

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, January 20, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joe Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan the minutes of the Board Meeting of December 16, 2009 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

Ben Murphy, Teen Librarian, Vandalia Branch, to attend “OLC Membership Meeting ” in Columbus, Ohio on November 15, 2009. It was further approved that mileage be reimbursed in an amount not to exceed \$83.60.

B. PERSONNEL ACTIONS

PROMOTION

Jennifer Hicks, from Library Technical Assistant I, full time, Grade 4, Step G, Kettering Moraine Branch Library, to Library Technical Assistant III, full time, Grade 6, Step F, Trotwood Branch Library, effective January 31, 2010 at the rate of \$15.09 per hour.

CHANGE IN POSITION

Janet Nottingham, from Specialist, hourly substitute, Grade 12, Step G, Branch & Extension, Main Library to Interim Branch Library Manager, hourly substitute, Grade S06, Step L, West Carrollton Branch, effective January 3, 2010 at the rate of \$29.5666 per hour.

Sammie Allen, from Interim Branch Library Manager, hourly substitute, Grade S06, Step L, to Reference Librarian, hourly substitute, Grade 11, Step G, Branch & Extension, Main Library effective January 17, 2010 at the rate of \$16.87 per hour.

CHANGE IN LOCATION

Winnie Johnson, from Children’s Librarian, full time, Grade 11, Step H, Madden Hills Branch Library to Children’s Librarian, full time, Grade 11, Step H, Ft. McKinley Branch Library, effective January 31, 2010 at the rate of \$23.34 per hour.

TRANSFER TO ORIGINAL POSITION

Joan Gagan, from Children’s Librarian, full time, Grade 11, Step L, Ft. McKinley Branch to Children’s Librarian, full time, Grade 11, Step L, Northmont Branch effective January 21, 2010 at the rate of \$26.03 per hour.

RESIGNATION

Harriet Turner, Library Technical Assistant I, 1/2 time, Grade 4, Step K, Ft. McKinley Branch Library effective November 23, 2009 at the rate of \$16.05 per hour.

Linda Goodpaster, Library Technical Assistant I, full time, Grade 4, Step L, Huber Heights Branch Library effective August 1, 2009 at the rate of \$16.53 per hour.

C. ALA MIDWINTER

The 2010 ALA Midwinter Meeting will be held in Boston, Massachusetts, from January 15-18, 2010. The Board authorized payment of the advance registration fee of \$165.00 and a total of \$500.00 reimbursement for lodging and transportation only for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

D. 2010 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Portland, Oregon from March 23-27, 2010. The Board authorized reimbursement of registration in an amount up to \$225.00, and a total of \$500.00 reimbursement for lodging and transportation only for the following individuals:

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

In accordance with Article 50 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,175 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, lodging and transportation only, with a maximum per person reimbursement of \$500.00 for total transportation and lodging costs and a maximum per person reimbursement of \$225.00 for registration costs. A total of \$2,175 will be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

E. TUITION REIMBURSEMENT

The Board authorized \$15,000 as the maximum sum available for tuition reimbursement to staff members for calendar year 2010 to be awarded in accordance with the Staff Development Program.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for December 2009 was distributed in the Board Packet.

The Executive Director approved the following investments:

On Thursday, January 14, 2010 the Public Library Funds for January 2010 were received in the amount of \$1,240,779.25. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the December 2009 Monthly Financial Report 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 said that the following statistical measures for circulation and door counts were included in the Board folder.

Statistical Measures – December 2009

Circulation – 0.9% - 2008-2009 increase – 5.0% increase YTD

Door Statistics – 1.5% - 2008-2009 increase – 2.21% increase YTD

The Executive Director told Board members that circulation reached over 8 million in 2009. These statistics included downloadable circulation. He also said computer use statistics were up 1%.

Benchmarks from Peer Libraries – The Executive Director explained that the HAPLR Index has been a tool for comparing libraries nationwide as well as libraries in Ohio and locally. However one of the drawbacks of the HAPLR Index is that its rankings are based on data that is already three years old. The most recent Index published the summer of 2009 is based on 2006 data. He explained that the Public Library Association gathers and published its own statistics through the Public Library Data Service (PLDS). PLA deploys its own survey at the beginning of each year and its data is available in August.

The Executive Director then discussed his analysis using the list of libraries from the most recent HAPLR Index but updating the comparative data using the more recent Public Library Data Service (PLDS) statistics. He told Board members that he was very pleased with where the Dayton Metro Library system had ranked in comparison with twenty libraries in their peer group. He said the peer group has many of the best libraries in the country and told Board members that Dayton Metro Library's numbers were very competitive.

Summary of 2009 Activities toward completion of Strategic Goals – The Executive Director highlighted the library's participation in some of the most significant projects completed in 2009. Some of these included: Expanded Early Care and Education Partnerships such as "Grow Your Own Readers", Ohio's Step Up to Quality initiative, Ohio Library Council's Ohio Ready to Read initiative, the Ready Set Soar program and Teen Outreach Programs which included Book Cafes, Music Slam at RiverScape and the Get Outside Book Club. He told Board members that many programs and activities this past year were aimed at older adults, such as a series of career related programs for those making changes in their careers or reentering the workforce. He said that the library had expanded the number of hands-on computer classes to 238 classes with a total of 2,392 attendees in 2009 and had upgraded over 300 computers with new software to aid job seekers. He also told Trustees that other accomplishments this year included improvements to the library's online catalog, credit and debit card payment of fines and charges, television advertising, a redesigned website, and Easy Check installed at three additional branches. Mr. Turner asked about what kinds of outcome measures the library uses to evaluate the success of its programs. The Executive Director stated that annual progress toward strategic goals is tracked through a number of output measures. He explained that capturing participation or outcome measures for informal programs is very difficult because names and addresses are not requested at those types of programs. Mr. Turner suggested that changing the goal might facilitate a better means of measuring the outcome. Ms. Merz said that as the Library system looks at re-focusing and adjusting to the changed revenue climate, it will be important to choose selected programs which

will measure outcome and will aid in seriously considering where to best use the library's somewhat restricted resources. The Executive Director agreed, stating that selective programs should be subject to outcome based evaluation.

ARRA (Stimulus Funding) Grants – The Executive Director said the Library had applied for this grant in order to purchase laptops. He said that at this time the Library had not received notice of any funding through this grant, however some winners of the first round of funding had already received notice. The Executive Director said he has hopes of receiving a grant in a second round of funding which will be awarded in March.

Affirmative Action Report – Cindi Chibis, Human Resource Manager, presented the Library's annual Affirmative Action Report. She explained that this report has been accomplished since 1975, and compares internal minority and female representation to the available work force in Montgomery County. Cindi said the overall staff number had decreased from 635 in 2008 to 587 in 2009. She told Board members that female representation in 2009 is above the available work force in four categories, and minority representation is also at or above the available work force in four categories. Cindi stated that the greatest challenge for the Dayton Metro Library, as well as other Ohio public libraries, continues to be recruiting and hiring minorities in the Professional category. She said an individual she had spoken with at Kent State said that they were still seeing a decline in the number of minority individuals enrolling in the Masters in Library Science program. Mr. Gillispie made a number of suggestions as to how the Library might be more aggressive in recruiting minority candidates in professional positions. He said the Library needs to be very aggressive in searching out these minority individuals. He explained that he feels the Library should be a reflection of the community it serves.

FRAMEWORK FOR MOVING FORWARD

The Executive Director updated Trustees on planning for the upcoming Board Retreat. He said February 27, 2010 was the date agreed upon for the Board Retreat, and that it would be held at the President's Lounge at the University of Dayton. He also shared a document concerning 2009 expenditures by location and told Trustees this would be one matrix discussed at the Retreat.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of January 6, 2010 to Carol Cronk concerning her request for consideration of the children's book In Our Mother's House.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

The Board adjourned at 5:27 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, February 17, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joe Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Katsuyama the minutes of the Board Meeting of January 20, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

A. WORKSHOP HOURS

Linda Gough, Library Technical Assistant III, Northmont Branch, to attend "Foundation of Communication" in Columbus, Ohio on January 26, 2010. It is further recommended that registration in an amount not to exceed \$15.00 be paid by the Board.

It is recommended that the Board authorize attendance of up to ten (10) Managers, Librarians and Reference Assistants to attend "Think Ahead. Think Opportunity" in Kent, Ohio on March 31, 2010. It is further recommended that registration in an amount not to exceed \$110.00 be paid by the Board, lodging for one night be reimbursed in an amount not to exceed \$37.50 per person and meals be reimbursed in an amount not to exceed \$20.00. It is further recommended that mileage be reimbursed in an amount not to exceed \$207.07 for one driver with two passengers in their vehicle

B. PERSONNEL ACTIONS

APPOINTMENT

Lee Ann Sanders, Library Technical Assistant I, hourly substitute, Grade 4, Step A, West Carrollton, effective February 9, 2010 at the rate of \$8.87 per hour.

Karri Marshall, Branch Library Manager, full time, Grade S08, Step A, West Carrollton Branch, effective February 14, 2010 at the rate of \$24.5582 per hour.

PROMOTION

Debra Leib, from Library Technical Assistant I, full time, Grade 4, Step G, New Lebanon Branch Library, to Library Technical Assistant III, full time, Grade 6, Step C, New Lebanon Branch Library, effective January 31, 2010 at the rate of \$15.09 per hour.

PROMOTION AND CHANGE IN LOCATION

Amanda Black, from Library Technical Assistant I, full time, Grade 4, Step D, Trotwood Branch Library to Library Technical Assistant III, full time, Grade 6, Step C, Burkhardt Branch Library effective February 14, 2010 at the rate of \$13.79 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Kelly Harkrader, from Children's Librarian, 1/2 time, Grade 11, Step D, Children's Room, Main Library, to Children's Librarian, full time, Grade 11, Step D, Huber Heights Branch Library, effective January 31, 2010 at the rate of \$21.00 per hour.

CHANGE IN LOCATION

Esther Riegel, from Library Technical Assistant III, full time, Grade 6, Step L, West Carrollton Branch Library to Library Technical Assistant III, full time, Grade 6, Step L, Belmont Branch Library, effective January 31, 2010 at the rate of \$17.98 per hour.

LEAVE WITHOUT PAY

Sherry Griesheimer, Library Technical Assistant I, full time, Grade 4, Step J, Brookville Branch Library, effective November 22, 2009 for one year long term leave of absence for personal reasons.

Mr. Kambitsch introduced Karri Marshall, to the Trustees. Ms. Marshall is the new West Carrollton Branch Manager. Trustees welcomed Ms. Marshall and congratulated her on her new position.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Steward for the Dayton Metro Library Association addressed the Board. She explained that she was distributing a copy of her complete statement to Board members, and only would only discuss highlights of the statement with Trustees. Lori said bargaining unit members were especially pleased to be asked to submit innovative ideas for the library of the future. Lori said that due to changing needs and broader technology, the library of the future would be a very different place and would require changes in the way library jobs would be accomplished. Lori said that the library's experienced, dedicated staff members would be one of the main tools towards providing excellent service in the future. She suggested training of these employees as new skill sets are required in the future.

Mr. Gillispie entered the meeting at 4:06 p.m.

MONTHLY FINANCIAL REPORT

A draft of page 10 of the Monthly Financial Report for January 2010 was distributed in the Board Packet.

The Executive Director approved the following investments:

On Friday, January 29, 2010 a Property Tax advance for the second half of 2009 was received in the amount of \$450,693.63. It was determined that the entire amount was needed for current operating expenses.

On Friday, February 12, 2010 the Public Library Funds for February 2010 were received in the amount of \$1,351,340.74. The entire amount was invested in the High Balance Savings account yielding .15%.

On Friday, February 12, 2010 a Property Tax advance for the second half of 2009 was received in the amount of \$379,726.34. It was determined that the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the January 2010 Monthly Financial Report 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 said that the following statistical measures for circulation and door counts were included in the Board folder.

Statistical Measures –January 2010

- Circulation – 2.1% - 2009-2010 decrease – 2.1% decrease YTD
- Door Stats – 4.4% - 2009-2010 decrease – 4.4% decrease YTD

Jean Gaffney, Collection Development and Acquisitions Manager, presented information to the Board concerning Collection Development. Jean introduced the library's four selectors to the Board: Kathy Monhollon, Materials Selection Specialist, Suzanne Gourlie, Adult Materials Selection Specialist, Matthew Kish, Audio Visual Materials Selection Specialist and BJ Moore, Youth Services Materials Selection Specialist. Jean then offered a Powerpoint presentation which explained how customer centered selection is accomplished. Jean told Trustees that "floating collections" is one of the hot topics discussed amongst her peers at this time and "standing orders", the titles that are updated every year, is another. She said because of the economy, DML's list of standing orders was cut 26% in 2009. Jean said approximately 4,000 items are added to the library's collections weekly. Jean then explained the ordering processes Collection Development uses when ordering new titles. Trustees asked several questions of Jean concerning how items are ordered, deleted or placed in storage.

The Executive Director reminded Board members that the annual Trustee Dinner would be held on Thursday, April 8, 2010 at 6:15 p.m. at Roberts Centre, Wilmington, Ohio.

2009 STRATEGIC PLAN REALITY CHECK/BOARD RETREAT

The Executive Director explained that the binder which was distributed to each Trustee contained background information on items which would be discussed at the Board Retreat on February 27th. He reviewed highlights of the information with Trustees and said he would be available at any time prior to the Retreat to discuss questions they might have which pertained to any information included in the binder. He told Board members that he hoped they would find time to read through the information in the binder and asked them to bring it to the Board Retreat.

AMERICAN RECOVERY AND REINVESTMENT ACT STIMULUS FUNDS (ARRA)

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the following Resolution:

"WHEREAS, the ARRA stimulus funds offer the Dayton Metro Library an opportunity to expand PC use by patrons through laptops that can be checked out for on-site use,

WHEREAS, the State Library in partnership with OPLIN and ConnectOhio will submit the ARRA application for laptop equipment on behalf of the Dayton Metro Library and other public libraries in the state,

WHEREAS, the federal funds being applied for amount to \$ 90,000, with the requirement that the Library provide a 20% or higher match,

THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library will commit at least \$ 18,750 in matching funds for an ARRA (American Recovery and Reinvestment Act) BTOP (Broadband Technology Opportunities Program) application being submitted by the State Library of Ohio if the grant is accepted."

Ayes: All
Nays: None

JANITORIAL SERVICE AGREEMENT

On a motion by Mr. Oehlers, seconded by Ms. Holihan, and pending approval of the County Prosecutor's Office, the Board approved the janitorial service agreement with Clean All Services for the Dayton Metro Library system in an amount not to exceed \$352,023.20 for the period March 1, 2010 through February 28, 2011.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence:

- a. The Executive Director's letter of January 9, 2010 to Antonia B. Murray concerning her request for consideration of the children's video Knights of the South Bronx.

NEW BUSINESS

Mr. Turner offered to lead a tour of the law school building at the Board Retreat on Saturday, February 27, 2010.

Mr. Turner asked to schedule a presentation by Gunther Berg, regarding the Dayton Arcade.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 17, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street. The Board Retreat is scheduled for Saturday, February 27, 2010 at the Father Vincent R. Vasey Room, Keller Hall, University of Dayton Law School beginning at 8:30 a.m.

ADJOURNMENT

The Board adjourned at 6:06 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

9:00a.m. February 27, 2010

PRESENT: William Gillispie, Barbara Hayde, Jane Katsuyama, Margot Merz
Dennis Turner, Joseph Oehlers, Jeanne Holihan

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

The Executive Director began the meeting by introducing special guest George Needham to the Trustees and senior staff who also attended the retreat.

STRATEGIC PLAN - DISCUSSION

The Executive Director explained how the 2010 Board Retreat was an important opportunity for the trustees and senior staff to step back from the day-to-day operations of the library and consider the changing economic and technological environment and its impact on library services. During the day, the trustees kept discussions at the 30,000 ft. level. George Needham, a recognized library industry expert, facilitated the discussions.

The retreat began with a group exercise to give participants the opportunity to identify an image or a future condition of the library and express it as a newspaper headline.

HOW THE WORLD HAS CHANGED

Mr. Needham led a discussion about economic and other changes that have occurred since 2007 when the library developed the *Strategic Plan for Results* approved by the Board in January, 2008. The biggest change noted during the discussion was the global economic recession with the loss of major employers in the state and in the Dayton area. These events have presented the library with greater demands for service but fewer resources with which to meet that demand.

Beyond the local and national economic changes, the trustees discussed changes in technology and how our users interact with information, recognizing that libraries will have to be nimble in interpreting these trends and will have to respond with the right formats of materials at the right time.

CATALOGING OUR SUCCESSES

Mr. Needham reviewed information staff discussed with him about the Dayton Metro Library and its progress towards completion of the strategic plan as a part of his visit to the library in mid-February. He told the trustees he was impressed by our many successes and the advances the Dayton Metro Library has made in the past two years. The most obvious success was the overwhelming support of voters last November.

Mr. Needham told participants that the library staff and trustees should pause and celebrate the record use of our libraries and our progress toward completion of our strategic plan despite the economic challenges that the Dayton Metro Library faces. He praised the library for its extensive involvement

in the community, creative use of technology, spending on collections, reduced turnaround times for new materials and floating of collections.

WHAT CAN THE LIBRARY UNIQUELY CONTRIBUTE TO THE SUCCESS OF OUR COMMUNITY?

There was discussion of the wide range of services and programs that the Dayton Metro Library supports. Within tight budget constraints, there was a general understanding that the library needs to focus on those programs and services it does well and to step back where it doesn't have an impact. Mr. Needham emphasized that this doesn't mean the library has to be the sole or even the lead organization.

Looking beyond traditional demographics, participants discussed the important transitions in our resident's lives and where the library can uniquely assist them in making the right life choices. Libraries are important from a child's first years. This connection continues as a child begins to explore their independence from their parents, making important life decisions on their own. The library should be an important resource for when our residents make other important life decisions about education, career, family and choices about health care and eventually their retirement.

A REALITY CHECK OF OUR STRATEGIC GOALS

Mr. Needham led a discussion regarding the impact of our changing world on the library's strategic plan and its five key outcomes:

- Youth Succeeding
- Adults Succeeding/Life Long Learning
- Community Commons
- Discovery and Interaction in a Virtual World
- Stimulating Imagination.

The Executive Director stated that the library should not step away from any of these key outcomes. At the retreat, we replicated a simplified version of the same dot-voting exercises conducted during the library's strategic planning process in 2007. The results of that exercise found that the library's priorities really haven't changed; enhancing our libraries as "Community Commons" demands attention. Changing and improving the library's facilities has to be a priority. But just as the library has not focused solely on facilities during the past two years, it will not abandon other strategic goals.

STEPS FOR MOVING FORWARD

While the current economic environment makes a bond or other tax issue unlikely, in the short term, the Board is interested in the library taking specific steps towards improving our facilities. During the coming months, the Executive Director and his staff will re-start the facilities planning process. At the same time, the library will need to devise strategies to build community support for facilities funding.

Mr. Kambitsch told the trustees that while the library looks at these longer term improvements, the administration will also need to make recommendations to the Board about changes to the library's current service program. Some of these recommendations will demand difficult choices. But these recommendations will not be developed in a vacuum. They will include input of staff and for significant changes, we will include public participation.

Trustees took no action during the retreat.

The meeting adjourned at 2:00 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, March 17, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

Agenda item number 10 was added to the agenda after the Board of Trustees had received their copy through the mail. On a motion by Ms. Merz, seconded by Ms. Holihan, the agenda was approved by the Board with the addition of item number 10.

Ayes: All
Nays: None

APPROVAL OF MINUTES

Mr. Turner proposed amending paragraphs four, five and six on page two of the minutes of the Special Board Meeting of February 27, 2010. He read the proposed changes to Trustees. The Board agreed to the changes. On a motion by Mr. Turner, seconded by Ms. Katsuyama the amended minutes of the Special Board Meeting of February 27, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

Cynthia Duer, Library Technical Assistant I, Northmont Branch and Janet Grant, Library Technical Assistant III, Wilmington-Stroop Branch, to attend “Teamwork: All for One & One for All” in Columbus, Ohio on March 4, 2010. It is further recommended that registration in an amount not to exceed \$30.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, to attend the “2010 Ohio Early Care & Education Conference” in Columbus, Ohio on April 29, 2010. It is further recommended that registration in the amount of \$175.00 be paid by the Board, mileage in an amount not to exceed \$70.00, meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Ben Murphy, Teen Librarian, Vandalia Branch, to attend “OLC Division Meeting” in Columbus, Ohio on March 22, 2010. It is further recommended that mileage in an amount not to exceed \$76.00 be reimbursed by the Board.

Gretchen Yonata, Teen Specialist, Main Library, to attend “OLC Division Meeting” in Worthington, Ohio on February 19, 2010. It is further recommended that mileage in an amount not to exceed \$79.50 be reimbursed by the Board.

Melissa Sokol, Children’s Librarian, Wilmington-Stroop Branch, to attend “What’s New in Children’s Literature and Strategies for Using It In Your Program (Grades K-6) 2010” by Judy Freeman, in Cincinnati, Ohio on April 6, 2010. It is further recommended that registration in the amount of \$215.00 be paid by the Board.

Shawna Woodard, Reference Librarian, Magazines & Special Collections, Main Library, to attend SWON Genealogy Interest Group in Cincinnati, Ohio on March 16, 2010. It is further recommended that mileage in an amount not to exceed \$54.00 and parking in an amount not to exceed \$5.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Mark Willis, Community Relations Manager, Rachel Gut, Outreach Services Manager, Joe Greenward, Adult Services Manager to attend OLC 2010 Legislative Day in Columbus, Ohio on March 16, 2010. It is further recommended that registration in the amount of \$20.00 each be paid by the Board.

Tim Kambitsch, Executive Director, to attend the 2010 OLC Trustee Dinner in Columbus, Ohio on April 8, 2010. It is further recommended that registration in the amount of \$35.00 be paid by the Board.

Tim Kambitsch, Executive Director, to participate in the “Collaborating Across Organizational Boundaries” webinar by the Urban Libraries Council on March 11, 2010. It is further recommended that registration in the amount of \$150.00 be paid by the Board.

Deborah Hathaway, Cataloging Division Manager, Main Library, to participate in the “RDA: The Basics!” webinar by the Ohio Library Council on April 27, 2010. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Carl Bach, Facilities Manager, Main Library, to attend the “LEED EB, Solar PV, and ASHRAE 189.1 Implication” seminar by ASHRAE, OPFMA and USGBC in Milford, Ohio on April 20, 2010. It is further recommended that mileage in an amount not to exceed \$57.20 be reimbursed by the Board.

Kellye Pugh, Children’s Librarian, Madden Hills Branch, to attend “What’s NEW in Children’s Literature and Strategies for using it in Your Program (Grades K-6) in Cincinnati, Ohio on April 6, 2010. It is further recommended that registration in the amount of \$215.00 be paid by the Board and mileage in an amount not to exceed \$29.50 be reimbursed by the Board.

Ken Basista, Finance Manager, Main Library, to attend “Public Library Fiscal Officer Conference and Center for Public Investment Management (CPIM)” in Columbus, Ohio on March 25 -26, 2010. It is further recommended that registration in the amount of \$75.00 be paid by the Board, mileage in an amount not to exceed \$70.20, parking in an amount not to exceed \$23.00, lodging in an amount not to exceed \$80.00, meals in an amount not to exceed \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

APPOINTMENT

Luellen Wilson, Branch Library Manager, full time, Grade S08, Step A, Trotwood Branch Library, effective March 14, 2010 at the rate of \$24.5582 per hour.

Melissa Sokol, Children’s Librarian, full time, Grade 11, Step A, Wilmington-Stroop Branch Library, effective February 28, 2010 at the rate of \$19.40 per hour.

Katherine Cargle, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miamisburg Branch Library, effective February 14, 2010 at the rate of \$8.87 per hour.

Katherine Downey, Library Technical Assistant I, hourly substitute, Grade 4, Step A, East Branch Library, effective February 28, 2010 at the rate of \$8.87.

PROMOTION

Kellye Pugh, from Library Technical Assistant III, full time, Grade 6, Step J, Madden Hills Branch Library to Children’s Librarian, full time, Grade 11 Step B, Madden Hills Branch Library effective February 14, 2010 at the rate of \$19.91 per hour.

Sandra George, from Library Technical Assistant I, full time, Grade 4, Step K, West Carrollton Branch Library to Library Technical Assistant III, full time, Grade 6, Step J, West Carrollton Branch Library, effective February 28, 2010 at the rate of \$16.95 per hour.

CHANGE IN HOURS

James Hicks, from Library Technical Assistant I, 4/5 time, Grade 4, Step L, West Carrollton Branch Library, to Library Technical Assistant I, 3/5 time, Grade 4, Step L, West Carrollton Branch Library, effective February 28, 2010 at the rate of \$16.53 per hour.

CHANGE IN POSITION

Janet Nottingham, from Interim Branch Library Manager, hourly substitute, Grade S06, Step L, West Carrollton Branch Library to Specialist, hourly substitute, Grade 12, Step G,

Branch & Extension Services, Main Library, effective February 14, 2010 at the rate of \$18.02 per hour.

RESIGNATION

Carrie Williams, Reference Librarian, 2/5 time, Grade 11, Step B, Magazines & Special Collections, Main Library, effective March 27, 2010, at the rate of \$19.91 per hour.

RETIREMENT

Harriet Chambers, Library Technical Assistant I, 9/10 time, Grade 4, Step J, Outreach Services, effective May 31, 2010, at the rate of \$15.58 per hour, after more than 10 years of service.

LEAVE WITHOUT PAY

Rhonda Brunn, Library Technical Assistant I, Magazines & Special Collections, Main Library for 2.0 hours effective February 8, 2010 for personal reasons.

Sandra Prell, Business Specialist, Adult Services Division, Main Library for 7.0 hours effective May 15, 2010 for personal reasons.

AMERICAN LIBRARY ASSOCIATION

The 2010 ALA Annual Conference will be held in Washington, D.C., from June 24-29, 2010. The Board authorized payment of the advance registration fee of \$215.00 and a total of \$500.00 reimbursement, not to exceed \$250.00 each, for lodging and transportation for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

Mr. Kambitsch noted the retirement of Harriet Chambers, Outreach Services, after 10 years of library service. The Executive Director wished her the best in her retirement.

Mr. Kambitsch introduced Luellen Wilson to the Trustees. Ms. Wilson is the new Trotwood Branch Manager. Trustees welcomed Ms. Marshall and congratulated her on her new position.

The Executive Director also noted the promotion of Kellye Pugh to Children's Librarian at Madden Hills Branch Library.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association addressed the Board of Trustees. He expressed his disappointment concerning a line in a Dayton Daily News article concerning furloughs. The line read: "Library patrons are likely to continue to see fewer employees working as the Dayton library uses furloughs to reduce costs." Mr. Kambitsch said the statement referred to ongoing furloughs and said future issues would be resolved through a negotiated process.

NEW BUSINESS

At the February Board meeting, Mr. Turner had asked to schedule a presentation by Gunther Berg, regarding the Dayton Arcade building. At the March meeting, Mr. Berg, along with architect Tim Kent, offered a presentation to the Board. Mr. Berg thanked Trustees for allowing them to address the Board. Mr. Berg's vision for the Arcade is for it to be brought back to its former glory and become a premier vibrant complex and a gathering place for all people in Dayton. Mr. Berg feels that in order to accomplish this vision, a mix of businesses would need to be brought together within the Arcade. He said he felt that the Library would be a wonderful addition to this mix. The President thanked Mr. Berg and Mr. Kent for sharing their vision and presenting it to Board members.

The Executive Director then offered a Powerpoint presentation entitled "2010 and Beyond" to the Board, updating Trustees as to where changes had occurred in financing and funding since December 2008. He said there has been a drop in the general revenue fund receipts at the state level and distributions to libraries have dropped even more. He stated that inflationary challenges continue to stalk the Library's finances and said that in conversations with state representatives, there is no expectation that more money will be coming from the state. He told Trustees that this makes the challenge even greater when investigating any kind of additional changes to library facilities. He said any changes need to be well thought out, and will need to include dialogue and feedback from the Board and from the public as well. The Trustees discussed the need for the Executive Director to develop a plan for sustainability and a timetable for completion of the plan. Also discussed was the role of the Trustees in aiding the Executive Director in the development of that plan. The general agreement was that the Executive Director would present the proposal at the July Board meeting.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2010 was presented at the meeting.

The Executive Director approved the following investments:

On Friday, February 19, 2010 a Property Tax advance for the second half of 2009 was received in the amount of \$919,995.78. It was determined that the entire amount was needed for current operating expenses.

On Friday, March 12, 2010, the Public Library Funds for March 2010 were received in the amount of \$840,627.72. It was determined that the entire amount was needed for current operating expenditures.

On Friday, February 26, 2010 a Property Tax advance for the second half of 2009 was received in the amount of \$2,984,716.97. It was determined that the entire amount was invested in the High Balance Savings Account earning .15 per cent.

On a motion by Ms. Holihan, seconded by Ms. Merz, the February 2010 Monthly Financial Report 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. The following circulation counts were included in the Board folder.

- Statistical Measures – February 2010
 - Circulation – 7.1% - 2009 - 2010 decrease – 4.5% decrease YTD
- The Executive Director explained that the city of Dayton chose not to submit a computer center proposal this year, therefore there will not be an ARRA grant proposal for computer labs this year.
- The Executive Director reminded Board members that the annual Trustee Dinner would be held on Thursday, April 8, 2010 at 6:15 p.m. at Roberts Centre, Wilmington, Ohio.
- Mr. Kambitsch told Trustees that he had attended a ReadySetSoar summit at which the President of PNC had announced that the Dayton community had received a grant in the amount of \$336,000. The Dayton Metro Library is a partner in this effort and will receive over \$15,000 for each of the next three years.
- Mark Willis, Community Relations Manager, highlighted information concerning the “March Madness - Books and Brackets” program. He explained that brackets were filled with 64 of the greatest American novels of all time and on March 16th the brackets will be featured on the library’s web page at www.daytonmetrolibrary.org. Mark said the starting titles were selected from suggestions by the public and library staff, along with lists of award winners and top novels compiled by experts over the years. Readers have been asked to visit the library’s website and vote on pairs of books until a National Champion Novel is chosen.

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2010 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Merz, seconded by Mr. Gillispie, the Board adopted the following amended 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, 2010, the following sums be and the same hereby are set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Mr. Gillispie, Aye
Ms. Katsuyama, Aye
Ms. Merz, Aye
Mr. Turner, Aye

Ayes: All
Nays: None

SALE OF SURPLUS PROPERTY THROUGH GOVDEALS.COM

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the Board approved an agreement with the Board of County Commissioners to sell surplus library property for the benefit of the library through the GovDeals website operated by Montgomery County.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. Holihan, Aye
Ms. Katsuyama, Aye
Ms. Merz, Aye
Mr. Turner, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 6:03 p.m. and returned to open session at 6:30 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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.

On a motion by Ms. Merz, seconded by Ms. Holihan, Bob Cross was appointed to represent the Library as the chief negotiator for the upcoming labor negotiations with the Dayton Metro Library Staff Association. The Executive Director will appoint staff to serve on the negotiating team.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received/sent the following correspondence of note:

- a. The Executive Director's letter of March 5, 2010 to the Honorable Barbara P. Gorman, Montgomery County Court of Common Pleas, recommending the appointment of Jeanne Holihan to a full term on The Board of Library 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 Wednesday, April 21, 2010 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 6:40 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, April 21, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehler, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan, the minutes of the meetings of February 17, 2010 and March 17, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Consent Agenda was approved by the Board.

WORKSHOP HOURS

Tish Wilson, Assistant Director Youth Services, Main Library and Mimi Morris, Assistant Director Branch & Extension Services, Main Library, to attend “Think Ahead, Think Opportunity” in Kent, Ohio on March 31, 2010. It is further recommended that registration in an amount not to exceed \$220.00 be paid by the Board.

Tish Wilson, Assistant Director Youth Services, Main Library, to attend the “Think Ahead, Think Opportunity” in Kent, Ohio on March 31, 2010. It is further recommended that mileage in an amount not to exceed \$208.00 and meals in an amount not to exceed \$20.00 be reimbursed by the Board.

Mimi Morris, Assistant Director Branch & Extension Services, Main Library, to attend “Think Ahead, Think Opportunity” in Kent, Ohio on March 31, 2010. It is further recommended that lodging in an amount not to exceed \$75.00 be reimbursed by the Board and meals in an amount not to exceed \$20.00 be reimbursed by the Board.

PERSONNEL ACTIONS

APPOINTMENT

Barry Fought, Accountant, full time, Grade 11, Step B, Finance Office, Main Library, effective March 21, 2010, at the rate of \$17.80 per hour.

PROMOTION

Christina Sanders, from Library Technical Assistant I, 3/5 time, Grade 4, Step E, West Carrollton Branch Library to Library Technical Assistant III, full time, Grade 6, Step D, Madden Hills Branch Library effective April 25, 2010 at the rate of \$14.21 per hour.

RESIGNATION

Debra Eisert, Older Adult Specialist, full time, Grade 12, Step G, Outreach Services, effective May 22, 2010, at the rate of \$24.29 per hour.

TEMPORARY TRANSFER

Isaac Fry, from Library Technical Assistant I, full time, Grade 4, Step J, Vandalia Branch Library to Library Technical Assistant I, full time, Grade 4, Step J, New Lebanon Branch Library effective April 25, 2010 at the rate of \$15.58 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, Steward for Dayton Metro Library Staff Association addressed the Trustees. She told Trustees that negotiations between the Library and the Staff Association will begin soon and said she hoped both sides would work together to have constructive conversations and negotiated solutions which would be acceptable to all parties concerned.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for March 2010 was presented at the meeting.

The Executive Director approved the following investments:

On Friday, April 9, 2010, a Property Tax settlement for the first half of 2009 was received in the amount of \$955,566.03. It was determined that the entire amount was needed for current operations.

On Friday, April 9, 2010 a Manufactured Homes Property Tax settlement for the first half of 2009 was received in the amount of \$7,697.70. It was determined that the entire amount was needed for current operations.

On Tuesday, April 13, 2010, the Public Library Funds for April 2010 were received in the amount of \$1,024,818.97. It was determined that the entire amount was invested in the High Balance Savings Account earning .15 per cent.

On a motion by Mr. Gillispie, seconded by Mr. Oehlers, the March 2010 Monthly Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was a recommendation to approve an Amended Final Appropriation Resolution for 2010. The Executive Director explained that a calculation error in preparing the Final Appropriation Amendment for 2010 approved by Trustees at the March 17, 2010 meeting over-appropriated the Building and Repair Fund. The Amended Final Appropriation corrects that error. All other funds were unaffected.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board adopted the following amended Final Appropriation Resolution:

BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that during the fiscal year ending December 31, 2010, the following sums be and the same hereby are set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

**Amended
Final
Appropriation for
2010**

GENERAL FUND

1000 - Salaries and Benefits	\$18,572,706
2000 – Supplies	\$483,389
3000 - Purchased and Contracted Services	\$3,934,775
4000 - Library Materials & Information	\$3,686,000
5000 - Capital Outlay	\$875,000
6000 - Debt Service	\$0
7000 - Other Objects	\$65,500
8000 – Contingency	\$900,000
9000 - Transfers to other funds	\$150,000

Total General Fund Appropriations \$28,667,370

SPECIAL REVENUE FUND

1000 - Salaries and Benefits	\$1,637,209
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Total Special Revenue Fund Appropriations \$1,637,209

BUILDING & REPAIR FUND

3000 - Purchased and Contracted Services	\$250,000
5000 - Capital Outlay	\$11,000,000

Total Building & Repair Fund Appropriations \$11,250,000

COMPUTER CO-OP FUND

3000 - Contracted Services	\$25,000
5000 - Capital Outlay	\$295,755

Total Computer Co-Op Fund Appropriations \$320,755

TRUST FUND

3000 - Purchased and Contracted Services	\$0
4000 - Library Materials & Information	\$129,033
5000 - Capital Outlay	\$40,000

Total Trust Fund \$169,033

ENDOWMENT FUND

4000 - Library Materials & Information	\$6,000
5000 - Capital Outlay	\$1,500

Total Endowment Fund \$7,500

Total All Funds Appropriations \$42,051,867

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Board on current library programs and services. He stated that the Dayton Metro Library was rated among the top ten public libraries serving populations of 250,000 to 500,000 residents according to the 2010 Hennen American Public Library Ratings (often referred to as the HAPLR Index) which was released April 15th. He explained that the Dayton Metro Library came in 10th after many years of being off the top ten lists and told Trustees that the 2010 ratings were based on calendar year 2007 data. Trustees offered congratulations to all staff members.

The Executive Director told Trustees that March 2010 statistics were down slightly in comparison to March 2009. However, he said that March 2010 was the sixth highest month in circulation ever while March 2009 was the fourth highest. He also said that computer usage was up 4%.

The Executive Director explained that he had distributed a copy of a "Summary of Community 2009 Collaborations and Community Partnerships" to the Trustees. He said he was very impressed with the depth, breadth and number of partnerships and valuable relationships that staff members are involved with on behalf of the Library. He told Trustees that more than five hundred partnerships and collaborations were summarized in the document. He explained that some are long term relationships that span decades, and others are collaborations as simple as a local store or restaurant providing food at a children's program. He said that these relationships and community partnerships are part of what make the Dayton Metro Library a great library.

Mr. Kambitsch told Trustees that Ms. Katsuyama had contacted him concerning a workshop being offered in Columbus, Ohio on June 5, 2010 by the Ohio Library Council entitled: "The Library Board of Trustees: Secrets for Success Workshop". He told Trustees that the Library would facilitate any Board member wanting to attend the workshop.

UPDATED STRATEGIC PLAN FOR RESULTS

The Executive Director informed Trustees that he wanted to outline the administration's approach to developing revisions to the 2008 Strategic Plan for Results approved by Trustees in January 2008. He explained that an internal review of the Best Practices in the 2008 Strategic Plan indicated that there were 131 areas identified in which the library needed to improve or expand its efforts. Within those areas, 45 items were identified that could be improved. An additional 45

were items that the library was not doing at that time. The Executive Director explained that he had distributed new documentation entitled “Part A: Items that can be implemented without major construction or bond issue” and “Part B: Items that require additional construction funded through a bond issue”. He told Trustees that Part A was a much reduced list of items that could be improved upon, sustained or strengthened. Mr. Kambitsch explained that due to the recession, implementation of a bond issue to fund items in Part B within the next three years was very unlikely.

Mr. Turner said he felt a plan was needed that outlined those activities which could be reduced or eliminated. Ms. Merz and Ms. Holihan suggested different ways for Trustees to become more involved in assisting the Executive Director in developing the revised plan, such as providing options or alternative solutions. President Hayde recommended that the Board give the Executive Director and his administrative team the opportunity to develop a plan and once the Trustees had the opportunity to review the proposal they could ask questions about alternatives and optional solutions.

The Executive Director told Trustees that he would create a proposal that was sustainable and that also would take into consideration the Trustees desire for the Library to improve facilities and ensure expanded access to electronic and Internet-based information and services. He stated that in order to accomplish these goals additional cuts in service would have to be made. Discussion concerning prioritizing cutbacks and timelines for implementation of reductions and decreases followed. The Trustees agreed that two elements of the Strategic Plan - Community Commons and Virtual World - were determined to be the highest priority of the five elements of the plan. The Executive Director said he appreciated any feedback the Trustees could offer and asked them to email or call him with any thoughts or suggestions they might have.

President Hayde asked Vice President Gillispie to preside over the remainder of the meeting.

Ms. Hayde left the meeting at 6:00 p.m.

Mr. Turner left the meeting at 6:00 p.m.

NEW BUSINESS

At the March Board meeting Gunther Berg offered a presentation regarding the Dayton Arcade. Mr. Turner had asked for a formal response. The Executive Director indicated that at this time the Library would be unable to take any further steps toward any new initiative. The Trustees agreed. Ms. Merz asked that a letter to that effect be written to Mr. Berg.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director’s letter of March 30, 2010 to Antonia B. Murray concerning her request for consideration of the children’s video Knights of the South Bronx.
- b. The Executive Director’s letter of March 30, 2010 to Ladd Iseminger concerning his request for consideration of the graphic novel The Boys (v.5) Herorgasm.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 19, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. Holihan, Aye
Ms. Katsuyama, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 6:05 p.m. and returned to open session at 6:18 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.

ADJOURNMENT

The Board adjourned at 6:20 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, May 19, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehler

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Merz, the minutes of the meeting of April 21, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Holihan, the Consent Agenda was approved by the Board.

WORKSHOP HOURS

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

Barbara Hayde, President, Board of Trustees, and Jane Katsuyama, Secretary, Board of Trustees to attend "The Library Board of Trustees: Secrets for Success" workshop in Columbus, Ohio on June 5, 2010. It is further recommended that registration in the amount of \$40.00 be paid by the Board and mileage in an amount not to exceed \$80.69 be reimbursed by the Board.

Cathy Hochadel, Teen Librarian, Miamisburg Branch Library to attend "Youth Symposium XXI" in Bowling Green, Ohio on May 6, 2010. 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 \$131.00.

Kellye Pugh, Children's Librarian, Madden Hills Branch and Melissa Sokol, Children's Librarian, Wilmington Stroop Branch, to attend "What's New in Children's Literature" in Cincinnati, Ohio on April 6, 2010. It is further recommended that registration in the amount of \$215.00 each be paid by the Board and mileage be reimbursed to Kellye Pugh in an amount not to exceed \$59.00.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Twana Van Vlack, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch, effective May 9, 2010, at the rate of \$8.87 per hour.

RESIGNATION

Donald Foster, Facilities Maintenance Assistant, full time, Grade 5, Step B, Facilities, effective May 22, 2010, at the rate of \$12.80 per hour.

Jenny Mount, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Belmont Branch, effective January 2, 2010, at the rate of \$8.87 per hour.

RETIREMENT

Patricia Fetterhoff, Branch Library Manager, full time, Grade S08, Step K, East Branch Library, effective June 30, 2010 at the rate of \$33.0034 per hour after more than 20 years of service.

Teresa Leopold, Account Clerk I, full time, Grade 5, Step L, Finance Office, Main Library effective May 31, 2010 at the rate of \$17.21 per hour after more than 16 years of service.

TEMPORARY TRANSFER

TJ McGuire, from Library Technical Assistant I, full time, Grade 4, Step E, Circulation Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step E, West Carrollton Branch Library effective May 9, 2010 at the rate of \$13.43 per hour.

Mr. Kambitsch noted the retirement of two long term employees, Patricia Fetterhoff, East Branch Library Manager and Teresa Leopold, Account Clerk I, Finance Office, Main Library and wished them all the best in their retirement.

TUITION REIMBURSEMENT

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

Julie Buchanan, Library Technical Assistant I, East Branch Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1,266.00.

GROUP LIFE INSURANCE RENEWAL

Anthem Life Insurance Company of Indiana has notified the Executive Director that the rate of \$0.18/\$1,000 for Group Life Insurance coverage for library staff from Anthem Life Insurance Company of Indiana for the period July 1, 2010 through June 30, 2011 has not changed.

The Board approved the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company of Indiana at the rate of \$0.18/\$1,000 for the period July 1, 2010 through June 30, 2011.

MUNICIPALITY OF NEW LEBANON TEMPORARY EASEMENT

The Municipality of New Lebanon had notified the Executive Director that it is seeking a temporary easement which would directly impact the library property on Main Street in New Lebanon. A signed Temporary Construction Easement form is necessary to grant a "temporary construction easement across library property for the construction of improvements and/or utilities for the Main Street Improvement Project Phase 3". The project will provide new curb, gutter, sidewalk, storm sewer and pavement to Main Street from Clayton Road to 715 West Main Street in New Lebanon. The Board approved signing the Temporary Construction Easement form.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for April 2010 was presented at the meeting.

The Executive Director approved the following investments:

On Friday, May 14, 2010, the Public Library Funds for May 2010 were received in the amount of \$1,654,354.81. It was determined that \$154,354.81 was needed for current operating expenses. The remaining \$1,500,000 was invested in the High Balance Savings account yielding .15%.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the April 2010 Monthly Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director told Trustees that April 2010 circulation counts were down in comparison to April 2009 partly due to the fact that the system was open one less day in 2010. He also explained that downloadable media circulation were added to the circulation report, and said that he expected circulation in that category to continue to grow.

The Executive Director told Board members he wanted to thank the Vectren Foundation for their generous pledge of \$5,000 to support the 2010 Summer Reading Club, *Getting Green @ Your Library*. Mr. Kambitsch explained that plans to incorporate logo and other recognition of Vectren's support would include:

- On tote bags given to participants who complete the Summer Reading Club, approximately 5,000 people
- On the newly redesigned children's section of the library website
- In the Library's email newsletter with nearly 80,000 subscribers
- In the Fall edition of *Spotlight on Your Library*, delivered to 85,000 homes

Ken Basista, Finance Manager, reviewed with Trustees the proposed Time and Attendance System from Cincinnati Time Systems. The implementation of a time and attendance system will enable more accurate payroll information and result in both direct and indirect cost savings. He explained that a committee consisting of seven staff members had chosen this system as the best fit for the library. Ms. Holihan asked if the system interfaced with the Library's payroll system. Mr. Basista said yes and told Trustees that staff members at CMI, the Library's payroll system, were familiar with the Cincinnati Time Systems.

The Executive Director told Trustees that to save money the library is moving away from paper notifications to patrons. In keeping with this, phone notification of reserves is being tested at the Belmont Branch library. Mr. Kambitsch explained that the notification that informs a patron that they are being sent to a collection agency will continue to be mailed.

2011 BUDGET REQUEST

The Executive Director distributed a recommended the 2011 Tax Budget Request for consideration by the Trustees. He reviewed the receipts and expenditures anticipated to accomplish the needs of the Library's Service Program in 2011. He explained that the Board is required to submit its annual tax budget to the Board of County Commissioners by June 1, 2010. The budget request will be forwarded to the Montgomery County Budget Commission when approved by the Board.

The 2011 Budget Request recommended a budget of need in the amount of **\$31,435,759** for the General Fund. On a motion by Mr. Gillispie, seconded by Ms. Holihan the Board approved the 2011 Budget as presented by the Executive Director and authorized requesting **\$15,837,013** for the Library's General Fund from the Public Library Fund.

Mr. Oehlers said that he was concerned about the lesser amount asked for in the Budget Request for 2011 when compared to 2010 Tax Budget Request. He questioned that if the Library asked for less then would that set up the Library to receive less state funding? Mr. Kambitsch explained he wasn't concerned about that happening because every tax budget request submitted during the past decade has exceeded the amount the Library could possibly receive from the Budget Commission and that this more conservative request is a reflection of the reduced capacity of our community to support public services. Further the agreement between the four libraries in Montgomery County stipulates that if any library needed more funding than provided by the funding formula that library would seek those funds through property tax levies. Mr. Gillispie said that in his experience with Tax Budget Requests he couldn't think of any situation in which what was asked for was the amount received. Mr. Kambitsch said he would create a separate cover letter that gives the Library credit for being more conservative and sensitive to the economic situation.

Ayes: All
Nays: None

NEW BUSINESS

Mr. Gillispie told Trustees he had attended several meetings recently regarding Kindergarten Readiness and Youth Succeeding and said he was thrilled to see several Library staff members in attendance.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of April 27, 2010 to Michelle Waselewski regarding her request for reconsideration of the children's picture book Souperchicken.
- b. The Executive Director's letter of April 28, 2010 to Michael Brenneisen regarding his request for reconsideration of the video The Woodsman.

- c. A copy of the letter from Administrative Judge Barbara P. Gorman and the resolution adopted by the Court of Common Pleas of Montgomery County, Ohio, both dated May 5, 2010, reappointing Jeanne Holihan to the Dayton Metro Library Board of Trustees for a seven year term, commencing June 1, 2010 and ending May 31, 2017.
- d. The Executive Director's letter of May 7, 2010 to Mr. Gunther Berg regarding the downtown Dayton Arcade.
- e. The Executive Director's letter of May 10, 2010 to Ms. Lynda Hoffman, Community Affairs Manager, Vectren Corporation thanking them for their generous \$5,000 pledge to benefit the 2010 Summer Reading Club.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 16, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. Holihan, Aye
Ms. Katsuyama, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:49 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 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.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:36 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, June 16, 2010, 4:00 p.m.

PRESENT: William Gillispie, Jeanne Holihan,
Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: William Gillispie, Vice-President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The Vice-President called the meeting to order at 4:01 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 Fiscal Officer and the Deputy Fiscal Officer by Cheri Edwards, Commissioned Notary Public for the State of Ohio.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Turner, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan, the minutes of the meeting of May 19, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Consent Agenda was approved by the Board.

WORKSHOP HOURS

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

Barb Kuhns, Assistant Director for Information Technology Services, Main Library to attend "Technology Landscape 2013" at Sinclair Ponitz Center in Dayton, Ohio on May 26, 2010. It is further recommended that registration in the amount of \$200.00 be paid by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Wendy Jennings, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miamisburg Branch, effective June 6, 2010, at the rate of \$8.87 per hour.

Lisa Nemeth, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miami Township Branch, effective June 6, 2010, at the rate of \$8.87 per hour.

Jeanette Dohner, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Burkhardt Branch, effective May 9, 2010, at the rate of \$8.87 per hour.

NOTICE OF INTENT TO HIRE PERS RETIREE

Teresa Leopold, Account Clerk I, hourly substitute, Grade 5, Step G, Finance Office, Main Library, effective August 15, 2010 at the rate of \$11.07 per hour.

RESIGNATION

Kimberly Keck, Reference Assistant, hourly substitute, Grade 8, Step G, Brookville Branch Library, effective April 10, 2010, at the rate of \$12.79 per hour.

Katherine Gutshall, Library Technical Assistant I, hourly substitute, Grade 4, Step G, Miamisburg Branch Library, effective January 2, 2010, at the rate of \$10.59 per hour.

Susan Cargle, Reference Assistant, full time, Grade 8, Step K, Belmont Branch Library, effective July 17, 2010, at the rate of \$19.33 per hour.

Twila Heise, Library Technical Assistant I, hourly substitute, Grade 4, Step D, Huber Heights Branch Library, effective July 3, 2010, at the rate of \$9.70 per hour.

RETIREMENT

Virginia Lehman, Library Technical Assistant III, full time, Grade 6, Step L, Kettering-Moraine Branch Library, effective July 31, 2010 at the rate of \$17.98 per hour after more than 30 years of service.

James Wagner, Library Technical Assistant I, 1/2 time, Grade 4, Step F, Northmont Branch Library, effective July 3, 2010, at the rate of \$13.86 per hour after more than 10 years of service.

LEAVE WITHOUT PAY

Jennifer Russell, Reference Assistant, full time, Grade 8, Step H, for 48.0 hours effective May 25, 2010 for personal reasons.

TUITION REIMBURSEMENT

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

Lisa Rickey, Reference Librarian, Magazines and Special Collections, Main Library, for the course "Library Administration and Management", Wayne State University, 3.0 credit hours, at a cost of \$1,372.15.

Sandra Prell, Business Specialist, Adult Services Division, Main Library, for the course "Culminating Experience", Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Sandra Prell, Business Specialist, Adult Services Division, Main Library, for the course "Humanities Information Sources and Services, Kent State University, 3.0 credit hours, at a cost of \$1,224.00.

Mr. Kambitsch noted the retirement of long term employee Virginia Lehman, Library Technical Assistant III, Kettering-Moraine Branch Library and wished her all the best in her retirement. Virginia is retiring after more than 30 years of service to the Dayton Metro Library. Mr. Kambitsch also wished James Wagner, Library Technical Assistant I, Northmont Branch Library, the best in his retirement after more than 10 years of service to the Dayton Metro Library.

2009 AUDIT

Nicole Cottrell, Principal for the accounting firm Clark, Schaefer, and Hackett reviewed the results of the 2009 audited financial statements. Final bound copies of the 2009 Audit were distributed and Ms. Cottrell explained how the entire audit process was conducted. She then told Trustees that the Library had received an unqualified opinion on the 2009 audited financial statements.

Mr. Gillispie complimented the library on behalf of the Board on the successful 2009 audit.

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Michelle Grim of the Brower Insurance Agency reviewed with the Board the proposed 2010-2011 rates for Property, Liability and Blanket Insurance coverage. On a motion by Mr. Oehlers, seconded by Ms. Merz, the proposed rates were accepted by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

Vice President Gillispie suggested Trustees move discussion of the Tentative Collective Bargaining Agreement to the end of the Agenda.

REVISED MANAGERIAL AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

The Executive Director recommended approval of the 2010 Managerial and Confidential Employee Compensation Plan. He explained that the plan corresponds with updates to the Collective Bargaining Agreement tentatively agreed to by the Library and the Dayton Metro Library Staff Association. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved the revised Managerial and Confidential Employee Compensation Plan.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for May 2010 was presented at the meeting.

The Executive Director approved the following investments:

On Friday, June 4, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$120,059.77. It was determined that the entire amount was needed for current operations.

On Tuesday, June 8, 2010, a Homestead and Rollback Property Tax Reimbursement was received in the amount of \$837,910.98. The entire amount was used for current operating expenses.

On Tuesday, June 15, 2010, the Public Library Funds for June 2010 were received in the amount of \$1,199,493.92. The entire amount was invested in the High Balance Savings account yielding 0.15%.

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the May 2010 Monthly Financial Report 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 said that May 2010 circulation and door counts were down in comparison to May 2009. He told Board members that several things contribute to the counts and said the number one reason is that much less is being spent on materials. He said approximately 37% fewer materials were purchased in 2009 than in 2008. He also told Board members that many other libraries were experiencing the same trend.

David Slivken, Assistant Director for Main Library Services, reviewed the recently completed semi-annual reference and user assistance study. David explained that the survey is accomplished twice yearly, in April and October, and this report annualizes those numbers. He explained the types of statistics counted, and compared 2010 statistics to both 2009 and 2008.

The Executive Director told Board members that Dan Troy, Commissioner for Lake County, Ohio and a member of a commission on local government collaboration that has been in place for 1½ years, had made a recommendation that the state legislature should look into consolidating all public libraries in Ohio into one library system. Mr. Kambitsch said that something like this, if enacted, would definitely change the nature of how public library services would be administered. He explained that there has not been any call to action on this recommendation and few believe that it would be enacted, but he also felt that the Board should be aware of the proposal.

Barb Kuhns, Assistant Director for Information Services, said that phone notification (in lieu of mailing overdue and reserve reminders) had begun at most branches and was going very well.

BUDGET OF SUSTAINABILITY

The Executive Director distributed a revised draft of a summary of the Core Library Programs and Best Practices. He explained to Trustees that the final version of this document will be incorporated into the Budget of Sustainability which will be presented to the Board in July.

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of May 26, 2010 to Taychan Curry regarding her request for reconsideration of the video anime series Elfin Lied.
- b. A copy of a letter from patron Howard Bingham regarding the use of symbols on books.

In the absence of Ms. Katsuyama, Ms. Merz was appointed as Secretary Pro Tem.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 21, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

TENTATIVE AGREEMENT FOR CHANGES TO THE COLLECTIVE BARGAINING AGREEMENT WITH THE DAYTON METRO LIBRARY STAFF ASSOCIATION

The Executive Director explained that a tentative agreement between the Board's Negotiating Team and the Dayton Metro Library Staff Association was reached on June 14th. He said that the agreement incorporated changes to Article 36: Rates of Compensation and Article 42: Fringe Benefits and recommended adoption of the agreement by the Board contingent upon ratification by the bargaining unit membership.

It was recommended that the Board go into Executive Session to discuss the upcoming labor negotiations with the Dayton Metro Library Staff Association, 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. Holihan, Aye
Ms. Merz, Aye
Mr. Oehlers, Aye
Mr. Turner, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:00 p.m. and returned to open session at 5:52 p.m. The Vice-President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with 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. Oehlers made a motion to approve changes to the agreement between the Board and the Dayton Metro Library Staff Association contingent upon ratification by the bargaining unit membership. Ms. Merz seconded the motion.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Turner, seconded by Ms. Merz, the Board adjourned at 5:53 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, July 21, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Gillispie, the minutes of the meeting of June 16, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

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

Mimi Morris, Assistant Director for Branch and Extension Services, Main Library and Linda Gough, Library Technical Assistant III, Northmont Branch to participate in the webinar "Accessibility Temperature of Your Library" on July 22, 2010. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Erin Hunt, Children's Librarian, West Carrollton Branch to participate in the webinar "Online Reader's Advisory" on July 15, 2010. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, to attend "Connecting to Collections" regional meeting in Cincinnati on July 15, 2010. It is further recommended that mileage in an amount not to exceed \$55.00 be reimbursed by the Board and parking in an amount not to exceed \$10.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Michael Reisz, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Kettering-Moraine Branch, effective July 4, 2010, at the rate of \$8.87 per hour.

Mike Lee, Facilities Maintenance Assistant, full time, Grade 5, Step A, Facilities, Main Library, effective July 4, 2010, at the rate of \$12.58 per hour.

REHIRE

Penny Morris, Library Technical Assistant I, hourly substitute, Grade 4, Step D, Outreach Services, effective July 4, 2010 at the rate of \$9.70 per hour.

PROMOTION AND CHANGE IN HOURS

T.J. McGuire, from temporary transfer Library Technical Assistant I, full time, Grade 4, Step E, West Carrollton Branch Library to Library Technical Assistant III, full time, Grade 6, Step D, Kettering Moraine Branch Library, effective August 1, 2010 at the rate of \$14.21 per hour.

CHANGE IN HOURS

Phyllis Semblano, from Library Technical Assistant I, full time, Grade 4, Step D, Belmont Branch Library to Library Technical Assistant I, 4/5 time, Grade 4, Step D, Belmont Branch Library, effective May 23, 2010 at the rate of \$13.06 per hour.

CHANGE IN POSITION

Brielle Maynor, from Reference Librarian, hourly substitute, Grade 11, Step C, Wilmington-Stroop Branch Library to Interim Branch Library Manager, hourly substitute, Grade S06, Step C, East Branch Library, effective July 4, 2010 at the rate of \$22.6612 per hour.

NOTICE OF INTENT TO HIRE AN OPERS RETIREE

Teresa Leopold, Account Clerk I, hourly substitute, Grade 5, Step G, Finance Office, Main Library, effective August 15, 2010 at the rate of \$11.07 per hour.

RESIGNATION

John Wiley, Library Technical Assistant I/Driver, 3/5 time, Grade 4, Step B, Outreach Services, effective July 31, 2010, at the rate of \$12.28 per hour.

Earl House, Children's Librarian, hourly substitute, Grade 11, Step G, Children's Room, Main Library, effective February 27, 2010 at the rate of \$15.36 per hour.

LEAVE WITHOUT PAY

Bobbi Marquart, Processor, full time, Grade 2, Step K, for 13.0 hours effective June 21, 2010 for personal reasons.

Tabitha Litteral, Copy Cataloger I, full time, Grade 7, Step F, for 30.0 hours effective July 29, 2010 for personal reasons.

TUITION REIMBURSEMENT AGREEMENT

Trustees approved the tuition reimbursement agreement between the Board and Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, in order to attend Kent State School of Library and Information Science.

Ayes: All

Nays: None

HUMAN SERVICES LEVY - ACTION

Franz Hoge, Levy Chairman, presented information regarding the Human Services Levy scheduled for November 2010. Mr. Hoge distributed levy facts and told Board members that the Human Services Levy seeks voter approval of an eight-year replacement levy on the November ballot. Millage would remain at the current 6.03 mills if approved by voters, but property tax bills would be based on 2010 valuations. The replacement levy would cost the owner of a \$100,000 home about \$1.30 more per month or about \$16 a year.

The Board has endorsed the previous Human Services levies. The Executive Director strongly recommended adoption of 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 2010 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 Ill; and

Be it further resolved that in support of the successful passage of the 2010 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.

Mr. Gillispie said he strongly endorsed the Human Services Levy and made a motion to adopt the above resolution. The motion was seconded by Ms. Katsuyama.

Ayes: All
Nays: None

NEW LEBANON ROOF

On a motion by Ms. Holihan, seconded by Mr. Gillispie, the Board authorized the advertising of bids for the replacement of the New Lebanon Branch roof in accordance with Section 3375.41 ORC and in accordance with the Plans and Specifications prepared by Stefan Neumeister, Enterprise Roofing Company and Todd Poeppelmeier, Garland Industries. Bids will be presented to the Board at the September meeting.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2010 was presented at the meeting. The Executive Director approved the following investments:

On Friday, June 18, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$131,066.56. It was determined that the entire amount was needed for current operations.

On Wednesday, June 29, 2010, a reimbursement for delinquent Tangible Personal Property Taxes in the amount of \$11,255.94 was received. It was determined that the entire amount was needed for current operations.

On Friday, July 2, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$267,120.50. It was determined that the entire amount was needed for current operations.

On Friday, July 9, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$649,050.96. It was determined that the entire amount was needed for current operations.

On Wednesday, July 14, 2010, the Public Library Funds for July 2010 were received in the amount of \$1,330,987.72. The entire amount was invested in the High Balance Savings account yielding 0.15%.

On Wednesday, July 14, 2010, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$162,567.88 was received. The entire amount was invested in the High Balance Savings account yielding 0.15%.

On a motion by Ms. Merz, seconded by Ms. Holihan, the June 2010 Monthly Financial Report 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 told Trustees that June 2010 circulation and door counts continued to drop in comparison to last year's numbers. He said that many libraries throughout Ohio are experiencing a similar decline in these statistics. He explained that buying less library materials has a definite impact on circulation statistics.

Mr. Kambitsch also reminded Board members that there would be no Board meeting in August.

Cheryl Wirtley, Miami Township Branch Manager was present at the Board meeting. The Executive Director told Trustees that the Miami Township Branch would be celebrating their 10th anniversary on August 6th. He said a memory book, several displays, a slide presentation and food would be offered throughout the day and invited everyone to attend.

BUDGET OF SUSTAINABILITY

The Executive Director distributed a draft “Budget of Sustainability”, as requested by Trustees at the March 2010 Board meeting. He explained that this budget for 2010-2015 provides targets for reduced spending during 2010-2012 to accumulate sufficient reserves in excess of cash needed to balance the 2014 and 2015 budgets. The Executive Director then shared a PowerPoint presentation which highlighted several key areas of the budget document. He explained that although the library levy was passed in November 2009, it did not make up for all of the state funding cuts and losses and said that the library will be receiving \$1,000,000 per year less revenues than in 2008. He stated that there would probably be no increases through 2015 from state funding, and said the next State of Ohio Budget (2012-2013) would affect library services. He said that into the foreseeable future annual state receipts will be about \$6 million below 2001 levels, forcing the library to drastically reduce spending. Mr. Kambitsch explained that in 2009 nearly \$2 million in cuts were made. He thanked all staff members for their part in helping to keep salaries and benefits in check and stated even further cuts will need to be made next year. He told Trustees that the following are the main financial goals of this budget:

- Reduce total spending in 2010 and 2011 to below 2006 levels
- Build cash reserves to sustain inflationary growth in spending through 2015
- Allocate additional funds for capital spending
- 2010-2015 net revenues above expenses by \$3.3 million

Mr. Kambitsch explained that in order to carry out these goals, there would need to be revisions to the 2008 Strategic Plan Objectives with curtailment of some activities and concentration on two key outcomes:

- Increased use of Internet, computers, eBooks and other electronic content
- Better library facilities designed for modern usage with a focus on the library as a community commons

He told Board members that ultimately cuts will have to be made in staffing and explained that 2/3rds of library spending is on salaries and benefits. He stated that within this proposal the target staff size is 267.0 full time equivalent positions (FTE), and even though at this time there are 26.1 FTE vacancies, another 12.6 FTE reductions would be necessary. He said he felt that this target could be accomplished through attrition and transfers by July 2011.

The Executive Director then told Board members that within this proposal library hours would be reduced by 3 to 3 ½ hours per week. He explained that Wednesday is the least busy day of the week, and the proposal shortens Wednesday hours to 10:30 a.m. to 7:00 p.m. at all branches. He also said Sunday hours would be restored at the Main Library. Mr. Kambitsch stated that in comparing branch hours open per week with other peer libraries in Ohio, the Dayton Metro Library ranked 2nd and was open 10 hours more on a weekly basis than the 3rd ranking library.

Mr. Kambitsch explained that modest steps would be made to improve library facilities. He said that this budget will increase use of the General Fund Budget to maintain buildings and accomplish limited improvements and will also increase funding for capital purchases from 2.8% to 5.0% annually. He said some significant changes could be made to areas within the Main Library, particularly if more computers are purchased. He explained that by focusing browseable collections on the first floor and a technology center on the second floor, the usability of the space would be improved.

The Executive Director said another possibility for facilities improvements would be a “Branch of the Future” which would replace two or three of the smallest branches in the library system. He said this type of project would require dialog with neighborhood residents and community leaders.

The President thanked Mr. Kambitsch and everyone involved in creating this five year plan. Ms. Merz was very appreciative and said it was a very admirable job of putting together a concrete picture for Trustees to look at. Mr. Kambitsch said he wasn’t asking the Trustees to make any formal decisions on the “Budget of Sustainability” at this time and explained that the library website would offer information on the revised budget along with an area for requesting feedback from the public.

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2011

The Montgomery County Budget Commission has scheduled the 2011 Tax Budget Allocation Meeting for Tuesday, August 31, 2010 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. The Executive Director recommends Board approval of this resolution for consideration by the 2011 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 Public Library Fund, formerly known as the Library and Local Government Support Fund, and

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

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

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library reaffirm the use of the Funding Distribution Formula for the allocation of the 2011 Public Library Fund as developed by the Montgomery County Budget Commission.

On a motion by Ms. Merz, seconded by Ms. Katsuyama, the Board approved the resolution for consideration by the 2011 County Budget Commission.

Ayes: All
Nays: None

NEW BUSINESS

The Executive Director told Trustees that paperwork for the Dayton Metro Library Foundation Term and Endowment Fund accounts at the Dayton Foundation had been completed. He said that the Friends of the Dayton Metro Library had agreed to make an initial contribution to the funds. He also said that Trustees will be asked to make an appointment to the Funds' Board of Directors. He told Board members he would forward the names of former Trustees who might be considered for the appointment and asked Board members to email him the name of anyone they might suggest as a candidate.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 15, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code, to discuss the evaluation of the Executive Director. A roll call vote was taken as follows:

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

The Trustees entered Executive Session at 5:35 p.m.

The meeting returned to general session in the Board Room at 6:00 p.m. 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, the President reported that no action would be taken at this time.

ADJOURNMENT

On a motion by Mr. Gillispie, seconded by Ms. Merz, the Board adjourned at 6:01 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, September 15, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. Ms. Merz said she had a conflict of interest with item #10 and would recuse herself during discussion of that agenda item.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the minutes of the meeting of July 21, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

The Executive Director recognized Huber Heights Branch Manager Chris Siscoe, who was in attendance at the meeting and told Trustees that Chris would be retiring in December after more than eight years of service to the Dayton Metro Library. Mr. Kambitsch and Board members wished Chris all the best in his retirement. The Executive Director also congratulated Karla Faulkner, who is retiring after more than 24 years of service to the library and Barbara Van Doren, who is retiring after more than 10 years of service.

WORKSHOP HOURS

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

Mimi Morris, Assistant Director for Branch and Extension Services, Main Library and Linda Gough, Library Technical Assistant III, Northmont Branch to participate in the webinar “Accessibility Temperature of Your Library” on July 22, 2010. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Erin Hunt, Children’s Librarian, West Carrollton Branch to participate in the webinar “Online Reader’s Advisory” on July 15, 2010. It is further recommended that registration in the amount of \$15.00 be paid by the Board.

Jamie McQuinn, Magazines and Special Collections Manager, to attend “Connecting to Collections” regional meeting in Cincinnati on July 15, 2010. It is further recommended that mileage in an amount not to exceed \$55.00 be reimbursed by the Board and parking in an amount not to exceed \$10.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Rachel Johnson, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Miamisburg Branch, effective August 1, 2010, at the rate of \$8.87 per hour.

Theresa Daniels, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch, effective August 1, 2010, at the rate of \$8.87 per hour.

Connie Brzozowski, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch, effective August 15, 2010, at the rate of \$8.87 per hour.

Kimberly Bishop, Branch Library Manager, full time, Grade S08, Step A, East Branch, effective August 15, 2010, at the rate of \$24.8037 per hour.

Craig Ramby, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Huber Heights Branch, effective August 15, 2010, at the rate of \$8.87 per hour.

Noelle Landis, Library Technical Assistant I, hourly substitute, Grade 4, Step A, Belmont Branch, effective September 12, 2010, at the rate of \$8.87 per hour.

CHANGE IN HOURS

Lori Titus, from Reference Librarian, 1/2 time, Grade 11, Step E, Adult Services Division, Main Library to Reference Librarian, hourly substitute, Grade 11, Step E, Adult Services Division, Main Library, effective August 1, 2010 at the rate of \$15.99 per hour.

CHANGE IN POSITION

Brielle Maynor, from Interim Branch Library Manager, hourly substitute, Grade S08, Step C, East Branch Library, to Reference Librarian, Grade Sub11, Step C, Wilmington Stroop Branch Library, effective August 1, 2010 at the rate of \$15.16 per hour.

TEMPORARY TRANSFER

Lisa Ward, from Library Technical Assistant I, 1/2 time, Grade 4, Step E, Burkhardt Branch Library to Library Technical Assistant I, 1/2 time, Grade 4, Step E, West Carrollton Branch Library, effective August 15, 2010 at the rate of \$13.57 per hour.

Julie Buchanan, from Library Technical Assistant I, 1/2 time, Grade 4, Step B, East Branch Library to Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step B, Outreach Services, effective August 15, 2010 at the rate of \$12.41 per hour.

Janet Marrinan, from Library Technical Assistant I, 1/2 time, Grade 4, Step B, Northtown-Shiloh Branch Library to Library Technical Assistant I/Driver, 1/2 time, Grade 4, Step B, Outreach Services, effective August 15, 2010 at the rate of \$12.41 per hour.

Akiya Holt, from Library Technical Assistant I, 2/5 time, Grade 4, Step F, Dayton View Branch Library to Library Technical Assistant I, 2/5 time, Grade 4, Step F, West Carrollton Branch Library, effective August 29, 2010 at the rate of \$13.99 per hour.

Brandon Ulman, from Invoice Clerk, full time, Grade 4, Step C, Acquisitions Division, Main Library to Library Technical Assistant I/Driver, full time, Grade 4, Step C, Outreach Services, effective August 29, 2010 at the rate of \$12.79 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Barbara Van Doren, , Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Miami Township Branch Library, effective November 21, 2010 at the rate of \$9.41 per hour.

DISCHARGE

Helen Fogle, Library Technical Assistant I, full time, Grade 4, Step E, Ft. McKinley Branch Library, effective August 16, 2010 at the rate of \$13.57 per hour.

RESIGNATION

Zachary Kimble, Library Technical Assistant I/Driver, full time, Grade 4, Step C, Outreach Services, effective August 28, 2010, at the rate of \$12.79 per hour.

Wendela Fullam, Library Technical Assistant I, hourly substitute, Grade 4, Step B, Burkhardt Branch Library, effective July 31, 2010 at the rate of \$9.14 per hour.

Nathan McGuire, Library Technical Assistant I, 3/5 time, Grade 4, Step B, Circulation Division, Main Library, effective August 14, 2010, at the rate of \$12.41 per hour.

Zachary Hill, Reference Librarian, 9/10 time, Grade 11, Step D, Adult Services Division, Main Library, effective August 14, 2010, at the rate of \$19.07 per hour.

RETIREMENT

Barbara Van Doren, Library Technical Assistant I, 2/5 time, Grade 4, Step C, Miami Township Branch Library, effective August 31, 2010 at the rate of \$12.79 per hour after more than 10 years of service.

Karla Faulkner, Library Technical Assistant I, hourly substitute, Grade 4, Step K, West Carrollton Branch Library, effective September 30, 2010 at the rate of \$15.15 per hour after more than 24 years of service.

Christopher Siscoe, Branch Library Manager, full time, Grade S08, Step F, Huber Heights Branch Library, effective December 31, 2010 at the rate of \$30.7183 after more than 8 years of service.

LEAVE WITHOUT PAY

Marilyn Whaley, Mail Periodicals Clerk, full time, Grade 4, Step L, for 240.0 hours effective August 23, 2010 for personal reasons.

Christopher M. Lee, Facilities Maintenance Assistant, full time, Grade 5, Step A, for 40.0 hours effective July 19, 2010 for leave agreed to prior to hiring.

Desiree Davey, Copy Cataloger II, full time, Grade 8, Step K, for 380.0 hours effective August 10, 2010 for personal reasons.

Elaine Lindstrom, Brookville Branch Manager, full time, Grade S08, Step L, for 8.6 hours effective August 4, 2010 for vacation.

Tony McCleskey, Library Technical Assistant I, full time, Grade 4, Step E, for 3.59 hours effective August 26, 2010 for personal reasons.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Michael Nelson, Reference Librarian, Adult Services Division, Main Library, in order to attend Kent State School of Library and Information Science.

TUITION REIMBURSEMENT

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

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Michael Nelson, Reference Librarian, Adult Services Division, Main Library, for the course “Organization of Information”, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of the Dayton Metro Library Staff Association addressed the Board. He commented on the funding situation facing the library, and discussed the proposed hour changes that are included in the Budget of Sustainability.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July 2010 and August 2010 were included in the Board folder. The Executive Director explained that he would restrict his comments to the August report. The Executive Director approved the following investments:

On Friday, July 16, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$629,970.50. It was determined that \$29,970.50 was needed for current operations. The remaining \$600,000 was invested in the High Balance Savings account yielding 0.15%.

On Friday, July 30, 2010, a Property Tax settlement for the second half of 2009 was received in the amount of \$3,288,290.76. The entire amount was invested in the High Balance Savings account yielding 0.15%.

On Friday, August 13, 2010, the Public Library Funds for August 2010 were received in the amount of \$1,056,466.01. It was determined that \$56,466.01 was needed for current operations. The remaining \$1,000,000.00 was invested in the High Balance Savings account yielding 0.15%.

On Wednesday, September 15, 2010, the Public Library Funds for September 2010 were received in the amount of \$1,098,638.35. The entire amount was invested in the High Balance Savings account yielding 0.15%.

On Friday, September 3, 2010, a Property Tax Settlement net payment in the amount of \$425,572.10 was received. It was determined the entire amount was needed for current operating expenses.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the July 2010 and August 2010 Monthly Financial Reports 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 sharing newly formatted statistical measures regarding circulation, visitor counts, computer sessions, titles added and items added during the past four years. He also told Trustees that he hoped these new measures would give a better overview of the system statistics.

Mimi Morris, Assistant Director for Branch and Extension Services, introduced Kim Bishop, the new Library Manager at the East Branch.

Mimi Morris, Assistant Director for Branch and Extension Services shared Staff and Adult Summer Reading Clubs statistics with Trustees. She said both summer clubs were very successful this year and the theme "Getting Green at your Library" offered opportunities for the library to partner with several new organizations.

Tish Wilson, Assistant Director for Youth Services reported on the Children's Summer Reading Club statistics. Tish said that although the 2010 numbers were down slightly, they were well above the 2008 statistics and told Trustees that this year all children who read more than 30 hours were rewarded with a book of their choice. The total teen numbers were also down slightly in terms of participation from the 2009 figures, but average books read per member increased by three books per member.

The Executive Director said he was joined by Ms. Hayde and Mr. Basista at the 2011 Budget Commission Hearing on September 7, 2010. Included within the Board folder was a summary of the meeting. The Executive Director explained that the official certificates that the County used for the hearing predicts 2011 receipts significantly higher than what is anticipated. The inflated numbers are because the Ohio Department of Taxation projections assume the Public Library Fund will return to 2.22% of the total state General Revenue Fund receipts as specified in the Ohio Revised Code. However each of the commissioners warned the libraries in attendance that the Ohio legislature is most likely to cut the PLF percentage rather than let it rise in the next budget. He then discussed four scenarios from an analysis by Driscoll and Fleeter to project Public Library Funding for calendar year 2011. He said that although the Montgomery County Budget Commission calculates that the Library will receive over \$15 million in 2011, it is more likely that Public Library Funds received will be closer to \$14 million.

The Executive Director invited Trustees to 2010 Staff Day, which will be held on October 8th at David Ponitz Center, Sinclair Community College, beginning with registration at 8:00 a.m.

The Executive Director introduced Cara Kouse, Miamisburg Branch Library Manager, whom he had asked to share with Trustees how her branch was increasing the amount of access to Internet computers within limited facilities. Ms. Kouse told Board members that the Miamisburg Branch was the recipient of a grant from the Gates Foundation and had also received monies from the Miamisburg Eagles which allowed for the purchase of three laptop computers. She explained that the same policies apply to the use of laptop computers as apply to desktop computers and told Board members that patrons were very satisfied and the project was going very well. Mr. Oehlers asked if patrons could request the laptop rather than the desktop computer. Ms. Kouse said yes, some patrons already preferred the use of the laptop computer and had asked to use a laptop rather than a desktop.

The Executive Director told Board members that a large storage room and a book stack area were being renovated at the Huber Heights Branch in order to provide a quiet reading room and two

study rooms for patrons. He explained that the Huber Heights branch was large enough to accommodate removing some of the book stacks without compromising the collection. Mr. Kambitsch then introduced Eric Knowlton, President of Columbia Building Co., and owner of the Huber Centre which houses the branch library. Mr. Knowlton also operates a coffee shop next door to the branch. Mr. Kambitsch explained that a doorway will soon be created between the coffee shop and the library to give patrons ready access to a cup of coffee, as well as the ability to take part in some of the book discussions that already occur at the coffee shop. Mr. Knowlton has been a long time partner of the library and also devotes space in his coffee shop for selling donated and surplus items that can't be added to the library collections. Mr. Knowlton has offered to fund the addition of the doorway and its removal if necessary.

BUDGET OF SUSTAINABILITY

The Executive Director introduced the 2010-2015 Budget of Sustainability to Trustees at the July regular meeting of the Board. He explained to Board members that he had sought public input concerning the Budget and had received more than 100 comments. He said the largest single block of comments received were supportive of the proposal, complimenting the library service received and understanding the tough choices faced by the library. He told Trustees that there were a number of conflicting recommendations on alternative ways to reduce hours, however only two comments opposed fewer hours. He stated that a number of suggestions recommended that in order to increase revenues the library should begin charging fees for services or raise the charges already in place. The Executive Director reminded Board members that three years ago when fines and fees were eliminated and reduced, usage increased immediately. He told Trustees that although there are some areas in which charges might be tweaked, punitive fines and fees do not present an opportunity to solve budget issues. He also said there were several comments in support of preserving the budget for new materials although patrons differed in their opinions about what materials should be bought. The Executive Director then stated that a number of suggestions have already been implemented and the library is looking at ways to expand upon them. One of these is the increased use of volunteers. A second is the expansion of opportunities for people to contribute to the library and a third is increased electronic communication in lieu of printed mailings.

The Executive Director said the budget proposal also calls for planning for at least one significant facilities project that could result in consolidation of two or three branch service areas. He explained to Board members that he had met with staff at the branches within the city, as these branches may be part of a consolidation plan. He explained that he feels it is important that staff know what is driving the possible consolidation of branches. Mr. Kambitsch said he was very pleased with the staff reaction to possible consolidation. He said talking points to get this message across include emphasizing the value of the plan is more than just to survive any budget cuts but also to prosper.

The Executive Director said there has been a lot of response regarding changes in operating hours and discussion concerning different options. One discussion centered on reducing public service staffing to one shift on Wednesdays. Mr. Kambitsch said he had yet to finalize a recommendation concerning operating hours, and told Board members that he would appreciate approval of the plan without making any decisions on operating hours. He indicated he preferred to have more discussion concerning operating hours and would bring a specific recommendation to the Board at the October meeting.

On a motion by Mr. Gillispie, seconded by Ms. Merz, the Budget of Sustainability was approved by the Board. Ms. Hayde asked if there was any discussion. Mr. Turner said he had hoped to see a more aggressive vision as to what would be done in the future. He said he had hoped for a vision that everyone could be excited about. Mr. Oehlers said that often these types of discussions are held during a Board retreat and asked when the next retreat would be scheduled. Mr. Kambitsch said normally the Board retreats are held in March or April. Ms. Merz said she felt that the budget proposal reflected much of what was discussed at the Board Retreat but felt that further discussion could be beneficial. Ms. Hayde agreed. Ms. Holihan said that possibly a timeline that focuses on future plans would be helpful. Mr. Kambitsch said that as the State's budget decisions come closer, more information will be known and there will be a clearer understanding of where the Library stands.

Ayes: All
 Nays: None

NEW LEBANON BRANCH ROOF REPLACEMENT - ACTION

At the July Regular meeting of the Board, Trustees approved a resolution seeking bids from qualified contractors for the replacement of the New Lebanon Branch roof. Three bids were received and opened on Tuesday, August 31, 2010. The following bids were evaluated:

New Lebanon Branch Roof Replacement

<u>Bidder</u>	<u>Base Bid Amount</u>	<u>Warranty Amount</u>	<u>Blocking Per Square Foot Amount</u>
All Star Gutter	\$53,058	\$1,200	\$10.00 p/sf
Enterprise Roofing, Inc.	\$48,875	\$1,000	\$3.00 p/sf
Harold Becker Roofing	\$111,555	\$700	\$6.00 p/sf

Facilities Manager Carl Bach evaluated the bids on cost, vendor capability, and the inclusion of requested additions and warranties.

On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved entering into a contract with Enterprise Roofing Inc. for the replacement of the New Lebanon Branch roof for an amount not to exceed \$48,875 plus the warranty amount and blocking per square foot amount from the General Fund.

Ayes: All
 Nays: None

DAYTON METRO LIBRARY FOUNDATION APPOINTMENT

Ms. Merz recused herself from discussion of this agenda item in order to avoid a conflict of interest and left the auditorium.

The Executive Director explained that he had worked with the Friends of the Dayton Metro Library and had established term and endowment accounts at the Dayton Foundation. He told Trustees that operation of the funds would be directed by a three member Board that includes the Executive Director, an appointed member from the Friends of the Library Board, and a former Dayton Metro Library trustee appointed by the current Dayton Metro Library Board of Trustees.

A list of former library trustees was distributed following the July meeting. Mr. Kambitsch said Judge Michael Merz told him that he would be delighted to serve on the newly formed Dayton Metro Library Foundation Board. On a motion by Mr. Turner, seconded by Mr. Gillispie, former Board member Hon. Michael Merz was appointed to the three member Board of the Dayton Metro Library Foundation. Ms. Holihan asked if there would be any conflict due to the fact that both Judge Merz and Ms. Merz would be serving on separate library boards. Mr. Kambitsch said the Library had received legal advice on the relationship between the two boards in question, and said he had been advised that such an appointment posed no problem.

Ayes: All
Nays: None

Ms. Merz re-entered the room.

POLICY ON DISPOSAL OF SURPLUS LIBRARY MATERIALS AND EQUIPMENT

The Executive Director reminded Trustees that the Board has previously authorized the donation of surplus library materials and equipment to the Friends of the Dayton Metro Library for sale at its semi-annual book sales. Occasionally the Library also donates surplus items including equipment to other non-profit organizations. In addition, small collections of surplus items are placed in public venues as low cost promotions. Recently the Board approved participation in Montgomery County's online auction program for the sale of materials. The proposed policy formalizes the disposal of surplus library materials. On a motion by Mr. Oehlers, seconded by Mr. Turner, the Board approved the proposed policy formalizing the disposal of surplus library materials.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of July 20, 2010 to Danny and Linda Armstrong regarding their request for reconsideration of the video Final Destination.

- b. The Executive Director's letter of July 28, 2010 to Ladd Iseminger regarding his request for reconsideration of the graphic novel The Boys (v.5) Herorgasm.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

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

Among the requirement of the law is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. This year's annual meeting is scheduled for Wednesday, October 20, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 20, 2010 at 4:15 p.m. in the Main Library Auditorium, 215 E. Third Street.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code, to discuss the evaluation of the Executive Director. A roll call vote was taken as follows:

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

The Trustees entered Executive Session at 5:35 p.m.

The Trustees returned to general session at 5:45 p.m. The President reported that Trustees took no action 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.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved a 1% increase in the Executive Director's base salary, effective July 1, 2010, based on his performance during 2009 which resulted in an overall performance rating of "Exceeds Expectations". On a second motion by Mr. Oehlers, seconded by Ms. Holihan, the Board approved a 1.5% base salary lump sum payment based on the Dayton Metro Library's ranking in the top 10 American public libraries

(for its population group) in the 2010 Hennen American Public Library Ranking (HAPLR) and a three star rating in the Library Journal Index of Public Library Services.

On a motion by Ms. Merz, seconded by Ms. Katsuyama, the Board approved the Performance Targets and Metrics 2010 – 2011 for the Executive Director.

Mr. Oehlers further motioned that to insure that the Dayton Metro Library remains competitively ranked among its peers as decisions are made by the Executive Director regarding internal operation and financial resource allocations, an annual 1.5% of annual Base Salary lump sum incentive payment will be made to the Executive Director if he/she receives an overall performance rating of “Meets or Exceeds Expectations” and the Library receives a top ten Hennen American Public Library Ranking (HAPLR) within its group and a three, four, or five star achievement in the Library Journal Index. The motion was seconded by Mr. Turner.

Ayes: All
Nays: None

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, October 20, 2010, 4:15 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehlers, Dennis Turner

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:15 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Katsuyama, the minutes of the meeting of September 15, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Consent Agenda was approved by the Board.

The Executive Director recognized Angela Johnson, Westwood Branch Library, who is retiring after more than 18 years of service.

WORKSHOP HOURS

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

Lisa Rickey, Reference Librarian, Main Library to attend “Ohio Modern: Preserving Our Recent Past” in Columbus, Ohio on September 30, 2010. It is further recommended that lunch in the amount of \$9.00 be reimbursed by the Board and mileage be reimbursed in an amount not to exceed \$72.00.

Mimi Morris, Assistant Director for Branch and Extension Services, Main Library, to attend “Diversify Your Library” in Independence, Missouri on October 19-21, 2010. It is further recommended that registration in the amount of \$250.00, airfare in an amount not to exceed \$331.90, lodging in an amount not to exceed \$15.00 and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Barb Kuhns, Assistant Director for Information Technology Services, to participate in the video conference “Using Performance Metrics for Greater Success” on September 30, 2010. It is further recommended that registration in an amount not to exceed \$60.00 be paid by the Board.

Deborah Hathaway, Cataloging Division Manager, Andrea Christman, Catalog Librarian, Katie Page, Catalog Librarian, Tabitha Litteral, Copy Cataloger I, Teresa Nickels, Copy Cataloger II and Denise Lane-Burnett, Copy Cataloger I, to participate in the webinar “ALCTS: Introduction to RDA” on September 22, 2010. It is further recommended that registration in an amount not to exceed \$99.00 be reimbursed to Andrea Christman.

Tim Kambitsch, Executive Director, to participate in the webinar “Ebooks: Libraries at the Tipping Point” on September 29, 2010. It is further recommended that registration in the amount of \$29.95 be reimbursed by the Board.

Erin Hunt, Children’s Librarian, West Carrollton, Gretchen Yonata, Teen Specialist, Main Library, and Tish Wilson, Assistant Director for Youth Services, Main Library to attend “Greater Dayton Conference on Youth” on November 2, 2010. It is further recommended that registration in the amount of \$75.00 each be paid by the Board.

Kim Bautz, Children’s Librarian, Outreach Services, Andrea Christman, Catalog Librarian, Main Library, Joe Greenward, Adult Services Division Manager, Main Library, Rachel Gut, Outreach Services Manager, Cathy Hochadel, Reference Assistant, Miamisburg, Erin Hunt, Children’s Librarian, West Carrollton, Jen Kadel, Training Specialist, Main Library, Mark Roma, Northtown-Shiloh Branch Manager, Bonnie Simmons, Reference Librarian, Main Library and Gretchen Yonata, Teen Specialist, Main Library to attend the OLC Leadership Conference on October 14, 2010 in Columbus, Ohio. It is further recommended that registration in the amount of \$65.00 each be paid by the Board.

Scott Hawkins, Library Technical Assistant III, Audio Visual Division, to participate in the online webinar “Listeners Advisory: Introducing New Music to Patrons” on September 16, 2010. It is further recommended that registration in an amount not to exceed \$30.00 be paid by the Board.

Kathleen Moore, Early Literacy Specialist, Youth Services to attend “Mind in the Making” in Columbus, Ohio on September 22-24, 2010 and October 20-22, 2010. It is further recommended that mileage in an amount not to exceed \$167.00 be reimbursed by the Board.

Joe Greenward, Adult Services Division Manager, Steve Wilson, Assistant Adult Services Division Manager, Karri Marshall, West Carrollton Branch Library Manager, Cara Kouse, Miamisburg Branch Library Manager, Cheryl Wirtley, Miami Township Branch Library Manager, Kim Bishop, East Branch Library Manager, Carol Macmann, New Lebanon Branch Library Manager, Mark Roma, Northtown-Shiloh Branch Library Manager and Karen Findlay, Huber Heights Assistant Branch Library Manager to attend “Your Library, Your Community” in Dublin, Ohio on November 10, 2010. It is further recommended that registration in an amount not to exceed \$60.00 each be paid by the Board and mileage in an amount not to exceed \$73.00 each be reimbursed to Joe Greenward, Karri Marshall and Kim Bishop.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN POSITION

Mary Cochran, from Library Technical Assistant I, hourly substitute, Grade Sub04, Step B, Huber Heights Branch, to Reference Assistant, hourly substitute, Grade Sub08, Step A, effective October 10, 2010 at the rate of \$10.71 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Barbara Van Doren, , Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Miami Township Branch Library, effective November 21, 2010 at the rate of \$9.41 per hour.

RESIGNATION

Alvey Shrader, Reference Assistant, hourly substitute, Grade Sub 08, Step A, Miamisburg Library, effective May 8, 2010, at the rate of \$10.71 per hour.

RETIREMENT

Angela Johnson, Library Technical Assistant I, full time, Grade 4, Step L, Westwood Branch Library, effective December 31, 2010 at the rate of \$16.69 per hour after more than 18 years of service.

LEAVE WITHOUT PAY

Tony McCleskey, Library Technical Assistant I, full time, Grade 4, Step E, for 1.87 hours effective August 28, 2010 for personal reasons.

TUITION REIMBURSEMENT

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

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course “Foundations of Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Genevieve Richardson, Grants Specialist, Adult Services Division, Main Library, for the course “Organization of Information”, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

Amanda Black, Library Technical Assistant III, Burkhardt Branch, for the course “Culminating Experience”, Kent State University, 3.0 credit hours, at a cost of \$1,311.00.

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 \$85/hour for consulting services, \$130/hour for staff attorneys and \$100/month as a retainer fee for the period October 14, 2010 through October 13, 2011.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Harvey Tuck, long time library patron, addressed the Board of Trustees concerning the consolidation of library branches. He spoke of his love of the library and said in particular he uses his local branch Northtown-Shiloh. He said people have a special feeling for the branch in their neighborhood that he thinks won’t be the same if several branches are consolidated into one larger branch. He said he hoped that would be taken into consideration when consolidation decisions are being made. The Board President thanked Mr. Tuck for his comments.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report October 2010 was included in the Board folder. The Executive Director approved the following investments:

On Friday, October 15, 2010, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$487,703.62 was received. It was determined that the entire amount was needed for current operations.

On Friday, October 15, 2010 the Public Library Funds for October 2010 were received in the amount of \$1,308,520.76. It was determined that \$8,520.76 was needed for current operating expenses. The remaining \$1,300,000.00 was invested in the High Balance Savings account yielding .15%.

On a motion by Mr. Oehlers, seconded by Ms. Merz, the October 2010 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared major statistical measures with the Board members which included circulation, visitor, computer sessions and items added counts.

The Executive Director explained that he had scheduled presentations concerning the Budget of Sustainability at the community meetings listed below and told Trustees that he would appreciate their participation at any meeting. Ms. Hayde indicated that she could accompany him to the Dayton City Commission meeting, Mr. Gillispie said he would attend the Dayton Board of Education meeting and Ms. Holihan said she would go to the Harrison Township Trustees meeting.

- o Dayton City Commission – Wednesday, November 3rd at 4:30 p.m.
- o Dayton Board of Education – Tuesday, November 16th at 6:00 p.m.
- o Harrison Township Trustees – Thursday, November 18th at 12:00 Noon

Mark Willis, Community Relations Manager, told Board members that the October Friends of the Library Book Sale was the most successful book sale ever. He said he estimated at least 2500 shoppers attended the sale which was held Friday evening, Saturday and Sunday, October 19th – October 21st. Mark also told Trustees that approximately 170 volunteers helped with unpacking, set up and sales throughout the weekend.

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

Mr. Oehlers made a motion to adopt 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, 2011; 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	\$13,161,441*	1.75

*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.

Ms. Merz seconded the motion, and a roll call vote was taken as follows:

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

Ayes: All
Nays: None

CHANGE IN HOURS

The Executive Director explained that a proposal to change the current library hours of operation was included in the Budget of Sustainability. He told Board members that if approved, the new hours of operation would go into effect in January 2011. He said that a significant number of Wednesday evening programs, events and meeting room bookings are currently in place and delaying implementation until January would allow for staff schedules to be adjusted.

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the Board approved the following changes to library hours of operation.

Current Hours

Main Library
Monday through Thursday 9:00 a.m. – 9:00 p.m.
Friday and Saturday 9:00 a.m. – 5:30 p.m.

Branches
Monday through Thursday 9:00 a.m. – 8:30 p.m.
Friday and Saturday 9:00 a.m. – 5:30 p.m.

Proposed Hours

All Library Locations
Monday, Tuesday and Thursday 9:30 a.m. – 8:30 p.m.
Wednesday, Friday and Saturday 9:30 a.m. – 6:00 p.m.

Sunday Hours for the Main Library from 1:00 - 5:00 p.m. during the school year will be restored.

Ayes: All
Nays: None

MATCHING FUNDS FOR GATES OPPORTUNITY ONLINE HARDWARE GRANT

The Executive Director explained that in 2009, the Bill & Melinda Gates Foundation identified three branches in the Dayton Metro Library system as recipients of the Opportunity Online Hardware Grant. He said the purpose of the grant was to keep up-to-date the equipment used by the public for free access to the Internet. The branches chosen by the Foundation were the Miamisburg Branch Library, Trotwood Branch Library, and West Carrollton Branch Library and the full grant was \$10,400 for 2010. Mr. Kambitsch further explained that for the second year, one half (\$5,200) of the grant needed to be matched. He told Trustees that the Miamisburg Eagles contributed \$2,600 towards the match and said he recommended the library use funds of \$2,600 from the General Fund to provide the matching funds for the Gates grant. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved matching funds for the Gates grant in the amount of \$2,600 from the General Fund.

Ayes: All
Nays: None

NEW BUSINESS

Mr. Turner said that he hoped the Board members would be able to have more discussion concerning the future of the library at the next Board Retreat and said he would rather have a retreat scheduled sooner than later. The Board President said it was her understanding that at this time feedback would be gathered from members of the public through dialogue with communities throughout Montgomery County. Ms. Hayde also said a site by site analysis and presentation made by David Milling and Associates at a previous Board meeting was particularly helpful and suggested revisiting that presentation. Mr. Oehlers asked when the Executive Director would expect the next Retreat would be scheduled. Mr. Kambitsch said early spring. Mr. Oehlers stated that he felt that the 2011 Retreat would require the Board to make firm decisions and said gaining some input from Board members as to what would be expected during the next retreat would be helpful.

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of September 28, 2010 to Billy Meyer regarding his request for reconsideration of the video Bruno.
- b. The Executive Director's letter of September 28, 2010 to Carlana Bond regarding her request for reconsideration of the video Bruno.

- c. The Executive Director's letter of September 28, 2010 to Anthony DiBlasi regarding his request for reconsideration of the video Bruno.
- d. The Executive Director's letter of September 28, 2010 to Ray Crutcher regarding his request for reconsideration of the book The Second Coming of Christ.
- e. The Executive Director's letter of October 14, 2010 to Hon. Michael Merz confirming his appointment to the Dayton Metro Library Foundation Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 17, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Executive Director told Trustees that the monthly Board meeting is normally held the third Wednesday of each month. He explained that Trustees will need to establish a calendar of meetings for 2010. The proposed meeting dates for 2011 are as follows:

January 26, 2011	July 20, 2011
February 16, 2011	August - No meeting
March 16, 2011	September 21, 2011
April 20, 2011	October 19, 2011
May 18, 2011	November 16, 2011
June 15, 2011	December 21, 2011

Mr. Kambitsch said that the January meeting was scheduled for the fourth Wednesday in order for the Finance Office to complete end of year business. On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the proposed meeting dates for 2010.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board adjourned at 5:05 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, November 17, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehlers

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:03 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of October 20, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

The Executive Director recognized Michael Gear, Belmont Branch Library, who is retiring after more than 19 years of service.

WORKSHOP HOURS

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

Erin Hunt, Children's Librarian, West Carrollton Branch Library and BJ Moore, Youth Services Material Selection Specialist, Office of Collection Development, Main Library to participate in the webinar "To Wiki or Not to Wiki" on December 2, 2010. It is further recommended that registration in the amount of \$15.00 each be paid by the Board.

Revised from previous request - Kim Bishop, East Branch Manager, Joe Greenward, Adult Services Division Manager, Main Library, Mark Roma, Northtown-Shiloh Branch Manager, Karri Marshall, West Carrollton Branch Manager, Cara Kouse, Miamisburg Branch Manager, Cheryl Wirtley, Miami Township Branch Manager, Carol Macmann, New Lebanon Branch Manager, Karen Findlay, Huber Heights Assistant Branch Manager and Brook Crowell, Reference Assistant, Outreach Services to attend "Your Library, Your Community" in Dublin, Ohio on November 10, 2010. It is further recommended that registration in the amount of \$60.00 each be paid by the Board.

Gretchen Yonata, Teen Specialist, Youth Services, Main Library to attend "2011 OLC Convention and Expo Program Committee Planning Session" in Columbus, Ohio on November 11, 2010. It is further recommended that mileage in an amount not to exceed \$81.00 be reimbursed by the Board.

Alexis Greenward, Teen Librarian, Kettering Moraine Branch, to attend "2010 OELMA Conference" in Columbus, Ohio on October 21, 2010. It is further recommended that mileage in an amount not to exceed \$70.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

TRANSFER

Carole Dyer, from Quality Control Clerk, full time, Grade 5, Step L, Cataloging Division, Main Library to Library Technical Assistant, full time, Grade 4, Step L, Ft. McKinley Branch Library, effective November 7, 2010 at the rate of \$16.69 per hour.

PROMOTION

Angela Jones, from Clerk II, full time, Grade 5, Step G, Magazines and Special Collections Division, Main Library to Reference Assistant, full time, Grade 8, Step D, Belmont Branch Library, effective November 21, 2010 at the rate of \$15.88 per hour.

NOTICE OF INTENT TO REHIRE AN OPERS RETIREE

Barbara Van Doren, Library Technical Assistant I, hourly substitute, Grade Sub04, Step C, Miami Township Branch Library, effective November 21, 2010 at the rate of \$9.41 per hour.

RESIGNATION

Mike Chagunda, Branch Library Manager, full time, Grade S08, Step E, Madden Hills Branch Library, effective December 18, 2010 at the rate of \$27.9171 per hour.

Kathryn Page, Catalog Librarian, full time, Grade 11, Step B, Cataloging Division, Main Library, effective November 20, 2010 at the rate of \$20.11 per hour.

RETIREMENT

Michael Grear, Branch Library Manager, full time, Grade S08, Step K, Belmont Branch Library, effective December 31, 2010 at the rate of \$33.3334 per hour after more than 19 years of service.

The Executive Director congratulated Michael Grear on his retirement and wished him well.

ALA MIDWINTER

The 2011 ALA Midwinter Meeting will be held in San Diego, California from January 7 - 11, 2011. The Board authorized payment of the advance registration fee in an amount not to exceed \$165.00, airfare in an amount not to exceed \$287.00, lodging in an amount not to exceed \$85.00 per night for three nights and a maximum of three days of library time for Board members, the Executive Director and staff members who have appointed, elected and/or program responsibilities.

RENEWAL SECTION 125 FLEXIBLE SPENDING ACCOUNT BENEFITS

The Board approved a continuation of the Library's IRS Section 125 Flexible Spending Accounts for the benefit year beginning January 1, 2011. This cafeteria plan is an employee benefit that allows staff members to recoup out of pocket medical expenses and child/elder care costs with pre-tax funds.

Costs for participation through a third party administrator are expected to be approximately \$6500 during the benefit year. This cost will be funded through unused monies received from participants during the benefit year.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report November 2010 was included in the Board folder. The Executive Director approved the following investments:

On Wednesday, October 27, 2010 a Tangible Personal Property Tax Settlement was received in the amount of \$23,285.25 which represents the gross collection amount of \$23,789.63 minus the tax collection fees of \$504.38. The entire amount was used for current operating expenses.

On Monday, October 25, 2010, a Homestead and Rollback Property Tax Reimbursement and Manufactured Homes Rollback was received in the amount of \$846,285.29 which represents the gross collection amount of \$850,870.30 minus the tax collection fees of \$4,585.01. The entire amount was used for current operating expenses.

On Friday, November 12, 2010 the Public Library Funds for November 2010 were received in the amount of \$1,209,757.60. The entire amount was invested in the High Balance Savings account yielding .15%.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the November 2010 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Standard Statistical Measures – The Executive Director shared major statistical measures with the Board members which included circulation, visitor, items and titles added and computer session counts. Also shared for the first time this month were year to date program and program attendance statistics as well as current monthly count comparisons to the same month last year. The number of programs and attendance at those programs was down considerably when compared to last year, which the Executive Director said was due to reduction in services.

October Staff Count – Cindi Chibis, Human Resource Manager, updated the Board on this report which she said has been prepared annually since 1956. She explained that the report is a snapshot of a specific week in a specific month. The report compares the actual number of staff and the number of FTE staff by the following categories: managers, professional staff, technical/support staff, substitutes and library aides. Cindi said the actual number of technical/support staff and professional staff and the FTE technical/support staff and professional staff in 2010 was considerably less when compared to 2009.

Annual Patron Assistance Report – David Slivken, Assistant Director for Main Library Services, updated the Trustees on this report and said the Patron Assistance survey is accomplished twice yearly, in April and October, and this report annualizes those numbers. He explained the types of statistics counted, and compared 2010 statistics to 2009, 2008 and 2007 numbers. David told Board members that the report indicates that patrons are relying on the electronic resources at the library more and more. He said an example of this was that recently the Library had purchased online electronic access for Value Line, which provides investment research on stocks and mutual funds. David said that unlike the print copy, which often had pages missing or wasn't delivered

via the mail, online access was more reliable, could be reached from every library location, and offered the most current information.

2010 mid-term elections – The Executive Director told Trustees that the recent elections have caused a certain amount of concern amongst public entities. He said although there is concern, there are a number of encouraging signs also. He explained that March 15, 2011 is the mandated date by which the governor has to present a budget. He said the legislature has to face a very difficult budget situation as everyone will be trying to build their case for funding.

Friends and Foundation - The Executive Director explained that he had attended a meeting of the Friends of the Library at which they had appointed a representative to the Dayton Metro Library Foundation Board. Mr. Kambitsch said Molly Hauser had been chosen to serve on the Board, and also said the Friends had made a commitment to fund \$25,000 over a two year period to the Foundation account. He told Board members that the group had also approved \$5,000 toward furnishings for the Huber Heights Branch Library renovation project.

FACILITIES PLANNING AND COMMUNITY MEETINGS

At the October Board meeting, Trustees had requested updated information regarding facilities planning. At the November meeting the Executive Director shared a PowerPoint presentation which included pictures of the branches in the Dayton Metro Library system, and highlighted specifics about each facility. The presentation displayed current branch sizes, facilities with and without room for expansion, and service area population from both the 2000 census and the 2030 estimated population. The Executive Director explained that during 2008 David Milling Architects, Inc. had developed a needs assessment which included current average square footage per capita numbers as well as basic, moderate and optimal square footage statistics needed into the future. He said that moderate square footage figured to be 1.0 square foot per capita. The Executive Director also shared a map depicting branch service areas.

INSURANCE BENEFITS

The Executive Director told Trustees that rates for health, dental and vision insurance for the period January 1, 2011 through December 31, 2011 were being evaluated. He explained that information was currently being gathered and said rate renewals through Anthem had increased. He also said that other insurance companies besides Anthem had been contacted for rate information.

NEW BUSINESS

- A. The Board President appointed a nominating committee which included herself and Jeanne Holihan in order to present a 2011 Slate of Officers for election at the annual meeting in January 2011. The offices of President, Vice President and Secretary will need to be filled. She asked Trustees to contact her if they were interested in filling one of the open positions. She then explained that in December the slate would be presented, and that the offices would be voted on in January, at which time the new officers would take over their positions.

Ms. Hayde explained that the nominating committee would also need to make a recommendation for Board approval and submission to the Board of County Commissioners concerning the upcoming Board of Trustees vacancy in May 2011. The Executive Director hopes Mr. William Gillispie is willing to be nominated for reappointment.

- B. The Board members discussed possible dates for a Board Retreat in February to consider facilities planning. Saturday, February 19th was chosen as the best possible date in the month of February. The Executive Director said he would contact Mr. Turner to determine his availability for the 19th.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 15, 2010 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

MEETING OF THE BOARD

Wednesday, December 15, 2010, 4:00 p.m.

PRESENT: William Gillispie, Barbara Hayde, Jeanne Holihan,
Jane Katsuyama, Margot Merz, Joseph Oehlers

PRESIDING: Barbara Hayde, President

EXECUTIVE DIRECTOR/FISCAL OFFICER: Tim Kambitsch

CALL TO ORDER

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

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Gillispie, seconded by Ms. Holihan, the minutes of the meeting of November 17, 2010 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the Consent Agenda was approved by the Board.

WORKSHOP HOURS

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

Kim Bishop, East Branch Manager, to participate in the webinar “Transforming Our Image” on November 15, 2010. It is further recommended that registration in the amount of \$31.50 be reimbursed to Ms. Bishop.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Amy McFadden, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Miami Township Branch Library, effective December 5, 2010 at the rate of \$8.87 per hour.

Jo Anne Collins, Reference Librarian, hourly substitute, Grade Sub 11, Step A, Wilmington Stroop Branch Library, effective December 5, 2010 at the rate of \$12.87 per hour.

CHANGE IN LOCATION

Isaac Fry, from Library Technical Assistant I, full time, temporary transfer, Grade 4, Step J, New Lebanon Branch Library to Library Technical Assistant I, full time, Grade 4, Step J, New Lebanon Branch Library, effective November 7, 2011 at the rate of \$15.73 per hour.

CHANGE IN HOURS AND CHANGE IN LOCATION

Christian Brewington, from Library Technical Assistant I, 3/5 time, Grade 4, Step C, Audio-Visual Division, Main Library to Library Technical Assistant I, full time, Grade 4, Step C, Northmont Branch Library, effective January 2, 2011 at the rate of \$12.79 per hour.

PROMOTION

Tabitha Litteral, from Copy Cataloger I, full time, Grade 7, Step F, Cataloging Division, Main Library to Catalog Librarian, full time, Grade 11, Step A, Cataloging Division, Main Library effective November 21, 2010 at the rate of \$19.59 per hour.

PROMOTION AND CHANGE IN LOCATION

Winnie Johnson, from Children’s Librarian, full time, Grade 11, Step H, Ft. McKinley Branch Library to Branch Library Manager, full time, Grade S08, Step A, Madden Hills Branch Library effective January 2, 2011 at the rate of \$24.8037 per hour.

RESIGNATION

Katherine Cargle, Library Technical Assistant I, hourly substitute, Grade Sub 04, Step A, Miamisburg Branch Library, effective July 3, 2010 at the rate of \$8.87 per hour.

RETIREMENT

Brenda Roberson, Library Technical Assistant I, 4/5 time, Grade 4, Step E, Trotwood Branch Library, effective January 31, 2011 at the rate of \$13.57 per hour after more than 5 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Rich Robinson, President of Dayton Metro Library Staff Association addressed the Trustees concerning the lunch and rounding policies of the new time and attendance system.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report November 2010 was included in the Board folder. The Executive Director approved the following investments:

On Wednesday, December 15, 2010 the Public Library Funds for December 2010 were received in the amount of \$1,116,154.48. It was determined that the entire amount was needed for current operations.

On Tuesday, December 14, 2010, a state reimbursement for HB 66 Tangible Personal Property Tax Elimination in the amount of \$487,703.62 was received. It was determined that the entire amount was needed for current operations.

On a motion by Mr. Oehlers, seconded by Mr. Gillispie the November 2010 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Standard Statistical Measures – The Executive Director shared major statistical measures with the Board members which included circulation, visitor, programming, computer session counts and titles and items added. He told Trustees that both visitor and computer session counts in November had shown an increase over last year's statistics. Ms. Holihan asked if there was a method to better compare the number of computer sessions to how many computer sessions were actually available. The Executive Director said one way to determine that type of count is by wait time, which gives an indication of how many people are not being served immediately.

Barb Kuhns, Assistant Director for Information Technology Services, discussed Technology Planning with Trustees. She explained that a process adopted from "Technology Planning for Results" was being used and said this process connects what is being done with technology planning with objectives in the Strategic Plan. Ms. Kuhns stated that the process consisted of surveying staff members and members of the public which resulted in information concerning

what types of services were needed. Emedia, ebooks, historical information online, new computer furniture and new equipment were some of the suggestions from the surveys. She also said that one of the major items which needs upgraded or replaced is the integrated library system. (ILS)

The Executive Director explained that a new program, “E-Reader Party” had been offered in December by several library staff members. He told Board members that the programs offer information concerning new readers and allow hands-on opportunities to test several different e-readers. Over 600 people have attended the very popular programs and three more programs have been scheduled in January 2011.

Cindi Chibis, Human Resource Manager, updated Trustees on the time and attendance system. She explained that the goal was to automate a paper and pencil timesheet to an electronic timesheet. An agreement was signed in June with Cincinnati Time Systems. Training onsite at Cincinnati Time Systems began in October, and training of all classifications is in progress. Cindi explained that the hope is for all employees to be online with the new system in January.

The Executive Director told Trustees that February 19th was available for everyone for the 2011 Board Retreat. He said Ms. Hayde had offered to host the Retreat at the Entrepreneur’s Center this year.

AMENDED 2010 APPROPRIATION RESOLUTION

The Executive Director told Trustees that it would be necessary to amend the 2010 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. Oehlers, seconded by Ms. Katsuyama the following amended appropriation allocations for fiscal year ending December 31, 2010:

	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>General Fund</u>	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
1000 – Salaries & Benefits	\$18,572,706	\$18,772,706	\$200,000
2000 – Supplies	\$483,389	\$483,389	\$0
3000 - Purchased and Contracted Services	\$3,934,775	\$3,934,775	\$0
4000 - Library Materials & Information	\$3,686,000	\$3,686,000	\$0
5000 - Capital Outlay	\$875,000	\$675,000	(\$200,000)
6000 - Debt Service	\$0	\$0	\$0
7000 - Other Objects	\$65,500	\$85,500	\$20,000
8000 - Contingency	\$900,000	\$0	(\$900,000)
9000 - Transfer to other funds	<u>\$150,000</u>	<u>\$3,150,000</u>	<u>\$3,000,000</u>
Total	\$28,667,370	\$30,787,370	\$2,120,000
	<u>Current</u>	<u>Amended</u>	<u>Amount</u>
<u>Building and Repair Fund</u>	<u>Appropriation</u>	<u>Appropriation</u>	<u>Changed</u>
3000 - Purchased and Contracted Services	\$250,000	\$250,000	\$0
5000 - Capital Outlay	<u>\$11,000,000</u>	<u>\$11,000,000</u>	<u>\$0</u>
Total	\$11,250,000	\$11,250,000	<u>\$0</u>

Ayes: All
Nays: None

TRANSFERS OF FUNDS

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

He explained that the 201 Special Revenue Fund was established in December 2003 and said 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. The next scheduled 27 pay period year is 2015.

Beginning Balance January 1, 2010	\$1,637,208.82
Earnings through November 30, 2010	\$2,171.08
Balance through November 30, 2010	\$1,639,379.90
<u>Current Obligation</u>	
Vacation	\$750,876.28
Compensatory Time	\$149,377.30
25% of Sick Leave (Eligible Retirees)	\$371,650.02
7/11 of Current Payroll	\$322,283.70
Current Obligation	\$1,594,187.30
Current Balance Above Obligation	<u>\$45,192.60</u>
Requested Transfer to Special Revenue Fund	<u>\$0</u>

The Executive Director went on to say the Computer Co-Op Fund was established in August 1991 and 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. He explained that funds are contributed by the libraries sharing the automated library system. 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 seven years. Initial funding of \$66,416.00 was made in 2004. Current funding should be at 100% or \$374,217.00.

Beginning Balance January 1, 2010	\$320,754.53
Less: 2010 Expenditures	\$0
Earnings through November 30, 2010	\$314.20
Less: 2010 Encumbrances	<u>\$0</u>
Unencumbered Balance through November 30, 2010	\$321,068.73
Unencumbered Fund Objective	<u>\$374,217.00</u>
Requested Transfer to Computer Co-Op Fund	<u>\$53,148.27</u>

On a motion by Mr. Oehlers, seconded by Ms. Holihan the Board approved the transfer of \$3,000,000 to the Building and Repair Fund, and the transfer of \$53,148.27 to meet the objectives of the Computer Co-Op Fund.

The General Fund unreserved cash balance is estimated to be \$8,519,355 as of December 31, 2010 based on anticipated December revenues and expenditures and after the recommended \$3,053,148.27 in transfers listed above. The General Fund is expected to have an unreserved balance equal to 90 days of operating expenses.

Ayes: All
Nays: None

TEMPORARY 2011 APPROPRIATION RESOLUTION

The Executive Director explained that 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.

Mr. Kambitsch told Trustees that all expenditures between January 1, 2011 and before the March 2011 Board meeting must be authorized by a temporary appropriation resolution using funds based upon the Original 2010 Certificate of Estimated Resources issued by the Budget Commission on September 7, 2010.

GENERAL FUND

1000 – Salaries & Benefits	\$17,894,000
2000 - Supplies	\$465,000
3000 - Purchased and Contracted Services	\$3,839,000
4000 – Library Materials & Information	\$3,500,000
5000 - Capital Outlay	\$875,000
6000 - Debt Service	0
7000 - Other Objects	\$77,000
8000 - Contingency	0
9000 - Transfers to other funds	\$150,000
Total General Fund Appropriations	\$26,800,000

BUILDING AND REPAIR FUND

3000 - Purchased and Contracted Services	\$350,000
5000 - Capital Outlay	\$7,500,000
Total Building and Repair Fund Appropriations	\$7,850,000
Total All Funds Appropriations	\$34,650,000

On a motion by Mr. Gillispie, seconded by Mr. Oehlers the Board approved the Temporary Appropriation for 2011 for the General Fund in the amount of \$26,800,000 and for the Building and Repair Fund in the amount of \$7,850,000.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2011

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

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2011, and

WHEREAS, these funds will be used for current operating expenses throughout 2011,
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:

Ms. Hayde, Aye
 Ms. Holihan, Aye
 Mr. Oehlers, Aye
 Mr. Gillispie, Aye
 Ms. Merz, Aye
 Ms. Katsuyama, Aye

Ayes: All
 Nays: None

LIBRARY AIDE WAGE RATES

The Executive Director explained that in November 2006 Ohio voters passed a constitutional amendment which required the State of Ohio to adjust the minimum wage annually based upon changes to the cost of living in Ohio. He said that beginning in January 2011, the minimum wage will increase to \$7.40 per hour. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved a revised Library Aide Compensation Plan that incorporates an across the board \$0.10 increase for all library aides. New rates will be implemented with the pay period that includes January 1, 2011.

Ayes: All
 Nays: None

2011 HEALTH INSURANCE

The Executive Director told Trustees that the rates listed below were renewal rates for dental, vision and health insurance coverage. On a motion by Mr. Oehlers, seconded by Ms. Merz, the Board approved the renewal of the Library’s major medical health insurance plan with Anthem and renewal of dental coverage currently provided by MetLife and vision coverage currently provided by Humana.

	Current Monthly Premium	New Monthly Premium	Percentage Increase
MetLife//Humana			
Single Dental/Vision	\$25.13	\$28.83	14.7%
Family Dental/Vision	\$99.34	\$109.97	10.7%
Anthem/MetLife/Humana			
Single Health/Dental/Vision	\$490.50	\$554.65	13.1%
Family Health/Dental/Vision	\$1,128.49	\$1,274.45	12.9%

Mr. Kambitsch said that the current collective bargaining agreement and managerial and confidential employee compensation plan calls for the first 12.5% of total premium increases to be shared equally between the employee and the library.

Ayes: All
Nays: None

RELEASE OF EASEMENT

On a motion by Mr. Oehlers, seconded by Mr. Gillispie, the Board approved the enclosed release of easement as outlined in Exhibit A. The Executive Director explained that the Library has no ownership rights or interest in the disposition of the property and said Montgomery County Assistant Prosecutor Maureen Yuhas also recommended approval.

Ayes: All
Nays: None

NEW BUSINESS

The Board President explained that at the November Board meeting she had appointed a nominating committee consisting of Jeanne Holihan and herself in order to present a 2011 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in January 2011. The slate will be presented at the January 2011 meeting.

On a motion by Ms. Katsuyama, seconded by Ms. Holihan, the Board approved the recommendation and submission of William Gillispie's name to the Board of County Commissioners for the upcoming Board of Trustees vacancy in May 2011.

Ayes: All
Nays: None

CORRESPONDENCE

Since the last meeting the Board received the following correspondence of note:

- a. The Executive Director's letter of November 16, 2010 to Michael Findler regarding his request for reconsideration of the audio book Bloody Jack.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The President told Trustees that the next meeting of the Dayton Metro Library Board of Trustees would be Wednesday, January 26, 2011 at 4:00 p.m. in the Main Library Auditorium, 215 E. Third Street.

The Executive Director explained that the January 2011 Board meeting was changed to the fourth Wednesday of the month rather than the regular third Wednesday in order to offer more time for the Finance Office to prepare the end of the year financial reports.

ADJOURNMENT

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the Board adjourned at 5:38.

Ayes: All
Nays: None