetter, the Board recommended approval of the renewal of the janitorial service agreement with Wiggins Cleaning & Carpet Service for the Main Library, Outreach Services, Belmont, Brookville, Burkhardt, Dayton View, Ft. McKinley, Huber Heights, Kettering, New Lebanon, Northmont, Vandalia, West Carrollton, Westwood and Wilmington-Stroop branch libraries in the amount of \$242,668.58 for the period October 1, 2007 through September 30, 2008.

With the same motion, the Board also approved the renewal of the janitorial services agreement with Environmental Management Group for the East, EC Doren, Madden Hills, Miamisburg, Miami Township, Northtown-Shiloh, and Trotwood branches in the amount of \$65,643.50 for the period October 1, 2007 through September 30, 2008.

Ayes: All
Nays: None

EXECUTIVE SESSION

The Executive Director explained that he felt there was no need to move into Executive Session; however he told the Board that a representation election would be held on October 10, 2007 to decide with employee organization will win representation. The election will be held at four locations with representatives from SERB managing the election.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be October 18, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Ms. Deborah Lieberman, President, Montgomery County Board of Commissioners, concerning the vacancy within the Board of Trustees of the Dayton Metro Library.
- b. The Executive Director's letter to Dwight Hooper dated August 20, 2007 concerning the request for reconsideration of the video *Babel*.
- c. The Executive Director's letter to Lisa Malone dated August 20, 2007 concerning the request for reconsideration of the book *Bad President*.
- d. The Executive Director's letter to Michael Greenwood dated August 20, 2007 concerning the request for reconsideration of the book *A Kid's First Book About Sex*.
- e. The Executive Director's letter to Steve and Jean White dated August 22, 2007 concerning their request for reconsideration of the teen novel *Wonder Woman*.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:27.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Kathleen Moore, Early Literacy Specialist, Main Library, to attend the annual "NAEYC Conference" in Chicago, Illinois on November 6-11, 2007. It is further recommended that the registration fee of \$199.00 be reimbursed by the Board, airfare in the amount of \$396.00 be reimbursed by the Board, four nights of lodging not to exceed \$200.00 per night be reimbursed by the Board, shuttle service to and from the airport not to exceed \$25.00 each way (total \$50.00) be reimbursed by the Board, and meals in an amount not to exceed \$40.00 daily for four days (total \$160.00) be reimbursed by the Board.

Joe Greenward, Adult Services Division Manager, Main Library, and Jamie McQuinn, Magazine and Special Collection Division Manager, Main Library, to attend the OLC workshop "The Right Click, Version 3.0" in Columbus, Ohio on August 22, 2007. It is further recommended that registration in the amount of \$55.00 each be paid by the Board and mileage in an amount not to exceed \$67.90 be reimbursed to Joe Greenward by the Board.

Ben Murphy, Teen Librarian, Vandalia Branch, and Jeff Reid, Teen Librarian, Northmont Branch to attend the SWON workshop "Extreme Makeover: Teen Edition" in Springfield, Ohio on August 6, 2007. It is further recommended that mileage in an amount not to exceed \$22.84 be reimbursed to Ben Murphy by the Board.

Jean Gaffney, Collection Development Manager, Debra Eisert, Adult Materials Selection Specialist, BJ Moore, Youth Services Materials Selection Specialist, and Matt Kish, AV Materials Selection Specialist, Office of Collection Development, Main Library, to visit the Columbus Metro Library in Columbus, Ohio on July 31, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage in an amount not to exceed \$77.60 be reimbursed to Jean Gaffney by the Board.

Jean Gaffney, Collection Development Manager, Office of Collection Development, Main Library, to attend the "BIS M35 Microsoft Access" class being held at Sinclair College, Dayton, Ohio on June 11, 2007 through August 10, 2007. It is further recommended that registration be reimbursed in an amount not to exceed \$110.00 by the Board and purchase of the required book in an amount not to exceed \$109.01 be reimbursed by the Board.

Rachel Gut, Outreach Services Manager, and Fred Kirchner, Children's Librarian, Outreach Services, to attend the National Bookmobile Conference in St. Louis, Missouri on October 2-4, 2007. It is further recommended that registration for Rachel Gut in the amount of \$150.00 be paid by the Board, lodging for three nights each in an amount not to exceed \$110.00 per night be reimbursed by the Board and mileage for Rachel Gut in an amount not to exceed \$364.24 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Main Library, to attend "Grant Proposal Preparation for Experienced Professionals" in Dayton Ohio on October 19, 2007. It is further recommended that registration in the amount of \$89.00 be reimbursed by the Board.

Virginia Palmer, Grants Specialist, Main Library, to attend "2007 Network Days Conference" in New York, New York on October 5-6, 2007. It is further recommended that lodging for three nights in an amount not to exceed \$140.00 per night be reimbursed by the Board, and airfare in an amount not to exceed \$270.00 be reimbursed by the Board.

Cherie Spencer, Children's Librarian, Kettering-Moraine Branch, to attend the workshop "Making Imaginative Clay Characters" in Jordan, Minnesota from September 10-15, 2007. It is further recommended that registration in an amount not to exceed \$450.00 be reimbursed by the Board, airfare in an amount not to exceed \$244.00 be reimbursed by the Board, lodging for seven nights in an amount not to exceed \$42.60 per night be reimbursed by the Board, shuttle service to and from the airport in an amount not to exceed \$37.00 each way be reimbursed by the Board, and meals for eight days in an amount not to exceed \$40.00 per day be reimbursed by the Board.

Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch, Cindy McNally, Reference Assistant, Miami Township Branch, Mary Limbert, Reference Assistant, Vandalia Branch, Sue Collins, Reference Assistant, Kettering-Moraine Branch, Kim Fletcher, Children's Librarian, New Lebanon Branch, Melissa Dix, Children's Librarian, Belmont Branch, Jennifer Wihebrink, Children's Librarian, Northmont Branch, Gretchen Yonata, Teen Specialist, Main Library and Wendy Torrence, Children's Librarian, Huber Heights Branch to attend "Ohio Ready to Read Basic Training" in West Chester, Ohio on August 29, 2007. It is further recommended that meals in an amount not to exceed \$8.00 each be reimbursed by the Board, mileage be reimbursed to Jennifer Sivers-Shrader and

Jennifer Wihebrink in an amount not to exceed \$69.84 each and mileage be reimbursed to Gretchen Yonata in an amount not to exceed \$33.95.

Sherrie Brittig, Reference Librarian, Magazines and Special Collections Division, Main Library, to attend the "Gem City Circle Tour" in Dayton, Ohio on September 14, 2007. It is further recommended that the registration fee of \$10.00 be reimbursed by the Board.

Teresa Gaylard, Children's Librarian, Northmont Branch, to attend the Leadership Northmont Program sponsored by Northmont Area Chamber of Commerce. It is further recommended that the registration fee of \$449.00 be paid by the Board.

Myrna Allen, Main Children's Room Manager, Main Library, and Kelly Harkrader, Children's Librarian, Main Library Children's Room, to attend "Actions and Options: Participatory Storytelling in Library Programming" in Troy, Ohio on September 24, 2007. It is further recommended that mileage for Myrna Allen be reimbursed in an amount not to exceed \$11.16.

Gretchen Yonata, Teen Specialist, Youth Services, to attend the Ohio Library Council's workshop "Turn Communication Crazy into Communication Savvy" in Columbus, Ohio on September 25, 2007. It is further recommended that registration in the amount of \$95.00 be paid by the Board and mileage be reimbursed by the Board in an amount not to exceed \$77.60.

Stephanie Cossell, Reference Assistant, Wilmington-Stroop Branch, Kevin Delecki, Children's Librarian, East Branch, and Gretchen Yonata, Teen Specialist, Youth Services, to attend the Artist Preview Night in Columbus, Ohio on September 18, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each and mileage be reimbursed for Kevin Delecki in an amount not to exceed \$67.90.

Karen Bryant, Children's Librarian, Trotwood Branch, Joan Gagan, Children's Librarian, Brookville Branch, Terri Stringer, Children's Librarian, Vandalia Branch, Kathleen Moore, Early Literacy Specialist, Youth Services, Rebecca Kearney, Children's Librarian, Dayton View Branch, Cindy Carpenter, Reference Assistant, Brookville Branch, Kevin Delecki, Children's Librarian, East Branch and Pat Traves, Children's Librarian, Ft. McKinley, to attend "Story Telling with Sherry Norfolk" in Troy, Ohio on September 24, 2007. It is further recommended that mileage be reimbursed to Pat Traves in an amount not to exceed \$22.31, Karen Bryant in an amount not to exceed \$25.22, Joan Gagan in an amount not to exceed \$28.13, Terri Stringer in an amount not to exceed \$14.07 and Kathleen Moore in an amount not to exceed \$22.80.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miami Township Branch, effective August 5, 2007 at the rate of \$11.31 per hour.

Rebecca Kearney, Children's Librarian, full time, Grade 11, Step A, Dayton View Branch Library, effective August 5, 2007 at the rate of \$16.41 per hour.

It is recommended that the following promotion be accepted:

Rachelle Miller, from Business Specialist, full time, Adult Services Division, Main Library to Adult Services Assistant Division Manager, Grade S07, Step A, effective September 2, 2007 at the rate of \$21.6886 per hour.

It is recommended that the following change in location be accepted:

Cynthia Carpenter, from Reference Assistant, full time, Grade 8, Step L, Miamisburg Branch, to Reference Assistant, full time, Grade 8, Step L, Brookville Branch, effective September 2, 2007 at the rate of \$18.90 per hour.

It is recommended that the following change in hours and change in location be accepted:

James Hicks, from Library Technical Assistant I, full time, Grade 4, Step L, Circulation Division, Main Library, to Library Technical Assistant I, 4/5 time, Grade 4, Step L, EC Doren Branch, effective September 2, 2007 at the rate of \$15.69 per hour.

It is recommended that the following change in hours be accepted:

Penny Morris, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Audio Visual Division to Library Technical Assistant I, 3/5 time, Grade 4, Step B, Audio Visual Division, effective September 16, 2007 at the rate of \$11.66 per hour.

It is recommended that the following resignation be accepted:

Fred Kirchner, Children's Librarian, full time, Outreach Services, Grade 4, Step C, effective October 17, 2007 at the rate of \$19.38 per hour.

Sharon Culbertson, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Youth Services, Main Library, effective September 7, 2007 at the rate of \$11.31 per hour.

Emilia Rose, Library Technical Assistant I, 2/5 time, Grade 4, Step B, EC Doren Branch, effective August 23, 2007 at the rate of \$11.66 per hour.

Eden Allison, Branch Library Manager, full time, Grade S08, Step C, Kettering-Moraine Branch, effective September 15, 2007 at the rate of \$24.7264 per hour.

It is recommended that the following retirement be accepted:

Patricia Kramer, Library Technical Assistant I, 1/2 time, Grade 4, Step L, Belmont Branch, effective October 31, 2007 at the rate of \$15.69 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Pearlena Sanders, Processer, hourly substitute, Grade 2, Step A, Processing Division, effective August 20, 2007 at the rate of \$8.18 per hour.

Diane Saettel, Reference Assistant, hourly substitute, Grade 8, Step G, Brookville Branch, effective November 11, 2007 at the rate of \$12.60 per hour.

It is recommended that the following leave without pay be accepted:

Lee Davey, Copy Cataloger I, full time, Catalog Division, Main Library, effective September 25, 2007 for 60.0 hours for vacation.

Desiree Davey, Copy Cataloger II, full time, Catalog Division, Main Library, effective September 25, 2007 for 60.0 hours for vacation.

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Miami Township Branch, effective August 13, 2007 for 8.0 hours for personal reasons.

Wendy Torrence, Children's Librarian, full time, Huber Heights Branch, effective August 31, 2007 for 312.0 hours for personal reasons.

Marianne Ritter, Library Technical Assistant I, full time, Brookville Branch, effective August 1, 2007, for 75.0 hours for personal reasons.

Jill Clark, Promotions Assistant, full time, Community Relations Office, Main Library, effective September 20, 2007 for 8.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., November 21, 2007

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,
Joseph Oehlers, Dennis Turner

PRESIDING: Joseph Oehlers

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

The President called the meeting to order at 4:02 p.m.

OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was administered to all Library Board Members, the Clerk Treasurer and the Deputy Clerk Treasurer by Cheri Edwards.

APPROVAL OF AGENDA

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Mr. Turner, the following items were approved by the Board:

- A. Minutes of the Board Meeting of September 19, 2007.
- B. The Executive Director approved the following investments: On Friday, October 5, 2007 a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$422,254.29. It was determined that the entire amount was needed for current operations. On Friday, October 12, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$254,436.91 was received. It was determined that the entire amount was needed for current operations. On Wednesday, October 17, 2007, the Local Government Funds for October 2007 were received in the amount of \$1,892,990.91. The entire amount was invested in the High Balance Savings Account yielding 5.06% interest. On Wednesday, October 17, 2007, a Manufactured Homes Property Tax Rollback payment was received in the amount of \$485.59. It was determined that the entire amount was needed for current operations. On Monday, October 29, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax

Elimination in the amount of \$544,343.64 was received. It was determined that the entire amount was needed for current operations. On Thursday, November 15, 2007, the Local Government Funds for November 2007 were received in the amount of \$1,444,949.88. It was determined that the entire amount was needed for current operations.

- C. Workshop Hours (included in Consent Agenda Addendum, (pages 5 & 6)
- D. Personnel Actions (included in Consent Agenda Addendum, (pages 7, 8, & 9)
- E. Expenditure from the Building and Repair Fund: The Board approved use of funds from the 401 Building and Repair Fund for repair work to the curbs of the Kettering-Moraine Branch parking lot in the amount of \$10,500.
- F. Cross Management Consulting Services: The Board authorized the Executive Director to execute the renewal of the "Contract for Services" with Cross Management Consulting Services, Inc. of Portsmouth, Ohio, for personnel management services at the rate of \$80/hour for consulting services, \$120/hour for staff attorneys and \$100/month as a retainer fee for the period October 7, 2007 through October 6, 2008.
- G. Tuition Agreement: The Board approved the Tuition Reimbursement Agreement between the Board and Arianne Ketchen, ComRel Clerk I/SWB Operator, Community Relations Office, Main Library, in order to attend the Kent State School of Library and Information Science.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses. On a motion by Ms. Hayde, seconded by Mr. Turner, the monthly Financial Reports for September 2007 and October 2007 were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services.

He began by saying the Library continued to experience a phenomenal growth in circulation in October. Adult circulation climbed to 17.3% over last year's totals, juvenile circulation saw an increase of 15.0% and young adult circulation showed the largest gain at 35.4%. The Executive Director said he felt the "Fine Free Month" held in July continues to contribute to the increases. Door count statistics increased as well, although not as dramatically as circulation counts.

David Slivken, Assistant Director for the Main Library, presented statistics from the October 2007 Patron Assistance Log. He explained that this had been called the Reference and Directional Survey in the past and is performed twice annually, in April and October. The form has been revised to include counts of several types of questions patrons ask, as well as information on how many questions require more than 5 minutes to answer. In comparing the two surveys this year, October showed a strong rise over April's totals.

The Executive Director explained how the revised Ohio Senate Bill 185 would affect the library. He said the title of the fund always known as the LLGSF (Library and Local Government Support Fund) has been renamed the Public Library Fund. A clarification of the revised Bill limits the number of public library systems who could be eligible for public library funds to the existing number of 251. SB 185 also changes the title of Library Clerk-Treasurer and Deputy Clerk-Treasurer to Fiscal Officer and Deputy Fiscal Officer respectively.

The Executive Director reminded Board members that the January 2008 Board meeting was changed to January 23, 2008 which is 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.

OCTOBER STAFF COUNT

The Executive Director and Cindi Chibis, Human Resource Manager, reviewed the annual count of the staff, made from the first full payroll in October, 2007. Although the total number of staff increased by nine in comparison to last year, the FTE (full time equivalent) total dropped by three.

RECERTIFICATION OF BARGAINING UNIT REPRESENTATION

The Executive Director explained that on October 10, 2007 a recertification election was held to determine representation of the Dayton Metro Library bargaining unit as recognized by the State Employment Relations Board (SERB). There were 282 eligible voters and 239 votes cast. The results of the election were as follows:

151	Dayton Metro Library Staff Association
88	District 1199, SEIU, Dayton Metro Library Chapter
0	No representation

The SERB board approved the election results on October 25, 2007. A formal directive from SERB finalizing the transition was signed on November 16, 2007.

Rich Robinson, Dayton Metro Library Staff Association President, addressed the Board. He thanked the Board for their assistance in maintaining neutrality during the election. He also said the Staff Association is working to pass a Constitution and by-laws and hopes to have that accomplished in the next two weeks. He also offered the Board the opportunity to ask questions of him at any time by sharing his email address.

DRAFT PUBLIC RECORDS REQUEST, RETENTION AND DISPOSITION POLICY

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board of Trustees approved the Draft Public Records Request, Retention and Disposition Policy. The policy will be forwarded to the Ohio Historical Society and the Attorney General's Office for approval.

Schedules of Records Retention and Disposition were considered separately by the Dayton Metro Library Records Commission in a separate hearing following the Board of Trustees meeting at 5:30 p.m.

Ayes: All
Nays: None

STRATEGIC PLANNING

The Executive Director updated the Board of Trustees on progress towards development of the Strategic Plan and the Facilities Plan. At the September Board meeting, six specific Strategic Goals were approved by the Board. The Executive Director distributed a document outlining specific operational goals with measurable outcomes within each of the Strategic Goals. Ms. Hayde asked the Executive Director if the Library could afford to do all of the operational goals listed. He replied that the number one thing on his mind was that exact question. The Executive Director explained that although he didn't expect any formal action from the Board at this time, he asked Board members to offer feedback concerning the document to him via email.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Lisa Malone dated September 18, 2007 concerning the request for reconsideration of the book *Bad President*.
- b. The Executive Director's letter to Michael Greenwood dated September 18, 2007 concerning the request for reconsideration of the book *A Kid's First Book About Sex*.
- c. The Executive Director's letter to Dwight Hooper dated September 19, 2007 concerning the request for reconsideration of the video *Babel*.
- d. The Executive Director's letter to Mary Parrish dated October 2, 2007 concerning the request for consideration of the book *The Secret Life of It Girls*.
- e. The Executive Director's letter to William B. Elliott, Esq., dated October 9, 2007 concerning a bequest from Mr. and Mrs. Harry Dore.
- f. A copy of the resolution adopted by the Board of County Commissioners of Montgomery County, Ohio, dated October 9, 2007, appointing William L. Gillispie to the Dayton Metro Library Board of Trustees.
- g. The Executive Director's letter to Brett Clark dated November 1, 2007 concerning the request for consideration of the video *Our Lady of the Assassins*.

NEW BUSINESS

The Board President appointed Mr. Turner and Ms. Katsuyama to serve as the nominating committee to present a slate of officers for 2008 at the December 19, 2007 regular Board meeting.

EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations in accordance with Section 121.22 (G)(4) of the Ohio Revised Code and to discuss the evaluation of the Executive Director 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. A roll call vote was taken as follows:

Mr. Gillispie, Aye
Ms. Hayde, Aye
Ms. Katsuyama, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:29 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be December 19, 2007 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Katsuyama, the Board adjourned at 5:30.

CONSENT AGENDA ADDENDUM

C. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Sue Steinke, Reference Librarian, Adult Services Division, Main Library to attend "Collection Development Symposium" in Columbus, Ohio on October 24, 2007. It is further recommended that the registration fee in the amount of \$30.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$68.87.

Nancy Horlacher, Local History Specialist, Magazine and Special Collections Division, Main Library to attend "Genealogy Interest Group Meeting" in Tipp City, Ohio on November 2, 2007. It is further recommended that mileage in an amount not to exceed \$15.04 be reimbursed by the Board.

Tish Wilson, Assistant Director for Youth Services, Main Library and Gretchen Yonata, Teen Specialist, Main Library, to attend "Greater Dayton Conference on Youth in Dayton, Ohio on October 17, 2007. It is further recommended that registration in the amount of \$90.00 each be paid by the Board.

Melissa Dix, Children's Librarian, Belmont Branch, Jennifer Sivers-Shrader, Children's Librarian, Miamisburg Branch, Cynthia McNally, Reference Assistant, Miami Township Branch, Kim Fletcher, Children's Librarian, New Lebanon Branch, Mary Limbert, Reference Assistant, Vandalia Branch, Sue Collins, Reference Assistant, Kettering-Moraine Branch, Wendy Torrence, Children's Librarian, Huber Heights Branch and Jennifer Wihebrink, Children's Librarian, Northmont Branch to attend "Ohio Ready to Read Storytime Training" in Dayton Ohio on December 5, 2007. It is further recommended that lunch be reimbursed in an amount not to exceed \$8.00 each.

Barb Kuhns, Assistant Director for Information Technology Services, Main Library, to attend the "2007 CODI Conference" in Pittsburgh, Pennsylvania on November 6-8, 2007. It is further recommended that the registration fee in the amount of \$325.00, lodging for two nights in an amount not to exceed \$158.46 per night, and mileage in an amount not to exceed \$247.35 be reimbursed by the Board.

Josh Ashworth, Integrated Systems Specialist, Main Library, to attend the "2007 CODI Conference" in Pittsburgh, Pennsylvania on November 6-8, 2007. It is further recommended that the registration fee in the amount of \$325.00, lodging for two nights in an amount not to exceed \$158.46 per night, parking in an amount not to exceed \$44.00, and meals in an amount not to exceed \$31.66 be reimbursed by the Board.

Greg Estes, Reference Librarian, Adult Services, Main Library and Mike Nelson, Reference Librarian, Adult Services, Main Library, to attend "Taking ILL to the Next Level" in Columbus, Ohio on October 18, 2007. It is further recommended that the registration fee of \$40.00 each be paid by the Board and mileage be reimbursed to Greg Estes in an amount not to exceed \$81.48.

Kim Bautz, Children's Librarian, Outreach Services, Zachary Kimble, Substitute Library Technical Assistant I, and Victoria Rogers, Substitute Library Technical Assistant I, to attend Bookmobile Driver Training in Springfield, Ohio on October 25-26, 2007. It is further recommended that registration in the amount of \$250.00 each be paid by the Board, and meals in an amount not to exceed \$8.00 each be reimbursed by the Board.

Tim Kambitsch, Executive Director, Rachel Gut, Outreach Services Manager, Joe Greenward, Adult Services Division Manager, Rachelle Miller, Adult Services Assistant Division Manager, Andrea Christman, Catalog Librarian, and Cathy Hochadel, Reference Assistant, to attend the OLC 2007 Leadership Conference in Columbus, Ohio on November 8, 2007. It is further recommended that registration in the amount of \$25.00 each be paid by the Board and mileage for two vehicles (drivers to be determined) be paid by the Board in an amount not to exceed \$77.60 per driver.

Ken Basista, Finance Manager, to attend "Dayton CPE Day" to be held in Dayton, Ohio on November 1, 2007. It is further recommended that registration in the amount of \$110.00 be reimbursed by the Board.

Janelle Oren, Copy Cataloger I, Catalog Division, and Tabitha Litteral, Copy Cataloger I, Catalog Division to attend "Introduction to the Dewey Decimal Classification" in Columbus, Ohio on December 6, 2007. It is further recommended that registration in an amount not to exceed \$70.00 each be paid by the Board, mileage be reimbursed for Janelle Oren in an amount not to exceed \$68.87 and lunch be reimbursed in an amount not to exceed \$8.00 each.

Marilyn Whaley, Mail Periodicals Clerk, Acquisition Division, to attend "Delivering Great Customer Service" in Columbus, Ohio on November 14, 2007. It is further recommended that registration in an amount not to exceed \$95.00 be paid by the Board, mileage be reimbursed in an amount not to exceed \$68.87 and lunch be reimbursed in an amount not to exceed \$8.00.

Kathy Bolmida, Reference Librarian, Adult Services Division and Sherrie Brittig, Reference Librarian, Magazine and Special Collections Division, to attend "Archives 101 Workshop" in Perrysburg, Ohio on November 14, 2007. It is further recommended that registration be reimbursed in an amount not to exceed \$30.00 each, and mileage be reimbursed for Sherrie Brittig in an amount not to exceed \$136.77.

D. PERSONNEL ACTIONS

It is recommended that the following appointment be accepted:

Janice Cole, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Dayton View Branch, effective September 30, 2007 at the rate of \$8.74 per hour.

Robert Dotson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Northmont Branch, effective September 26, 2007 at the rate of \$8.74 per hour.

Darryn Manship, Library Technical Assistant I, 1/2 time, Grade 4, Step A, Belmont Branch, effective November 11, 2007 at the rate of \$11.31 per hour.

Derek Estes, Library Technical Assistant I, 2/5 time, Grade 4, Step A, Miamisburg Branch, effective November 11, 2007 at the rate of \$11.31 per hour.

It is recommended that the following promotion be accepted:

Teresa Huntley, from Assistant Branch Manager, full time, Grade S06, Step I, Huber Heights Branch, to Branch Library Manager, full time, Grade S08, Step F, Kettering-Moraine Branch, effective October 28, 2007 at the rate of \$27.0186 per hour.

Cathy Hochadel, from Reference Assistant, full time, Grade 8, Step I, Burkhardt Branch, to Teen Librarian, full time, Grade 11, Step D, Miamisburg Branch effective December 9, 2007 at the rate of \$17.92 per hour.

Eileen Krajewski, Reference Librarian, substitute, Grade 11, Step A, Magazine and Special Collections Division effective December 9, 2007 at the rate of \$12.68 per hour.

It is recommended that the following change in location be accepted:

Courtney Dale, from Library Technical Assistant I, 2/5 time, Grade 4, Step B, Circulation Division, Main Library, to Library Technical Assistant I, 2/5 time, Grade 4, Step B, Children's Room, Main Library, effective October 14, 2007 at the rate of \$11.66 per hour.

Kimberly Bautz, from Children's Librarian, full time, Grade 11, Step F, Burkhardt Branch, to Children's Librarian, full time, Grade 11, Step F, Outreach Services effective October 14, 2007 at the rate of \$21.02 per hour.

It is recommended that the following change in hours be accepted:

Lois Clingman, from Processor, 4/5 time, Grade 2, Step L, Processing Division to Processor, 3/5 time, Grade 2, Step L, Processing Division, effective September 16, 2007 at the rate of \$14.63 per hour.

Leslie Williams, from Library Technical Assistant I, hourly substitute, Wilmington Stroop Branch to Library Technical Assistant I, 2/5 time, Grade 4, Step A, effective September 30, 2007 at the rate of \$11.31 per hour.

Lillian Ratliff, from Library Technical Assistant I, hourly substitute, Grade 4, Step G, Main Circulation, to Library Technical Assistant I, 2/5 time, Grade 4, Step L, Main Circulation, effective November 11, 2007 at the rate of \$15.69 per hour.

Joy Schwab, from Reference Librarian, 2/5 time, Grade 11, Step H, Adult Services, Main Library, to Reference Librarian, full time, Grade 11, Step H, Adult Services, Main Library, effective November 11, 2007 at the rate of \$20.15 per hour.

It is recommended that the following change in position be accepted:

Lynne Watson, from Library Technical Assistant III, full time, Grade 6, Step L, East Branch to Library Technical Assistant I, full time, Grade 4, Step L, East Branch, effective October 28, 2007 at the rate of \$15.69 per hour.

It is recommended that the following change in position and change in location be accepted:

Christian Brewington, from Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights, to Library Technical Assistant I, 2/5 time, Grade 4, Step A, Audio Visual Division, Main Library, effective October 28, 2007 at the rate of \$11.31 per hour.

Fred Kirchner, from Children's Librarian, full time, Grade 11, Step C, Outreach Services, to Teen Librarian, full time, Grade 11, Step C, Wilmington-Stroop effective October 20, 2007 at the rate of \$19.38 per hour.

It is recommended that the following rehire as substitute be accepted:

Katherine Gutshall, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Miamisburg Branch, effective October 28, 2007 at the rate of \$10.44 per hour.

It is recommended that the following discharge be accepted:

Miriam Hilton, Reference Librarian, full time, Adult Services Division, Main Library, Grade 11, Step J, effective September 26, 2007 at the rate of \$23.40 per hour.

Troy Gudger, Custodian I, full time, Facilities, Main Library, Grade 2, Step K, effective October 2, 2007 at the rate of \$14.20 per hour.

It is recommended that the following resignation be accepted:

Katherine Gutshall, Library Technical Assistant I, 2/5 time, Grade 4, Step I, Miamisburg Branch, effective October 26, 2007 at the rate of \$14.35 per hour.

Tiffany Wilson, Catalog Librarian, full time, Grade 11, Step B, Catalog Division, Main Library, effective October 27, 2007 at the rate of \$18.90 per hour.

Christyn Reigelsperger, Library Technical Assistant I/Driver, hourly substitute, Outreach Services, Grade 4, Step B, effective September 16, 2006 at the rate of \$9.00.

Irene Hanley, Reference Librarian, hourly substitute, Grade 11, Step G, Magazine and Special Collections, effective December 8, 2007 at the rate of \$16.63 per hour.

Dawn French, Children's Librarian, hourly substitute, Grade 11, Step B, Dayton View, effective March 3, 2007 at the rate of \$14.55.

It is recommended that the following retirement be accepted:

Cynthia Profitt, Community Relations Clerk/SWB Operator, full time, Grade 4, Step L, Community Relations Office, Main Library, effective March 31, 2007 at the rate of \$15.69 per hour.

Lois Clingman, Processor, 3/5 time, Grade 2, Step L, Processing Division, effective December 31, 2007 at the rate of \$14.63 per hour.

It is recommended that the following notice of intent to rehire an OPERS retiree be accepted to satisfy the hearing requirements as outlined in the Ohio Revised Code.

Diane Saettel, Reference Assistant, hourly substitute, Grade 8, Step G, Brookville Branch, effective November 11, 2007 at the rate of \$12.60 per hour.

It is recommended that the following leave without pay be accepted:

Bobbi Marquart, Processor, Grade 2, Step J, Processing Division, Main Library, effective September 20, 2007 for 50.0 hours for personal reasons.

Bobbi Marquart, Processor, Grade 2, Step J, Processing Division, Main Library, effective November 19, 2007 for 32.0 hours for personal reasons.

Bobbi Hatfield, Library Technical Assistant III, Grade 6, Step L, Huber Heights, effective October 29, 2007 for 80.0 hours for personal reasons.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

4:00 p.m., December 19, 2007

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama,
Allan Spetter, Dennis Turner

PRESIDING: Barbara Hayde

EXECUTIVE DIRECTOR/CLERK TREASURER: Tim Kambitsch

Barbara Hayde was appointed President Pro Tem. The meeting was called to order at 4:02 p.m.

The President Pro Tem then appointed Mr. Turner to act as Secretary Pro Tem.

Ms. Katsuyama entered the meeting at 4:05 p.m. and resumed Secretary duties.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Mr. Turner, the Consent Agenda was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, seconded by Mr. Turner, the following items were approved by the Board:

- A. Minutes of the Board Meeting of September 19, 2007.
- B. The Executive Director approved the following investments: Each year the Ohio Department of Taxation reviews the cash balance of the local government public utility property tax replacement fund and determines if the amount exceeds what is necessary to meet the fund's distribution needs of the following month. If there is an excess, the department then distributes this excess to the counties for distribution to the local governmental taxing district. On Thursday, December 6, 2007 an Excess Deregulation Revenue Distribution in the amount of \$7,289.49 was received from the State of Ohio. It was determined that the entire amount was needed for current operation. On Friday, December 7, 2007, the state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$254,436.92 was received. It was determined that the entire amount was needed for current operations. On Wednesday, December 13, 2007, the Local Government Funds for December 2007 were received in the amount of \$1,341,174.24. The entire amount was invested in the High Balance Savings Account yielding 4.57 % interest. On Tuesday, December 18, 2007, the \$10,000 Tangible Personal Property Tax Exempt Settlement was

received in the amount of \$4,269.55. It was determined that the entire amount was needed for current operating expenses.

C. Workshop Hours (included in Consent Agenda Addendum, (page 10)

Personnel Actions (included in Consent Agenda Addendum, (page 11)

E. ALA Midwinter: The 2008 ALA Midwinter Meeting will be held in Philadelphia, Pennsylvania, from January 11-16, 2008. The Board authorized payment of the advance registration fee of \$160.00 and airfare, shuttle service, lodging and meals in an amount not to exceed \$955 each for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

F. Tuition Reimbursement: The Board approved reimbursement for the following individual for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Audio and Video Sources", IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Tabitha Litteral, Copy Cataloger I, Catalog Division, Main Library, for the course "Information Architecture for the Web", IUPUI, 3.0 credit hours, at a cost of \$2,620.02.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director reviewed library revenues and expenses through November 30, 2007. On a motion by Mr. Gillispie, seconded by Mr. Turner, the monthly Financial Reports for November 2007 were approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services.

He began by saying the Library continued to experience growth in circulation during the month of November. Adult circulation climbed to 10.7% over last year's totals, juvenile circulation saw an increase of 5.2.0% and young adult circulation again showed the largest gain at 19.7%. He then shared a bar chart comparing monthly circulation trends over the past four years and said that if December 2007 circulation increased in the same manner as recent months, 2007 would be a banner year.

The Executive Director then informed the Board about two significant bequeaths to the Library. A gift of \$10,000 was received from the estate of Jean Barger Rice and \$15,000 was received from the estate of Mr. and Mrs. Harry Dore.

ELECTION OF OFFICERS

The Nominating Committee, comprised of Mr. Turner and Ms. Katsuyama, presented the following slate of officers for the year 2008:

President – Barbara Hayde

The President Pro Tem asked if there were any nominations from the floor for the position of President, Vice President, or Secretary. Dr. Spetter nominated Ms. Katsuyama for the position of Vice President. Ms. Katsuyama accepted the nomination. Ms. Hayde nominated Mr. Gillispie for the position of Secretary. Mr. Gillispie acknowledged the honor of the nomination but felt a more experienced member of the board might provide better leadership in that position. Mr. Gillispie suggested that Mr. Turner should accept the nomination. Mr. Turner expressed some concern about his ability serve on the Board due to scheduling. Mr. Gillispie accepted the nomination. On a motion by Dr. Spetter, seconded by Mr. Turner, the slate was accepted and the nominees were elected as follows:

President – Barbara Hayde

Vice President – Jane Katsuyama

Secretary – William Gillispie

Ayes: All

Nays: None

The Board discussed that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Executive Director and Finance Manager respectively, who serve without compensation in these positions since they are compensated in their regular positions. On a motion by Mr. Turner, seconded by Mr. Gillispie, surety bonds for these two officers in the amount of \$50,000 were authorized by the Board.

Ayes: All

Nays: None

SMOKING BAN

The Executive Director explained his recommendation that the Board of Trustees adopt a resolution to prohibit smoking within 25 ft. of library entrances and air intake vents. On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board adopted the following resolution prohibiting the use of smoking materials within 25 feet of any building entrance, operable windows or air intake vents. The resolution recommends an effective date of January 1, 2008. The library has ordered additional smoking urns for all locations to be placed approximately 30 ft away from public entrances.

“WHEREAS, the Dayton Metro Library Board of Trustees in its concern for the health and well-being of its patrons and employees has an established policy that prohibits the use of smoking materials in library owned facilities and vehicles, and

WHEREAS, the enjoyment of library facilities is based upon an expectation that library patrons and staff will not be exposed to smoke and smoking related debris, and

WHEREAS, on December 7, 2006, a statewide smoking ban affecting all Ohio employers, public and private, took effect that requires employers and owners of public buildings to take steps to prohibit smoking near building entrances and exits, operable windows and air intake vents,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library that effective January 1, 2008, smoking is prohibited with 25 feet of any library building entrance or exit, operable windows and air intake vents, and

BE IT FURTHER RESOLVED that this resolution includes prohibition of smoking in library owned spaces designated for outdoor reading and similar uses by library patrons and staff, including the Main Library Reading Garden.

Ayes: All
Nays: None

AMENDED 2007 APPROPRIATION RESOLUTION

The Executive Director informed the Board that it would be necessary to amend the 2007 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 Mr. Gillispie, seconded by Mr. Turner, the following amended appropriation allocations for fiscal year ending December 31, 2007 were approved by the Board:

General Fund	Current Appropriation	Amended Appropriation	Amount Changed
7000 - Other Objects	\$57,131	\$82,131	\$25,000
8000 - Contingency	\$1,100,000	\$0	(\$1,100,000)
9000 - Transfer to other funds	\$3,864,305	\$4,939,305	\$1,075,000

Ayes: All
Nays: None

TRANSFERS OF FUNDS- ACTION

In accordance with the Unreserved Fund Balance Policy adopted by the Board of Trustees on April 21, 2004, the Executive Director and the Deputy Clerk Treasurer reported on current fund balances, projected revenues and expenditures, and recommended transfers.

The 201 Special Revenue Fund was established in December 2003. The purpose of the fund is to accumulate funds for paying termination benefits and/or paying salaries when the number of pay periods exceeds the usual and customary number for a year.

Beginning Balance January 1, 2007	\$ 1,281,286.32
Earnings through November 30, 2007	<u>61,595.23</u>
Balance through November 30, 2007	\$ 1,342,881.55
Current Obligation	
Vacation	\$ 735,247.26
Compensatory Time	159,362.63
25% of Sick leave (Eligible Retirees)	337,937.47
4/11 of Current Payroll	<u>190,527.52</u>
Total Obligation	\$ <u>1,423,074.88</u>
Requested Transfer to Special Revenue Fund	\$ <u>80,193.33</u>

The 402 Computer Coop Fund was established in August 1991. The purpose of the fund was to accumulate capital funds for the purchase of hardware and software needed for the Library's shared Integrated Library System. Funds are contributed by the libraries sharing the automated library. To establish adequate funds for the next replacement or upgrade of the Library's shared system it is estimated that a total of \$374,217 will be needed over the next five years. Initial funding of \$66,416.00 was made in 2004. Current funding should be at 80% or \$299,373.60.

Beginning Balance January 1, 2007	\$ 225,274.46
Earnings through November 30, 2007	<u>10,726.44</u>
Balance through November 30, 2007	\$ 236,000.90
Fund Objective	\$ 299,373.60
Requested Transfer to Computer Coop Fund	\$ <u>63,372.70</u>

The General Fund unreserved cash balance is estimated to be \$4,640,335 as of December 31, 2007 based on anticipated expenditures and recommended \$4,143,566 in transfers listed below. The General Fund will have an unreserved balance equal to 61 days of operating expenses. It is recommended that the Board approve a \$4,000,000 transfer to the Building and Repair Fund. It is also recommended that the Board approve the transfer of \$ 80,193.33 to meet the objectives of the Special Revenue Fund. It is further recommended that the Board approve the transfer of \$63,372.70 to meet the objectives of the Computer Coop Fund.

On a motion by Dr. Spetter, seconded by Ms. Katsuyama, the Board approved the transfer of \$4,000,000 to the Building and Repair Fund, the transfer of \$80,193.33 to meet the objectives of the Special Revenue Fund and the transfer of \$63,372.70 to meet the objectives of the Computer Coop Fund.

Ayes: All
Nays: None

TEMPORARY 2008 APPROPRIATION RESOLUTION

A final appropriation resolution is normally approved by the Board in March of each year once the Montgomery County Budget Commission has provided a revised Official Certificate of Estimated Resources that includes the total of unencumbered funds remaining at the end of the year.

All expenditures between January 1, 2008 and before the March 2008 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original Certificate of Estimated Resources issued by the Budget Commission on August 20, 2007.

On a motion by Mr. Turner, seconded by Mr. Gillispie, the Board approved the Temporary Appropriation for 2008 for the General Fund in the amount of \$31,099,664 and the Building and Repair Fund in the amount of \$6,325,000.

GENERAL FUND

1000 – Salaries & Benefits	\$19,344,989
2000 - Supplies	\$593,200
3000 - Purchased and Contracted Services	\$4,189,886
4000 – Library Materials & Information	\$4,719,582
5000 - Capital Outlay	\$2,055,000
6000 - Debt Service	\$0
7000 - Other Objects	\$74,000
8000 - Contingency	\$0
9000 - Transfers to other funds	\$123,007

Total General Fund Appropriations **\$31,099,664**

BUILDING AND REPAIR FUND

3000 - Purchased and Contracted Services	\$200,000
5000 - Capital Outlay	\$6,125,000

Total Building and Repair Fund Appropriations **\$6,325,000**

Total All Funds Appropriations **\$37,424,664**

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2008

The President requested a roll call vote to adopt the following resolution:

“WHEREAS, funds from the 1.25 mil Operating Levy will be collected in 2008,
and

WHEREAS, these funds will be used for current operating expenses throughout
2008, 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. Gillispie, Aye
Ms. Hayde, Aye
Ms. Katsuyama, Aye
Dr. Spetter, Aye
Mr. Turner, Aye

STRATEGIC PLANNING

The Executive Director shared a very rough draft of a brochure summarizing the elements of the 2008 Strategic Planning document that was previously sent to the Trustees in the mail. He went on to explain that he would like feedback from the Board concerning the Executive Summary, and said that he hoped to have a final document at the February Board meeting.

Ms. Katsuyama said that she thought the general public would want to look at something and be immediately engaged in what they see. She felt the public would want to know “what they would be looking forward to in the coming years.” Mr. Gillispie agreed and said he felt not as much space was needed in explaining the process, and more space was needed in explaining what was actually going to be done in the future. The Board members agreed that they would continue discussion throughout the following month.

MEMORANDUM OF UNDERSTANDING (MOU) WITH THE DAYTON METRO LIBRARY
STAFF ASSOCIATION

The Board adjourned to Executive Session to discuss the upcoming labor negotiations in accordance with Section 121.22 (G)(4) of the Ohio Revised Code. A roll call vote was taken as follows:

Mr. Gillispie, Aye
Ms. Hayde, Aye
Ms. Katsuyama, Aye

Dr. Spetter, Aye
Mr. Turner, Aye

The Board entered Executive Session at 4:50 p.m. and returned to open session at 5:29 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Section 121.22(H) of the Ohio Revised Code and 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. Mr. Turner moved and Mr. Gillispie seconded the following resolution:

The Board grants conditional authorization to the Executive Director to sign and execute the terms of the Memorandum of Understanding as proposed by management on December 14, 2007, providing a signed Memorandum of Understanding is received from the Dayton Metro Library Staff Association by 8:00 a.m. on Friday, December 21, 2007.

Ayes: All
Nays: None

LIBRARY AIDE WAGE RATES

In November 2006 Ohio voters passed a constitutional amendment to raise the minimum wage to \$6.85 per hour effective in January 2007. The amendment also required the State of Ohio to adjust the new minimum wage annually based upon changes to the cost of living in Ohio. Beginning in January 2008, the minimum wage increases by \$0.15 to \$7.00 per hour or approximately 2.3%. The Executive Director recommends approval of a revised Library Aide Compensation Plan that incorporates increases for all library aides. New rates will be implemented with the pay period that includes January 1, 2008.

Proposed Library Aide pay scale/schedule:

Step A min. wage	Step B year 1	Step C year 2	Step D year 3	Step E year 4	Step F year 7
\$7.00	\$7.21	\$7.43	\$7.65	\$8.00	\$8.45

Library aides below Step E will receive step increments effective with the pay period that includes January 1st of each year. Employees who have completed three years at Step E will receive a step increment with the pay period that includes January 1st.

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the proposed Library Aide Wage Rates were approved.

Ayes: All
Nays: None

AMENDED MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

In July Trustees approved a 2007 compensation plan for managerial and confidential employees. The approved plan did not include step increases or across-the-board adjustments to grade and step rates. At the time the Executive Director recommended delaying those pay rate changes until the issue of bargaining unit representation was resolved. The Executive Director recommends adoption of an increase of 2.3% for managerial and confidential employees. The Executive Director also recommends implementation of rate changes, step advancements and offsets retroactive to the pay period that included July 1, 2007.

On a motion by Mr. Gillispie, seconded by Mr. Turner, the Amended Managerial and Confidential Employees Compensation Plan was approved. With the same motion, the Board approved implementation of rate changes, step advancements and offsets retroactive to the pay period that included July 1, 2007.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter to Brett Clark dated December 10, 2007 concerning the request for reconsideration of the video *Our Lady of the Assassins*.
- b. The Executive Director's letter to Mary Parrish dated December 11, 2007 concerning the request for reconsideration of the book *The Secret Life of It Girls*.

NEW BUSINESS

Richard Robinson, President of the Dayton Metro Library Staff Association, addressed the Board. He reviewed the Staff Association's negotiation team's dissatisfaction with the Administration in negotiating the terms of the Memorandum of Understanding but expressed confidence in working cooperatively on other issues of mutual benefit.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be January 23, 2008 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. The Executive Director reminded Board members that the January 2008 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.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Hayde, the Board adjourned at 5:56 p.m.

CONSENT AGENDA ADDENDUM

WORKSHOP HOURS

Mimi Morris, Assistant Director for Branch and Extension Services, to attend “Mission Possible” in Philadelphia, PA on January 11, 2008. It is further recommended that registration in the amount of \$280.00, lodging for one night in an amount not to exceed \$220.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Jill Clark, Promotions Assistant, Arianne Ketchen, Library Technical Assistant I/SWB Operator, and Gwen Owen, Community Relations Assistant, and Lindy McDonough, Display Artist, Community Relations Office, to attend the New Horizons “Adobe In Design” in Fairborn, Ohio on December 18, 2007. It is further recommended that the registration fee in the amount of \$250.00 each be paid by the Board and that meals be reimbursed in an amount not to exceed \$8.00 each.

Fred Kirchner, Teen Librarian, Wilmington Stroop, to attend “What’s New in Young Adult Literature” in Cincinnati, Ohio on January 10, 2008. It is further recommended that registration in the amount of \$195.00 be paid by the Board, and mileage be reimbursed in an amount not to exceed \$58.20.

Laura Durham, Reference Librarian, Adult Services Division, and Shawna Woodard, Reference Librarian, Magazine and Special Collections Division, to attend “Public Libraries Adult Program Planning Network” in Ft. Thomas, KY on December 12, 2007. It is further recommended that mileage in an amount not to exceed \$57.23 be reimbursed to Laura Durham by the Board.

Tim Kambitsch, Executive Director, Mimi Morris, Assistant Director for Branch and Extension Services, Jean Gaffney, Office of Collection Development Manager, Stephanie Bange, Children’s Librarian, Wilmington Stroop, Kim Bautz, Children’s Librarian, Outreach Services and Kevin Delecki, Children’s Librarian, East Branch, to attend the ALA Midwinter Conference in Philadelphia, PA on January 11-15, 2008. It is further recommended that registration in an amount not to exceed \$160.00, transportation in an amount not to exceed \$250.00 round trip, lodging for three (3) nights in an amount not to exceed \$555.00 (\$185.00 per night), shuttle service in an amount not to exceed \$30.00, and meals for three (3) days in an amount not to exceed \$40.00 per day for a total of \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

APPOINTMENT

Zachary Kimble, Library Technical Assistant I, 3/5 time, Grade 4, Step A, Outreach Services, effective November 25, 2007 at the rate of \$11.31 per hour.

Sandra Prell, Business Specialist, full time, Grade 12, Step D, Adult Services, effective November 25, 2007 at the rate of \$19.27 per hour.

Steve Watts, Custodian I, full time, Grade 2, Step A, Facilities, Main Library, effective December 9, 2007 at the rate of \$10.60 per hour.

RESIGNATION

Wendy Torrence, Children's Librarian, full time, Grade 11, Step A, Huber Heights, effective December 22, 2007 at the rate of \$18.41.

Debra Eisert, Adult Materials Selection Specialist, full time, Grade 12, Step F, Office of Collection Development, effective January 19, 2008 at the rate of \$22.42 per hour.

Lee Davey, Copy Cataloger I, full time, Grade 7, Step C, Catalog Division, Main Library, effective January 5, 2008 at the rate of \$13.76 per hour.

RETIREMENT

Sammie Allen, Branch Library Manager, full time, Grade S08, Step L, Burkhardt Branch Library, effective January 31, 2008 at the rate of \$32.2614 per hour.

LEAVE WITHOUT PAY

Tricia Bingham, Library Technical Assistant I, Grade 4, Step A, Wilmington Stroop Branch Library, effective November 26, 2007 for 24.0 hours for personal reasons.