

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: December 14, 2010

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. Khoury,
Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld
and Mr. Wright

Present: Kimber L. Fender, Greg Edwards,
Jason Buydos and Patricia Schoettker

PUBLIC COMMENTS

None.

RECOGNITION OF RETIREES

Mrs. Khoury recognized thirteen retired Library employees, Joyce Eberhardt, Bob Burdick, Byron Coaston, Charlotte Decker, Nancy Wade, Tabra Goodrum, Susan Hamrick, Rawanda Steffen, Stephanie Parker, Barbara Birkas, Genora Callahan, Lisa Ribar and Claire Smittle for their years of service. After giving a brief work history, she presented each with a personalized memento box provided by the Friends of the Public Library.

MINUTES OF THE REGULAR MEETING HELD NOVEMBER 11, 2010

Mr. Moran moved that the Minutes of the Regular Meeting held Thursday, November 11, 2010 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (76-2010)

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

MVP Awards

- MVP awards were presented to three staff members: Andrea Kaufman, Human Resources Specialist, Maggi Jackson, Reference Librarian in TeenSpot, and Robin Hofstetter, Acquisitions Assistant.

Kimber L. Fender – Girl Scouts Woman of Distinction

- she has been named a 2011 Woman of Distinction by the Girls Scouts of Western Ohio. This award celebrates women for their dedication to service and contributions in our community. She thanked Betsy LaMacchia for her nomination.

Kimber L. Fender - Women's Book

- she is one of thirty-one women business and community leaders profiled in the Cincinnati edition of the Women's Book, published by The Women's Book LLC.

Mr. Sittenfeld expressed interest in encouraging greater staff participation in the annual United Way campaign.

The report was received and filed.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Arnice Smith, manager of the College Hill Branch.

College Hill Branch

Arnice Smith noted that the College Hill Branch is an important part of the community, as evidenced by strong circulation, program attendance, technology use and numbers of visitors. Customers have benefited from two recent technology upgrades – two self-checkout stations and 12 new computers. Money donated by Dr. Trudell Thomas and Xavier University purchased educational literacy games for children and teens that fit well with the homework assistance offered every Thursday afternoon. Arnice and her staff make a point to welcome the large number of school children who use the branch, setting expectations and working to make their visit an enjoyable learning experience.

Mr. Sittenfeld asked if Ms. Smith had noticed any improvement in literacy skills. She said that improvements are ongoing.

Mrs. LaMacchia reported that:

Chinese Teachers from Liuzhou, China

- since 2001, a total of 42 exchange-teachers from Cincinnati's Sister City, Liuzhou, China, have visited the Library to develop and present programs and more than 2,000 students attend these

programs each year. Programs held each Friday in January conclude with a Chinese New Year Program in the Children's Learning Center on Saturday February 5.

“Great Stories” Grant

- the Library applied for a grant to participate in the American Library Association Great Stories Club, a reading and discussion program targeting underserved, troubled teen populations. If awarded the grant, librarians from Outreach Services and TeenSpot will lead book club discussions with residents in the Talbert House Alternatives and Bridge programs. The grant provides free copies of books; no matching Library monies are required.

Sneak Peeks Initiative

- in the first few weeks of an initiative to promote forthcoming titles, holds for these Sneak Peeks titles increased 300% and staff are reporting that their display of previously published material by the authors are “flying off the shelves.” Sneak Peeks is one of many initiatives, such as On the Same Page, Featured Book of the Month, etc., designed to market the collection and to promote reading.

Programs of Note

- *Holiday Programs* - various Library locations will hold family programs for the holidays, including holiday open houses, jazz music, holiday crafts, Frisch Marionettes puppet shows and Hanukkah and Kwanzaa programs.
- *eReader Demonstrations* – four informational sessions about eReaders will be held at Groesbeck, Loveland and the Main Library to give customers an opportunity to learn how they work, compare their features and find out which devices are compatible with Library materials.
- *Teen Art Contest* - throughout January, teens are invited to paint or draw a scene from their favorite book for the Library’s First Teen Art Contest. This year’s theme is Fan Art.

Library Usage

- the Library saw a overall 6.2% increase in circulation in November (Main 12.7%, branches 3%), the largest monthly increase for the year, which offsets much of the circulation loss resulting from the Library for the Blind merger and any loss due to the DVD circulation policy change.

The steady increase in usage over the course of the year can be attributed to changes in the Circulation Policy in September which raised the loan limits on holdable DVDs and CDs, huge increases in usage of downloadables (52% year-to-date) and a significant increase in year-to-date usage at Avondale (7,227), Pleasant Ridge (5,878), College Hill (2,509) and the Main Library (287,720).

Additional usage data of note for the month:

- Print usage up 2.2%
- Audiovisual usage up 11.8%
- Downloadable usage up 75.9%
- Usage at branches: Avondale 65.7%, West End 14%, Reading 11.8%, Deer Park 11.4%, Madisonville 11% and Anderson 10.8%
- DVD usage up 12.3%; Music CDs, 14.1%
- Number of programs up 14.8%; attendance at programs, 15.5%, driven in large part by National Gaming Day-related programs

- statistical reports for the month of November 2010 were submitted.

ADMINISTRATION

Personnel Changes

Mrs. LaMacchia recommended that the Board approve the following personnel changes effective through December 12, 2010, including one retirement, five promotions, eleven appointments, five changes and seven departures.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Information & Reference	Reference Librarian I	1.00	Coaston, Byron D.	10/31/10
Promotion	Information & Reference	Reference Team Leader	1.00	Daly, Denis W.	11/28/10
Promotion	Miami Township	Children's Librarian I	1.00	Rieder, Rachel H.	11/14/10
Promotion	Virtual Information Center	Virtual Info Center Manager	1.00	Sample, Holbrook H.	11/28/10
Promotion	Materials Retrieval	Page	1.00	Schneider, Shauntrell A.	10/31/10
Promotion	Symmes Township	Reference Librarian I	1.00	Schott, Melissa A.	10/31/10
Appointment	Monfort Heights	Student Shelver	0.25	Brenner, Megan J.	11/14/10
Appointment	Covedale	Student Shelver	0.30	Christy, Roland D.	10/31/10
Appointment	Anderson	Student Shelver	0.30	Davis, Hannah R.	10/31/10
Appointment	Popular Library	Student Shelver	0.25	Diersing, Melissa A.	11/28/10
Appointment	Groesbeck	LSA I	0.50	Fields, Tanesha S.	10/31/10
Appointment	Pleasant Ridge	LSA I	0.50	Goodnow, Thomas R.	11/28/10
Appointment	Hyde Park	LSA I	0.50	Lane, Kelly R.	11/14/10
Appointment	Popular Library	Shelver	0.50	Little, Jason A.	11/14/10
Appointment	Hyde Park	LSA I	0.50	Lloyd, Allen D.	11/14/10
Appointment	Green Township	Student Shelver	0.30	Moening, Kelly A.	11/28/10
Appointment	Mt. Healthy	LSA I	0.50	Rosenberg, Shana E.	11/28/10
Change	Symmes Township	LSA III	1.00	Cohn, Rebecca	11/28/10
Change	Symmes Township	Reference Librarian I	1.00	Hancock, Anna M.	10/31/10
Change	Northside	LSA II	1.00	Hartman, Christian E.	11/28/10
Change	TeenSpot	LSA II	0.50	Rogers, Dierric T.	11/28/10
Change	Children's Learning Center	LSA II	0.50	Schultz, Allison R.	11/14/10
Departure	Popular Library	Shelver	1.00	Cavalier, Pamela	11/16/10
Departure	Madeira	Student Shelver	0.30	Cedillo, Theodore R.	11/29/10
Departure	Corryville	LSA I	0.50	Kotte, Craig, T.	11/03/10
Departure	Norwood	LSA II	1.00	Radcliffe, Susan M.	11/29/10
Departure	Circulation Services	LSA I	0.50	Seeger, Vanessa	11/04/10
Departure	Oakley	LSA I	0.50	Simeonova, Marieta A.	11/12/10
Departure	Delhi Township	Student Shelver	0.30	Thiemann, Molly E.	12/04/10

Amendment to Section 125 (Flexible Spending Account) Plan

Mrs. LaMacchia presented a recommendation for the following amendments to the Library's Section 125 (Flexible Spending Account) Plan to comply with changes to the Affordable Care Act of 2010 (the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act):

Medical expenses:

The participant may not request reimbursement of "over the counter" drugs unless the drug is insulin or the drug is prescribed for treatment of a medical condition. A debit and/or credit card (if applicable) cannot be used to obtain "over the counter" drugs even with a prescription.

Definition of "child":

The participant may be reimbursed for insurance coverage or eligible health flexible spending account expenses for any child until the end of the calendar year in which the child reaches age 26. A child is a natural child, stepchild, foster child, adopted child, or a child placed with the employee for adoption. If a child gains or regains eligibility due to these new rules, that qualifies as a change in status to change coverage.

In response to a question from Mrs. Khoury about downloadables, Mr. Edwards stated that the Library's collection includes audiobooks and downloadable books. Amazon's Kindle is proprietary but most other eReaders are compatible with the Library's collection.

Mrs. LaMacchia moved that the Board approve the Library Services and Administration Committee report as submitted, including personnel changes and amendments to our Section 125 Plan. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (77-2010)

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Public Library Fund

- with the final Public Library Fund distribution on December 15, total receipts for 2010 will be \$36,702,539.71. She presented the following comparisons to state estimates and prior-year funding:

	Amount	\$ Change	% Change
2010 Actual	\$ 36,702,539.71		
Revised June 2010 Estimate	\$ 35,773,546.30	\$ 928,993.41	2.6%
2010 Appropriations (Based on (December 2009 Estimate)	\$ 36,383,880.38	\$ 318,659.33	1%
2009 Actual	\$ 39,066,948.53	(\$ 2,364,408.82)	(6.1%)
2000 Actual	\$ 53,116,813.29	(\$ 16,414,273.58)	(31%)

Monthly Financial Report

- the financial report was submitted for the period ending November 30, 2010.

Investment Report

- the investment report was submitted for the month ending November 30, 2010.

Mr. Hendon moved that the Board approve the Fiscal Officer's Report including the financial and investment reports as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. **(78-2010)**

FINANCE AND AUDIT COMMITTEE REPORTS

2010 Annual Appropriations

Ms. Schoettker requested authorization to revise appropriations as needed to close out the 2010 General Fund. Any revisions made will be reported to the Board in January.

2010 Unencumbered Balance

Ms. Schoettker recommended that all unencumbered General Funds be carried forward to be available as operating revenue in 2011. She noted that the 2010 budget was developed with the intent to end with a General Fund balance of \$2.6 million and was confident that amount or slightly more will remain at December 31.

Her recommendation is based on Ohio Revised Code Section 3375.40(L), which states that a board of library trustees may "at the end of any fiscal year, by a two-thirds vote of its full membership, set aside any unencumbered surplus remaining in the general fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies".

2011 Temporary Annual Appropriation Resolution

Ms. Schoettker advised that Ohio Revised Code Section 5705.38 requires the Library Board to adopt an Annual Appropriation Resolution no later than the first day of April of the fiscal year. To meet the ordinary expenses of the Library as of January 1, the statute provides for the adoption of a temporary appropriation resolution until the permanent resolution is adopted. She recommended adoption of the following Temporary Appropriation Resolution:

Temporary Appropriation Resolution

WHEREAS, on this 14th day of December, 2010 the Board of Trustees of the Public Library of Cincinnati and Hamilton County deems it necessary to provide for the operating expenditures due on and after the 1st day of January 2011, and

WHEREAS, the Annual Appropriation Resolution for the fiscal year beginning January 1, 2011 will not be acted upon until the first quarter of fiscal year 2011,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Public Library of Cincinnati and Hamilton County that the following sums be set aside and appropriated as follows for the first quarter of fiscal year 2011:

<u>GENERAL FUND</u>	
Salaries and Benefits	\$7,045,000
Retirement Benefits	990,000
Insurance Benefits	1,215,000
Supplies	220,000
Purchased and Contracted Services	1,860,000
Library Materials and Information	2,025,000
Capital Outlay	215,000
Other Objects	<u>80,000</u>
Total	\$13,650,000

Mr. Moran moved that these items be approved as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. (79-2010)

FACILITIES COMMITTEE REPORT

2009/10 Ongoing Maintenance

Mr. Hendon recommended confirmation of the following change order, approved in accordance with the contingency:

- Change Order No. TC-04 in the amount of \$14,753.75 to Feldkamp Enterprises Inc., for boiler replacement and cooling coil replacement at the Main Library.

Elmwood Place Branch Library

Mr. Hendon reminded the Board that in November they declined to pay any additional operational costs for the Elmwood Place Branch, including rent, utilities or maintenance or replacement of mechanicals and that they approved closing the branch should assumption of these costs be a condition of continued tenancy in the Elmwood Place municipal building.

This decision was communicated to Elmwood Place Mayor Stephanie Morgan on November 11. To date, the Village of Elmwood Place has not responded.

Mr. Hendon also reported that:

Dale Road (Bond Hill) Property

- MAC Properties has met all buyers' obligations to purchase the Library's Dale Road property, site of the former Bond Hill Branch. The Board approved the sale of this property for \$55,000 in September. He recommended that they authorize the Executive Director to sign the deed to close the sale on December 17.

Pleasant Ridge ADA Project

- DNK Architects have not finalized the technical specifications required for public bidding of the Pleasant Ridge ADA project and a required zoning review remains pending. Further, it has become evident that construction management services would be of value on this project. Although there would be an associated cost and a delay of 30-60 days in the start of the project, use of a construction manager should result in more accurate construction drawings and technical specifications, tighter contracts, fewer change orders and completion of the project on time and within budget.

On the basis that the Library (1) does not have a project manager on staff, (2) is unfamiliar with the process and risks of contract assignment and (3) received a strong recommendation from the office of the Hamilton County Prosecuting Attorney to use a construction manager, Mr. Hendon recommended publication of the following notice:

Construction Management Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ a construction manager to provide construction management services for the Pleasant Ridge Branch Handicapped Accessibility Project.

The project will construct an 1,100 square foot elevator addition to the Pleasant Ridge Branch and renovate restrooms and the branch interior to meet ADA accessibility requirements. The project budget is \$1,200,000. Design, consulting, construction management and permit fees are included as part of this budget. The source of funding is from the capital improvement budget of the Public Library of Cincinnati and Hamilton County. Bidding is anticipated in February 2011 for a construction startup in March 2011.

The construction manager will provide services during the bid and construction phases of the project. Services will include value engineering, scheduling, construction logistics, supervision and coordination of all construction operations.

Construction management firms interested in being considered for a contract to provide full services should reply with a proposal no later than Wednesday January 5, 2011. Proposals received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for this type of project; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; availability of staff; and client and contractor references. Proposals should be transmitted to Kimber L. Fender, Executive Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

As required by Ohio Revised Code 9.33.2, proposals will be evaluated and ranked on the basis of qualifications and the Library will enter into contract negotiations with the firm ranked most qualified.

Reading Branch Lease

- the Reading Branch lease expires July 1, 2011. The lease offers an option for 3-year renewal without a termination clause, which must be taken no later than April – before the next State budget is likely to be finalized. Due to the uncertainty of State funding, the Library will contact the landlord to negotiate more favorable terms.

Brookline Property

- a report of income and expenses for the Brookline Property project was submitted.

In response to a question from Mr. Sittenfeld, Ms. Fender and Ms. Schoettker advised that donations to the Clifton project have NOT been used to pay operating expenses. Donations are being deposited to the Building and Repair Fund and expenses are being paid from the General Fund.

Mrs. Khoury asked Ms. Fender to comment on the issue with Elmwood Place. Ms. Fender noted that the Library has not initiated the closure of Elmwood Place to save funding. Rather, the Village of Elmwood Place initiated the issue and will decide the status by determining if they will demand additional payment from the Library.

In response to Mr. Sittenfeld's question, she stated that her communication with Elmwood Place has been both verbal and written.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including confirmation of change order, authorization to the Executive Director to sign the Dale Rd. deed, publication of notice for construction management services. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. Khoury ... 6 ayes. The motion carried. **(80-2010)**

DEVELOPMENT COMMITTEE REPORT

Mr. Moran reported that:

The Library

- a \$10,000 donation from the Eva Jane Romaine Coombe Trust of the Greater Cincinnati Foundation, given at the suggestion of Library Trustee Paul G. Sittenfeld, is designated for the Pleasant Ridge ADA project.
- a gift of stock from Anne Drackett Thomas netted \$11,467.03 when sold as required by Library policy. This donation is part of the funding match for the LSTA grant for permanent display of the Library's 1848 Panorama. The Friends of the Public Library and Library Foundation have contributed a total of \$14,808. The International Association of Panoramic Photographers has posted a solicitation on their website for this project.

Library Foundation

- the Library Foundation has hired Melissa H. Deters as the Executive Director of the Foundation. Mrs. Deters, the Foundation's first employee, will handle all administrative tasks and fundraising duties for the Foundation, including Annual Fund and Endowment solicitations.
- to date, 2010 Annual Fund donations total \$80,414. Mrs. Martha Anness and the LaMacchia Family Foundation each gave \$10,000 to the campaign. A number of annual fund donors designated the Clifton Library project for their gifts, which now total \$12,000.

Anderson Township Library Association

- the Anderson Township Library Association (ATLA) held its annual Holiday and Nearly Used Book Sale from November 11 - 13 at the Anderson Branch and raised a record \$12,326.

- At their annual member's meeting in December, ATLA announced a 2010 allocation of \$45,000 to support the Anderson (\$24,750) and Mt. Washington (\$20,250) branches.
- Laurie Jacobs was elected to a three-year term as Trustee and installed as Co-President of ATLA. Mary Sue Kamphaus was installed as Secretary and Joan Regnold was elected as a Trustee.
- The members approved a two-year extension of the services agreement with the Library that the Library Board approved in October.

Friends of the Public Library

- the Friends grossed \$5,000 at their sale at the Blue Ash Branch on November 12 and 13. Their Winter Warehouse Sale will be January 13 – 17.

Mr. Moran encouraged the Board to continue their membership in the Friends of the Public Library.

Mrs. Khoury noted that the Friends donated the boxes distributed to our retirees.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld presented a report on planning, upcoming marketing campaigns, notable media coverage and press releases. Key marketing efforts will be directed at coverage for end-of-year stories as well as promoting major programming initiatives in January. The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

Election Results

- the tally of ballots in the Ohio House 28th District election shows incumbent Connie Pillich ahead over challenger Mike Wilson but his requested recount has not been completed.

House and Senate Leadership

- Representative Lou Blessing, 29th District, has been appointed Speaker Pro Tempore, the second highest position in the Ohio House. Senator Shannon Jones, 7th District, has been elected to the position of Majority Whip in the Ohio Senate.

Senator Tom Niehaus from neighboring New Richmond is President-Elect of the Senate and he has appointed Senator Chris Widener of Springfield as chair of the Senate's Finance and Financial Institutions Committee.

Representative Bill Batchelder of Medina has been elected Speaker of the House and has appointed Representative Ron Amstutz of Wooster to chair the House Finance and Appropriations Committee.

Ohio Library Council Whitepaper on Libraries

- In response to requests from Ohio’s new administration and leadership in the House and Senate, the Ohio Library Council prepared a whitepaper on the libraries they represent. Copies were delivered to the offices of Governor-Elect Kasich and other State leaders.

The report was received and filed.

AD HOC LIBRARY FUNDING COMMITTEE REPORT

Update on Planning Process

Mr. Hendon reported that following the Board’s approval of the Strategic Plan in November, a series of Idea Workshops (all but one completed) garnered input from staff on ways to achieve the Plan goals. These ideas are being compiled and selected ideas will be implemented in the next 12 – 18 months.

Future updates on the Plan’s progress will be included in the Executive Director’s report.

The report was received and filed.

The Regular Meeting was then adjourned.

President

Attest: Secretary