

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

Date: December 11, 2018

Meeting: Annual

Place: Board Room - Main Library - 800 Vine Street

ANNUAL MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs.
LaMacchia, Mr. Moran, and Ms. Redden

Trustees Absent: Ms. Clemons

Present: Paula Brehm-Heeger, Molly DeFosse and Carl
Allison

ELECTION OF OFFICERS

Mrs. Elizabeth H. LaMacchia moved that Mr. Robert G. Hendon be nominated for President of the Board, Ms. Monica Donath Kohnen be nominated for Vice President of the Board, and Mrs. Elizabeth H. LaMacchia be nominated for Secretary of the Board and the following committee assignments.

Facilities and Finance and Audit

Mr. William J. Moran, Chair
Ms. Nadine L. Allen
Ms. Monica Donath Kohnen

Human Resources

Ms. Nadine L. Allen, Chair
Ms. Karen R. Clemons
Mrs. Elizabeth H. LaMacchia

Operations

Ms. Diane Cunningham Redden, Chair
Ms. Karen R. Clemons
Ms. Elizabeth H. LaMacchia

Technology

Ms. Karen R. Clemons, Chair
Ms. Monica Donath Kohnen
Ms. Diane Cunningham Redden

Strategy

Mrs. Elizabeth H. LaMacchia, Chair
Mr. William J. Moran
Ms. Diane Cunningham Redden

Development

Ms. Monica Donath Kohnen, Chair
Ms. Nadine L. Allen
Mr. William J. Moran

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(39-2018)**.

REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING

APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER; APPOINTMENT AND SALARY OF THE EVA JANE ROMAINE COOMBE DIRECTOR

1. Appoint Molly DeFosse, Chief Finance and Facilities Officer, as Fiscal Officer. The Board approve a stipend of \$5,000 annually for the duties of the Fiscal Officer.
2. Appoint Alesha Sanders, Senior Financial Analyst, as Deputy Fiscal Officer. Ms. Sanders receives no additional compensation for serving in this capacity
3. Confirm from October 11, 2018 and continue appointment of Paula Brehm-Heeger as Eva Jane Romaine Coombe Director at an annual salary of \$230,000 for 2019. This is the same as her current salary.

Mrs. LaMacchia moved that the Board approve the report as submitted.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(40-2018)**.

**ANNUAL APPROPRIATION RESOLUTION AND ESTIMATED RESOURCES FOR FISCAL
2019**

Ms. Kohnen requested:

The Ohio Department of Taxation has set our 2019 Public Library Fund receipts at \$40,228,776 and Hamilton County has estimated property tax levy receipts of \$36,971,223. Using these amounts, total General Fund resources are estimated to be \$80,455,000, as follows:

2019 GENERAL FUND RESOURCES

Operating Contingency	\$1,750,000.00
Unencumbered Balance	11,700,000.00
PRIOR YEAR CARRYFORWARD	<u>13,450,000.00</u>
Public Library Fund	40,228,776.00
Hamilton County Property Tax	36,971,223.00
Other Income	<u>3,255,001.00</u>
NEW INCOME	<u>80,455,000.00</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$93,905,000.00</u></u>

It is recommended that the 2019 General Fund appropriation (spending authority) be set at **\$80,455,000**, distributed by account as follows. The 2019 budget was prepared incorporating a merit increases based on performance. Overall, the General Fund appropriations excluding transfers are approximately 4% greater than original 2018 appropriations. The increase is primarily the result of budgeted merit increase for staff for 2019, an increase during 2018 in the library materials appropriation to account for the cost of electronic materials, increased expenses associated with contracted security and recurring contracts related to the use of technology for public service.

2019 GENERAL FUND APPROPRIATION

Salaries	\$30,840,000.00
Retirement Benefits	4,317,600.00
Insurance Benefits	4,557,400.00
Supplies	1,661,500.00
Purchased & Contracted Services	10,609,000.00
Library Materials & Information	9,485,000.00
Capital Outlay	704,500.00
Other Objects	780,000.00
Other Financing Uses - Transfer	<u>17,500,000.00</u>
TOTAL APPROPRIATION	<u><u>\$80,455,000.00</u></u>

In addition to the General Fund, estimated resources and appropriations have been prepared for special revenue, capital, and permanent (trust) funds. These recommendations plus unencumbered carry-forward balances for all funds are summarized below. Trust fund principals, a total of \$6,752,501 are excluded from permanent fund balances.

FUND	2019 ESTIMATED	2019	2019
	AVAILABLE BALANCE (3)	ESTIMATED RESOURCES	APPROPRIATION
General Fund	\$13,450,000.00	\$80,455,000.00	\$80,455,000.00 (1)
Building & Repair Capital Fund	3,690,100.99	17,500,000.00 (2)	19,050,000.00
Special Revenue (4 funds)	642,896.10	443,000.00	523,000.00
Permanent (44 funds)	1,305,668.36	192,000.00	296,500.00
Total	\$19,088,665.45	\$98,590,000.00	\$100,324,500.00

(1) Includes \$17.5 million capital transfer to Building & Repair.

(2) Includes \$17.5 million transfer from General Fund.

(3) Balances are estimates at 12/31/18. Final actual balances will be reported to the County.

The Special Revenue and Permanent Funds appropriations include routine spending, as well as an appropriation from the Armstrong Fund to be used as necessary in working towards our strategy of becoming a top workplace in the area and support the community engagement process (both which may include the purchase of refreshments). In addition, the Armstrong Fund will be use to supplement any tuition assistance plan approved by the Board.

It is recommended that the Board adopt a Resolution to provide for expenditures during the fiscal year ending December 31, 2019, the resources of the Library be appropriated at the fund and object levels outlined below and submitted to the Hamilton County Budget Commission as the Library's **2019 Annual Appropriation Resolution and Certificate of Sources Available for Expenditure.**

	SPECIAL REVENUE:			CAPITAL:	
	General Fund	Anderson Mt Washington	Library Programs	Gifts	Building & Repair
	1100	2101	2152	2199	4001
Salaries	30,840,000.00				
Retirement Benefits	4,305,000.00				
Insurance Benefits	4,570,000.00				
Other Employee Benefits					
Purchased/Contracted Services	10,609,000.00	15,500.00	-	250,000.00	2,750,000.00
Supplies	1,661,500.00	6,650.00	20,000.00	200,000.00	
Library Materials and Information	9,485,000.00	900.00		5,000.00	
Other Objects	780,000.00				
Capital Outlay	704,500.00	4,950.00		20,000.00	16,300,000.00
Debt Service					
Other Financing Uses	17,500,000.00				
Contingency					
Total Appropriation	80,455,000.00	28,000.00	20,000.00	475,000.00	19,050,000.00

PERMANENT:

	Armstrong	Karline	Cochran	Feld	Incidental
	8102	8106	8108	8112	8114
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits	40,500.00	5,000.00	5,000.00		-
Purchased/Contracted Services	5,000.00				5,000.00
Supplies	30,000.00				5,000.00
Library Materials and Information				50,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	75,500.00	5,000.00	5,000.00	50,000.00	10,000.00

	Goldsmith	Abell	Hadley	Hatfield	Heekin
	8117	8120	8120	8121	8123
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits			15,000.00		
Purchased/Contracted Services				-	1,000.00
Supplies				-	
Library Materials and Information	2,500.00	1,000.00		1,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	2,500.00	1,000.00	15,000.00	1,000.00	1,000.00

	Heisel/Dunlap	Library Materials	Kersten	King	Rhein
	8124	8127	8130	8132	8163
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits	10,000.00				
Purchased/Contracted Services			10,000.00		1,000.00
Supplies			35,000.00		1,000.00
Library Materials and Information		1,000.00		1,000.00	
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	10,000.00	1,000.00	45,000.00	1,000.00	2,000.00

	Sackett	Dwyer	Ruth Stern	Gillespie	T&R
	8160	8163	8164	8166	8172
Salaries					
Retirement Benefits					
Insurance Benefits					
Other Employee Benefits					
Purchased/Contracted Services			1,000.00	1,500.00	
Supplies		1,000.00			
Library Materials and Information	25,000.00	500.00			1,000.00
Other Objects					
Capital Outlay					
Debt Service					
Other Financing Uses					
Contingency					
Total Appropriation	25,000.00	1,500.00	1,000.00	1,500.00	1,000.00

	Trager	Howard	Valerio Family Family	Dehner
	8174	8175	8179	8184
Salaries				
Retirement Benefits				
Insurance Benefits				
Other Employee Benefits				500.00
Purchased/Contracted Services			25,000.00	
Supplies				
Library Materials and Information	1,000.00	15,000.00		
Other Objects				
Capital Outlay				
Debt Service				
Other Financing Uses				
Contingency				
Total Appropriation	1,000.00	15,000.00	25,000.00	500.00

Ms. Redden moved that the Board approve the resolution to provide for expenditures and the resources to be appropriated as stated.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(41-2018)**.

ANNUAL MEETING RESPONSIBILITIES

Ms. Kohnen requested:

PUBLIC OFFICIAL BONDS

Section 3375.32 of the Ohio Revised Code requires a library fiscal officer to execute a bond in an amount and with surety to be approved by the board, payable to the board, and conditioned for the faithful performance of the official duties required. In accordance with that statute, it is recommended that new public official bonds be executed in the name of Molly DeFosse, Fiscal Officer and Alesha Sanders, Senior Financial Analyst/Deputy Fiscal Officer, each in the amount of \$500,000 for terms commencing December 31, 2018 and ending December 31, 2019.

RESOLUTION/AUTHORIZATION FOR BANK ACCOUNTS

The annual change of officers of the Board and the annual appointment of a Fiscal Officer requires notification to our banking service providers. In addition, they require a resolution of the Board assigning the authority for financial transactions. It is requested that the Board adopt the resolution attached as Exhibit A, which is based on the following provisions of the Ohio Revised Code:

Per ORC 3375.32, the board *shall elect* a fiscal officer who shall serve for a term of one year. ORC 3375.36 states that the board *may appoint* a deputy fiscal officer.

ORC 3375.35 states in part that “no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, or secretary of said board”. The Library traditionally has designated the Fiscal Officer and President as co-signers on all checks. Both signatures are applied through a secure check-signing system.

ORC 3375.36 states that the fiscal officer shall be the treasurer of the library funds. ORC 3375.38 states that “all the duties...relating to the moneys to the credit of or to be credited to a board of library trustees of a free public library shall be complied with by dealing with the fiscal officer of such board”. On the basis of these two broad authorizations, the Library Fiscal Officer and, by written designation, the Deputy Fiscal Officer have been authorized to transfer funds between library accounts and to buy and sell investments. The Library’s Investment Policy, approved by the Board on October 13, 2015, establishes these responsibilities as well. Further, it would be impractical to require a board member’s signature for these routine transactions.

Our bankers also need to know who is authorized to enter into contracts and agreements. As previously established, the attached resolution designates that “the Fiscal Officer and the President or Vice President jointly are authorized”.

Finally, the proposed resolution states that the Eva Jane Romaine Coombe Director or Fiscal Officer is authorized to sell donated stock.

RESOLUTION/AUTHORIZATION FOR 2019 TAX LEVY ADVANCES

The first settlement of annual property tax receipts generally is not complete until May, but the Hamilton County Auditor makes advance payment of the taxes collected and held in the county treasury.

However, an advance will only be processed when the organization's governing body has passed an initial blanket resolution and the authorized official formally requests each advance in writing. It is requested that the Board adopt the following resolution to this purpose, which is based on the form suggested by the County Auditor.

Resolution Requesting the County Auditor to Make Advance Payments of Taxes
Pursuant to Ohio Revised Code § 321.34

Whereas, the Ohio Revised Code allows for requests for advance payments from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

Therefore, be it resolved by the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio:

Section 1. That the Auditor and the Treasurer of Hamilton County in accordance with Ohio

Revised Code § 321.34, be requested to draw and pay to the Public Library of Cincinnati and Hamilton County upon the written request of Molly DeFosse, Fiscal Officer, to the County Auditor, funds due in any settlement of 2017 derived from taxes or other sources, payable to the County Treasurer to the account of the Public Library of Cincinnati and Hamilton County, and lawfully applicable for purposes of the fiscal year January – December 2018.

Section 2. That the Fiscal Officer of the Public Library of Cincinnati and Hamilton County shall forward to the County Auditor a certified copy of this Resolution.

These matters are submitted for review and appropriate action.

Ms. Kohnen moved that the Board approve the Public Official Bonds, the Resolutions/Authorization for Bank Accounts, and the Resolution/Authorization for the Tax Levy Advances.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(42-2018)**.

The Annual Meeting was then adjourned.

President

Attest: Secretary

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

Date: December 11, 2018

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden

Trustees Absent: Ms. Clemons

Present: Paula Brehm-Heeger, Molly DeFosse and Carl Allison

PUBLIC COMMENTS

Jeff Cramerding, Chair of Price Hill Will acknowledged the recent community input opportunities related to the Price Hill Library options and encouraged the Board to explore all options for a new/renovated building.

ACTION ITEMS

Mrs. LaMacchia moved the following:

- Confirm that Carl Allison, Human Resources Director, look into the feasibility of an Educational Assistance program for the Library. In general the trend across the United States is a reduction in offering Educational Assistance as a benefit. For the past five years there's been a decrease of 8% in undergraduate degree support and a decrease of 9% in graduate degree support. Both types of Educational Assistance support is now offered by only about 50% of employers (SHRM 2017 Employee Benefits report, page 28).

National data indicates that on average about 15% of staff participate in a program that offers both undergraduate and graduate assistance and has no prerequisite criteria. The structure of our program will be based, in part, on how the program is financially supported.

We will proceed with a program that is sustainable, thus modest in scope yet able to provide a meaningful level of assistance for employees. The plan will include certain eligibility requirements and other restrictions (for example: specific degree types, “not to exceed” dollar amount per year, set number of years, and a “payback agreement”). We will present a revised Educational Assistance Plan to the Board of Trustees for approval at the April 2019 Board meeting. We will evaluate the structure and effectiveness of the program over time.

- Approve the following changes to our current Salary Schedule in response to various sources of national and local data that have been reviewed:

GRADES	MINIMUM		MIDPOINT		MAXIMUM	
	CURRENT	PROPOSED	CURRENT	PROPOSED	CURRENT	PROPOSED
1	\$10.00	\$10.50	\$12.05	\$12.65	\$14.10	\$14.80
2	\$11.79	\$12.38	\$14.27	\$14.98	\$16.75	\$17.59
3	\$13.17	\$14.00	\$16.00	\$16.86	\$18.83	\$19.75
4	\$14.72	\$15.00	\$17.96	\$18.20	\$21.19	\$21.50
5	\$16.46	No Change	\$20.16	No Change	\$23.86	No Change
6	\$18.39	No Change	\$22.62	No Change	\$26.85	No Change
7	\$21.15	No Change	\$26.13	No Change	\$31.10	No Change
8	\$23.95	No Change	\$29.70	No Change	\$33.45	No Change
9	\$26.16	No Change	\$32.57	No Change	\$38.98	No Change
10	\$28.67	No Change	\$35.84	No Change	\$43.01	No Change
11	\$32.04	No Change	\$40.21	No Change	\$48.38	No Change
12	\$35.81	No Change	\$45.12	No Change	\$54.43	No Change
13	\$40.02	No Change	\$50.62	No Change	\$61.22	No Change
14	\$44.72	No Change	\$56.80	No Change	\$68.87	No Change
15	\$50.09	No Change	\$63.61	No Change	\$77.13	No Change

This proposal includes:

- Increasing the hourly rate for all current employees in grade 1 and grade 2 jobs by 5%.
- Increasing the hourly rate for all current employees in grade 3 jobs by 6.3%.
- Increasing the hourly rate for all current employees in grade 4 jobs by 1.9%.
- An effective date for increases is December 30, 2018 for the January 17, 2019 pay.

* Table corrections made to reflect proposed percentage increases.

The proposed increases will not impact the opportunity for a merit increase.

- Confirm that a “Relocation Reimbursement” policy will be presented for Board of Trustee approval at the February 2019 Board meeting. The policy will apply strictly to physical moving expenses, where applicable, for senior-level leadership positions (salary grades 12 and above), in an amount up to and not to exceed 15% of the applicants’ annual salary.

Providing relocation reimbursement for Management-level candidates is, at times, used to attract and secure a preferred candidate. Relocation expenses can include a multitude of options, including, but not limited to: physical move assistance, property transactions such as commission, costs to turn on and off utilities, cost to move a vehicle, childcare/eldercare assistance, home sale assistance, temporary housing, etc.

- Approve a retroactive \$1,800.00 relocation reimbursement for the Chief Strategy Officer.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(34-2018)**.

Ms. Kohnen moved the following:

- Confirm the following two change orders:

PLCH East Roof Replacement Project

A.W. Farrell & Son Inc.	Change order #1	\$3,130.00
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PLCH West Roof Replacement Project

A.W. Farrell & Son Inc.	Change order #1	\$7,364.98
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- Approve the following Credit Card Policy which includes specific information required by recent state legislation.

Public Library of Cincinnati and Hamilton County Credit Card Policy

As required by ORC 3375.392, The Board of Trustees of The Public Library of Cincinnati and Hamilton County (“Library”) has adopted the following policy for credit cards for the payment of certain expenses directly related to Library business.

1. This policy applies to all payment cards, check or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. The term credit card account is defined as:
 - a. Bank-issued credit card;
 - b. Store-issued credit card;
 - c. Financial institution-issued credit card;
 - d. Financial depository-issued credit card;
 - e. Affinity credit card; or
 - f. Any other card account allowing the holder to purchase goods or services on credit or to transact with the account and any debit or gift card account related to the receipt of grant moneys.
3. The following are NOT included in the definition of a credit card account:

- a. Procurement card account;
 - b. Gasoline or telephone card account; or
 - c. Any other card account where merchant category codes are in place as a system of control.
4. Other than a debit account related to the receipt of and use of grant moneys, any other debit card is strictly prohibited.
 5. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library.
 - a. The Fiscal Officer is responsible for workings with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
 6. All credit cards will be established in the name of the Public Library of Cincinnati and Hamilton County and the name of an individual to whom the card is issued.
 7. Credit cards may be issued to the following individuals (“Authorized Individuals”) subject to the specified credit limits and may be used by only such individuals:
 - a. The Fiscal Officer with a credit limit of \$25,000;
 - b. The Eva Jane Romaine Coombe Director with a credit limit of \$5,000; and
 - c. The Materials Selection and Acquisition Manager with a credit limit of \$15,000.

The total credit limit for the credit card account shall not exceed \$50,000.

8. Prior to receipt of a credit card and annually thereafter, each Authorized Individual must sign the *Credit Card Policy and Procedures Employee Acknowledgement*.
9. Credit cards may only be used for expenses directly related to Library business that serve a valid and proper public purpose and only in the following circumstances: (a) when a vendor will not accept a purchase order, (b) the use of the credit card lowers the overall purchase cost; or (c) expedited delivery is required.
10. The credit card does not replace requisitions and purchase orders. All credit card purchases are subject to the same processes and controls as all other purchases completed by purchase order.
11. Except for the purchase of library materials by the Materials Selection and Acquisition Manager, all card purchases must be pre-approved by The Eva Jane Romaine Coombe Director.
12. The credit card may not be used for personal expenses.
13. All Authorized Individuals must read and remain familiar with the Library’s *Credit Card Procedures* and any modifications thereto.

14. An employee, officer, or appointee of the Library or a public servant as defined in ORC 2921.02 who knowingly misuses a credit card account held by the Library violates section ORC 2913.21.
 15. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred.
 16. All monthly statements, both individual itemized statements and combined Library statements, will be mailed to the Library for verification and payment process.
 17. Credit card statements shall be reconciled in the Fiscal Office by an employee other than the Fiscal Officer or procurement personnel.
 18. The Fiscal Officer or the Fiscal Officer's designee annually shall file a report with the Board of Trustees detailing any amount of money or rewards the Library derives from the use of a credit card rewards program.
 19. The Board of Trustees shall on an annual basis appoint a Compliance Officer to oversee the use of all credit cards ("Compliance Officer") subject to the following:
 - a. Unless The Eva Jane Romaine Coombe Director is the person appointed as the Compliance Officer, the Compliance Officer is prohibited from using a Library credit card. If the Eva Jane Romaine Coombe Director is appointed as the Compliance Officer, the Fiscal Officer shall review the Director's credit card account transaction detail on a monthly basis and sign an attestation affirming completion of such review.
 - b. In no event shall the Fiscal Officer serve as the Compliance Officer. The Eva Jane Romaine Coombe Director is not prohibited from serving as the Compliance Officer.
 - c. The Compliance Officer shall periodically review the use of credit card accounts.
 20. The Board of Trustees and the Compliance Officer shall conduct a review at least once every six months of the following:
 - a. The number of cards and accounts issued;
 - b. The number of active cards issued;
 - c. The expiration dates of the cards; and
 - d. The credit limits of the cards and accounts.
 21. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.
 22. Use of a credit card in contravention of the Policy or the attached Credit Card Procedures constitutes a misuse of a credit card.
- Approve the selection of Group 4 Architecture, Research + Planning, Inc. to develop the Library's Facility Master Plan from the four firms who submitted proposals.

Bostwick Design Partnership, Cleveland, Ohio
Cost – \$399,000 - \$484,500

Group 4 Architecture, Research + Planning, Inc. South San Francisco, CA

Cost – \$257,750 - \$496,860

Hester St, New York, NY
Cost – \$420,000 - \$500,000

MSR Design, Minneapolis, MN
Cost - \$580,413

Mr. Moran seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(35-2018)**.

Ms. Kohnen moved the following:

- Authorize the following revisions of the 2018 Estimated Resources and Annual Appropriations:

***General Fund
Expenses***

Salaries - decrease by	\$	(500,000.00)
Supplies - increase by	\$	500,000.00
<i>Appropriations net change</i>	\$	<u>-</u>

The increase in Supplies is to accelerate the purchase of past due computer upgrades. The increase is offset by a reduction in Salaries based on savings in actual versus budget expenses.

- Confirm the following revisions to permanent (trust) fund principal amounts, effective December 31st, based on additional donations received in 2018.

Fund	Principal 1/1/18	2018 Donations	Principal 12/31/18
Abell	84,479	2,290	86,769
King	22,120	1,000	23,120

- Authorize the revision of the appropriations to close out the 2018 General Fund as needed from now until the end of the month. Any revisions made will be reported to the Board in February 2019.
- Approve that all unencumbered funds be carried forward in the General Fund, in accordance with the Ohio Revised Code Section 3375.40(L), that states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other 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.”

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. (36-2018).

Ms. Kohnen moved the following:

- The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.

It is requested that the Board authorize publication of the following notice:

Architect, Engineer or Surveyor Services

The Board of Trustees of the Public Library of Cincinnati and Hamilton County may employ an architect, engineer or surveyor in 2019.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 11, 2019. 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 the services provided, previous library projects completed by the firm, the firm's experience and capabilities in cost estimating and construction administration and coordination, and client and contractor references. Proposals should be transmitted to Paula Brehm-Heeger, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202.

- Authorize the following the following bid advertisements for roofing work. Further, authorize the Library Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest, responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Wednesday, January 30, 2019 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

PLCH MAIN LIBRARY – NORTH BUILDING ROOF

Proposals shall be in accordance with the Contract Documents prepared by K4 Architecture, LLC. 555 Gest Street, Cincinnati, Ohio 45203, 513/455-5005. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contract TC-01 are required. The estimated amount for this contract is:

TC-01 Roofing.....	\$1,425,000.00
Total:	\$1,425,000.00

The summary of the work for this proposal is:

Roof replacements at Main Library – North Building.

Starting Friday, January 4, 2019, bidders can purchase drawings (full sets only) at the cost of the reproduction from ARC Document Solutions, 2863 Sharon Road, Cincinnati, OH 45241, 513/326-2300.

A pre-bid meeting will be held in the Tower Room on the third floor of the Main Library, Monday, January 14, 2019 at 1:00 p.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier’s check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including the base bid and alternates as a bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, and 153.571 of the Ohio Revised Code (ORC), as applicable. The bidder to whom the contract will be awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 as provided by the Ohio Revised Code.

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner shall award contracts to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.library.org.

- Authorize the following bid advertisements for mechanical. Further, authorize the Library Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest, responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Wednesday, February 20, 2019 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

PLCH MAIN LIBRARY – 2018 ENERGY RETROFIT PROJECT

Proposals shall be in accordance with the Contract Documents prepared by Motz Engineering, 447 Morgan Street, Cincinnati, OH 45206, 513/621-5400. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contract TC-01 through TC- 04 are requested. The estimates for the contracts are:

TC-01 1950’s Building Fire Suppression.....	\$975,000
TC-02 Air Handling Units.....	\$500,000
TC-03 Boilers.....	\$300,000
TC-04 1950’s Building Electrical Switchgear.....	\$675,000
Total:	\$2,450,000

The summary of work for the proposal in TC-01 is:

Install new Fire Suppression in the 1950’s Building. Replace fire pump in 1980’s Building. Include all general and electric work.

The summary of work for the proposal in TC-02 is:

Deliver identified air-handling units and associated VFD’s to Rigger’s Yard in Cincinnati, Ohio.

The summary of work for the proposal in TC-03 is:

Deliver identified high-efficiency condensing boilers to Rigger’s Yard in Cincinnati, Ohio.

The summary of work for the proposal in TC-04 is:

Remove and replace identified electric gear, panels, conduit and wiring and all associated tagging and testing.

Starting Friday, January 18, 2019, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from Phipps Reprographics, 6920 Plainfield Road, Cincinnati, Ohio, 45236, 513/793-1030.

A pre-bid meeting will be held at the Main Library, 800 Vine Street, Cincinnati, Ohio 45202 on Thursday, January 24, 2019 at 1:00 P.M.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier’s check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including the base bid and alternates as a bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, and 153.571 of the Ohio Revised Code (ORC), as

applicable. The bidder to whom the contract will be awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 as provided by the Ohio Revised Code.

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner shall award contracts to the lowest responsible bidder.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.org.

- Authorize the following bid advertisement for the Distribution Center Interior Renovation. Further, authorize the Library Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest, responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Thursday, February 21, 2019 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

2018 DISTRIBUTION CENTER INTERIOR RENOVATION

Bids received after that time will not be accepted. Bids by facsimile transmission ("FAX") will not be accepted.

Single lump sum bids for all Work are required. Each bid shall include branches of the Work for General, Plumbing, Heating, Ventilating, Air Conditioning, and Electric as indicated in the bid documents. Bids on separate branches of the Work will not be accepted. The construction cost estimate for this project is:

TC-01 General Trades.....	\$475,500.00
Total:	\$475,500.00

The summary of the work for this proposal is:

Restroom & office renovations; HVAC, plumbing and electrical; flooring to include carpet, sealed concrete and resinous; dock sealers and air curtains, and radiant heating.

Beginning Friday, January 25, 2019, Bidding Documents may be examined at:

Queen City Reprographics 7157 E Kemper Rd. Cincinnati, OH 45249 513/621.6575	Phipps Reprographics 434 Scott Blvd. Covington, KY 41011 859/261.1851
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Bidding Documents will also be available on SCAN, a subscription microfilm service of Dodge/McGraw Hill Information Systems.

A pre-bid meeting will be held at the site, 1130 Findlay St, Cincinnati, Ohio 45214, at 10:00 AM, Friday, February 1, 2019.

Each bidder is responsible for purchase of documents from reprographics services listed above. Bidders may purchase partial or complete sets of Bidding Documents at cost of reproduction and handling from the printers listed above.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, and 153.571, of the Ohio Revised Code (ORC), as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Revised Code of Ohio.

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner will award contracts to the lowest responsible bidders.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio.

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.library.org.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(37-2018)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- For the sixth consecutive year, our Library received a five-star rating in the Library Journal Index. Library Journal developed a rating method for public libraries nationwide based on per capita measures: circulation, visits, program attendance, public access computer use, and electronic circulation. The Library is first in the nation among Five-Star libraries in circulation of digital items with 4.37 eCircs per capita. The rankings are based solely on the per capita use in these areas. The system does not measure outcomes or quality of service. Of the more than 7,361 public libraries ranked nationwide only 257 received star designation.
- In late September, over 1,000 people participated in preliminary engagement activities at the Main Library and Price Hill, led by Group 4, as a precursor to a more extensive outreach effort in 2019 that will inform the master planning and project design processes for our Library facilities system-wide. Valuable input on service priorities was gathered that will help guide planning. Further, the process was helpful in identifying techniques that are most effective in reaching a diverse range of stakeholders.
 - As part of the engagement process, participants identified their top priorities for Library service from ten choices provided. Main Library participants' top choices of Develop Young Readers, Succeed in School, and Level-Up Job Skills were each selected by approximately 50% of participants. Price Hill participants' top choices of Satisfy Curiosity and Develop Young Readers were each selected by 60% of participants. Online survey results, collected for three weeks in October from 465 online participants, revealed Develop Young Readers, Succeed in School, and Learn Something New were top choices.
- As reported to the Board previously, we are working to increase several 44 open hours per week locations to 48 open hours per week. Avondale, Price Hill, and Walnut Hills Branches increased from 44 open hours per week locations to 48 open hours per week on October 7th. Northside Branch is the next location where we will implement this change, which includes adding a full-time teen librarian position and a small number of FTEs made possible by shifting resources. We anticipate Northside's open hours increasing in early 2019.
- The Anderson Township Library Association's (ATLA) November Used Book Sale grossed \$9,148.20.
- Twenty-four of twenty-five Ohio libraries ballot issues were approved in November's general election. Successful library issues included two new levies, fifteen renewals, three renewals with additions, and four replacement levies. The cumulative vote total shows an average approval of 64.5%.
- In August, we encouraged staff to consider joining the Ohio Library Council (OLC), offering the option for staff to pay membership dues directly to OLC or to have membership deducted from their paycheck. Forty staff members joined or renewed their OLC memberships, which provided the added bonus of an extended yearly membership through December 2019. OLC membership

includes many benefits such as access to numerous opportunities for professional education, reduced registration rates for professional events and legislative support for library interests.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. LaMacchia reported that:

- Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March. The 2019 budget includes a merit budget of 3%. Each manager is responsible for allocating the increases within their respective departments and branches and the amount allocated may vary as it is based on performance. Due to previous challenges in being able to adequately recognize exceptional performance, this year we will also include a potential additional amount for manager's discretion, if needed, recognizing exceptional performers. The dollars associated with this plan are included in the budget outlined in the Facilities, Finance & Audit Report.
- The United Way and Community Shares annual campaigns ended October 21st. The final numbers received from United Way and Community Shares each reflect contributions just below those received in 2018.
 - United Way \$9,548.00
 - Community Shares \$4,205.00
- The sixth annual Staff & Retiree Recognition Program was held at the Main Library on Sunday, November 4th. Service recognition pins were presented to all staff reaching a five-year increment anniversary. Board Vice-President, Mr. Robert Hendon, announced Eric Noble, Security Guard at Main Library, as the Rookie of the Year. Joe Dehner presented the Impact Award and the Bunny Dehner prize to Robin LaRue, Library Services Assistant at the Loveland Branch. Approximately 300 staff and their guests were present to receive recognition or acknowledge those who were being honored for their accomplishments.
- Organizations have undertaken initiatives referred to a "Total Living Experience" project in which all aspects of the employee experience are examined and we are looking to follow this trend. It is important that we continue to monitor the various aspects involved in the employee experience such as: pay, benefits (medical, dental, life, vision, educational assistance, etc.), and overall wellbeing, which is defined by Gallup as consisting of five elements: Career, Social, Financial, Physical, and Community wellbeing. Of course each element has various aspects to it. This approach forces us to think differently about the employee experience and in turn start to seek options and opportunities that may not have been considered previously.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Facilities and Finance and Audit Committee met October 23rd. The committee reviewed the design options and preliminary cost estimates for the Price Hill Branch Accessibility Project. The committee indicated that they would like to take the following three options to the

community for feedback, which was done at a community engagement session on November 28th, and it is anticipated that the engagement will continue through the end of the year in hopes of a design decision by February 2019.

1. Renovate current building and add a 4,000-5,000 square foot addition
 - Renovate current building to new
 - Remove all interior walls and flooring to address potential mold or asbestos
 - Retain as many original ornamental and facade elements as possible
 - Add a new one story addition at the lower level
 - Make fully handicap accessible
 - Expand the lot from eighteen to approximately thirty parking spaces
 - A portion of the lot must be made level to accommodate the larger building and added parking
 2. Replace existing building with new 8,000 – 9,000 square foot building
 - Build a brand new state-of-the-art building in keeping with the neighborhood architecture
 - Incorporate as many original ornamental or facade elements as possible
 - Make fully handicap accessible
 - Expand the lot from eighteen to approximately thirty parking spaces
 - A portion of the lot must be made level to accommodate the larger building and added parking
 3. Renovate current building and add elevator and 1,200 square foot addition to accommodate elevator and restrooms
 - Renovate current inside space to new
 - Remove all interior walls and flooring and address potential mold or asbestos
 - Retain as much facade and ornamental items as possible
 - Add restrooms and create building entry at ground level
 - Make fully handicap accessible
 - Reduce number of parking spots to accommodate the addition
- We are starting 2019 with several projects underway (below). As a result of the number of projects and the need for Board decisions as we move forward in a timely manner, we anticipate the need for additional meetings in 2019.
 - Price Hill Branch Accessibility – Community engagement on design consideration in process and Construction Manager selection timing to be determined
 - North Building Roof replacement – Bids to be received in January
 - Energy Retrofit 3 – Two of three bids to be received in January and another bid issued in February
 - Distribution Center Renovation – Bids to be received in January
 - Walnut Hills Branch Accessibility – Land acquisition in process and community engagement to begin early 2019
 - Madisonville Branch Accessibility – Community engagement to begin in early 2019
 - Facility Master Plan – Consultant selection made by December 7 with kickoff shortly thereafter

LIBRARY EXPERIENCE COMMITTEE REPORT

Ms. Redden introduced Lacey Wehrle, Senior Children's Librarian at the Groesbeck Branch.

- Lacey Wehrle shared how the Groesbeck Branch recently participated in a number of youth-oriented community partnerships including providing meeting room space and laptops that 4C for Children staff used during five sessions to help assist Colerain Township daycare providers meet the requirements of Ohio's Step Up to Quality (SUTQ) initiative. SUTQ is a quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services, designed to recognize and promote learning and development programs that meet quality program standards. Daycares not meeting SUTQ's requirements by the end of 2019 will not be eligible to receive voucher money from the State of Ohio, resulting in many children throughout Southwest Ohio no longer having access to voucher-assisted daycare. The efforts at Groesbeck have been so successful that 4C for Children and the Library are expanding the series of free enrollment assistance sessions to the Forest Park Branch Library in early winter 2019.
- Ms. Wehrle also reported on the second-ever Girl Scout Camp-In at the Main Library on November 17th – 18th. Over seventy girl scouts and troop leaders "camped in," using many resources while participating in hands-on activities focused on arts, crafts, science, and technology designed to build creativity, teamwork, and STEM skills. The project team included a total of twenty-two staff members who worked during the event, all contributing to the success of the Camp-In.

Ms. Redden reported that:

- The Library continues to partner with Refugee Connect and the Immigrant and Refugee Law Center in providing citizenship and green card application assistance events at several locations. The latest was held on October 6th at the Groesbeck Branch, with fifteen applications being processed. Future events will be held every other month at Library locations through June 2019.
- The Library is partnering with the University of Cincinnati Health Sciences Library in a pilot to provide two health kiosks at the Main Library made possible through funding from a National Library of Medicine grant received by the University. One kiosk is a blood pressure monitor, similar to what would be found in a pharmacy. The other kiosk will contain health and wellness information content designed by the UC Health Sciences Library. Both kiosks will be located near the Information and Reference Department, in the area just outside the second floor break room. The Library will evaluate the pilot to determine if the kiosks will remain installed after May 31, 2019. Health and wellness events will also be provided during the pilot.
- Sierra McKenzie, Service Operations floater, was awarded the Association for Library Service to Children's (ALSC) Equity Fellowship. Only six people nationwide were selected to receive this fellowship, which will allow Sierra to receive funding for two-year ALSC and ALA memberships, and one year of conference registrations and travel stipends to attend ALA Midwinter and ALA Annual conferences.
- Dawn McMillan, Oakley Branch Teen Librarian, will serve as Chair of the Young Adult Library Services Association's (YALSA) 2020 Margaret A. Edwards Awards committee. The Margaret

A. Edwards honors an author, as well as a specific body of his or her work, for significant and lasting contribution to young adult literature.

- Upcoming events and exhibits:
 - o LISTEN Cabinet on view in Main Library Atrium
 - Previously on display at the Contemporary Arts Center, New York-based artist Caroline Woolard’s interactive LISTEN cabinet will be hosted by the Library in the Atrium through the first week in January. One of four “listening objects,” the LISTEN cabinet was made as part of a socially engaged art project commissioned by Wave Pool and the CAC.
 - o Holiday Programming at the Main Library
 - From Dec. 14-16, the Main Library will once again host the Cincinnati Northern Model Railroad Club’s holiday train display. On the afternoon of Dec. 15, there will be a concert of holiday jazz music, performed by the Chris Comer Trio.
 - o All We Have In Common
 - On January 9th at 6:30 p.m., the Main Library is partnering with Cincinnati Poet Laureate Manuel Iris on his monthly poetry series, All We Have in Common. All We Have in Common is a monthly poetry reading series with the intention of using the power of poetry to bring people of any social status, skin color, race, religion, sexual preference, nationality, or any other kind of diversity together based on empathy and human understanding. The reading will have two featured poets, including Ohio Poet Laureate Dave Lucas, and two Open Mic sessions.
 - o National Youth Foundation Event
 - As part of the National Youth Foundation’s Youth Writing Workshop program, students from Bond Hill Academy and Winton Hills Academy have written original biographies of prominent Cincinnati Oscar Robertson and Judge Nathaniel Jones. The books will be published in hard cover, with forewords by Magic Johnson and President Jimmy Carter. Students will present copies to Mr. Robertson and Judge Jones on Saturday, January 19th at the Main Library.
 - o 2019 Writer-In-Residence
 - The 2019 Library Foundation Writer-in-Residence will be announced in January. The podcast and blog featuring the new writer will begin in February, as will monthly office hours at a Library location. Workshops will take place at the Main Library throughout the year.
 - o Black History Month Programming
 - Throughout February, the Library will celebrate Black History Month with events and classes across the system. Highlights include:
 - Series of programs at the Main Library, focusing on how African-Americans have served their local community.
 - African-American Read-In on Saturday, February 9th at the Main Library. The event will introduce participants of all ages to books created by African American authors and illustrators. Children’s author Derrick Barnes has been invited to headline the event.
 - o Addressing the Opioid Epidemic Panel Discussion
 - On February 2nd at 2 p.m., the Main Library will host a panel of local to discuss the opioid epidemic and its effects on the community. Panelists include Newtown Chief of

- Police Tom Synan and Talbert House's Addictions Clinical Practice Director Roxana Hawkins.
- o Lantern Slide Exhibition
 - In the early part of the 20th century, the Library began collecting lantern slides, which were loaned to customers and used for Library programming such as lectures. Over 40 years, the Library collected over 62,000 lantern slides. Highlights from this vast collection will be on display at the Main Library from January 3rd to February 28th.

STRATEGY AND TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- On November 16th, Bill Lane and Kim McClanahan from the Library's Computer Services gave a presentation at the Ohio Library Council's RightClick 2018, Library IT Exchange Conference. They discussed "Increasing Positive Staff Perception through IT Performance and Customer Service Improvements." The best attended session of the day, Bill and Kim discussed customer service changes made in our Technology divisions over the past 5 years leading up to an initial 2017 staff perceptions survey. They then described the resulting further improvements leading to increased customer satisfaction as seen in the subsequent 2018 survey.
- We have purchased a twenty-four bay RemoteLocker from Bibliotheca. Items customers have on hold will be available in the new book locker system that checks the item out to a customer at pick up. Due to the security of the system, we will be able to extend the accessibility of our holds pick-up with a self-check experience at times more convenient to them. The RemoteLocker will also allow customers to return items at their convenience using RFID, which will immediately take the item from their account. Installation of this system will be on the left wall just inside of the Vine Street entrance. At this time, the lockers will be available during normal open hours but we will explore potential options for access beyond normal hours of operation.
- The Library has received a new twelve bay laptop kiosk to be located in the Atrium of the Main Library. Laptops will be available from both the Atrium kiosk and TechCenter kiosks, and can be returned to either. There will be forty-two laptops available for checkout at the Main Library.
- As part of the Regional Smart Cities Initiative, the University of Cincinnati assembled a team of partners to participate in the 2018 Smart Infrastructure Challenge. Along with the Library, other partners include Cincinnati Public Schools and the Urban League of Greater Southwestern Ohio. To ensure that our region is able to retain, attract, and produce the technology expertise required to contribute positively to economic welfare and development, the concept of creating smart campuses and an innovation hub utilizing the University of Cincinnati and Cincinnati Public Schools network in Greater Cincinnati was developed. Greater Cincinnati Regional Smart Campuses qualified for funding and we are awaiting details on next steps.
- Per the September brainstorming session led by Group 4 with Main Library staff, plans are moving forward to make the atrium space feel more occupied and welcoming and try out services and activities to see where the most need and interest is. Another goal is to provide spaces for both Security and the Friends store that are better suited to their current needs. The goal is for the Main Library atrium space to be ready by early 2019 to accommodate pop-up

activities through June. Pop-up activities may include a business center, featuring parts of the library collection, providing homework help, and more.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Special Meeting held October 11, 2018, Regular Meeting held October 11, 2018, and Special Meeting held November 12, 2018.
- Investment Report (summary of invested balances) as of October 31, 2018 and November 30, 2018.

EXHIBIT III

Investment Report

	Amount 10/31/2018	Amount 11/30/2018
<u>Fifth Third Investment</u>		
General Fund	\$2,000,000.00	\$2,000,000.00
Building and Repair	250,000.00	250,000.00
	\$2,250,000.00	\$2,250,000.00
<u>Operating Account</u>		
General Fund	\$19,264,258.93	\$17,921,839.38
LSTA Grant	\$0.00	\$0.00
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	510,714.41	533,017.32
Building and Repair	3,888,196.36	3,746,652.86
Permanent Trust Funds	1,327,682.54	1,327,721.80
	\$25,220,852.24	\$23,759,231.36
STAR Ohio		
Building and Repair	1,077,836.72	1,081,797.84
Managed Investments (Trust Funds):		
Permanent Trust Funds	\$6,749,211.00	\$6,749,211.00
GRAND TOTAL	\$35,297,899.96	\$33,840,240.20

- Monthly Financial Reports – for the periods ending October 31, 2018 and November 30, 2018.

- Marketing Board Report – October 2018 and November 2018.
- Contributions, Gifts, and Donations – October 2018 and November 2018.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000

October 1, 2018 - November 30, 2018

9/28/2018	Greater Cincinnati Foundation	Mr. and Mrs. Joseph Pichler in honor of Joe and Mary Stern	\$5,000.00
Various	Friends of the Public Library	Support for Programs	\$53,811.58
11/29/2018	Anderson Library Committee	2018 Contribution - Mt. Washington	\$12,375.00
11/29/2018	Anderson Library Committee	2018 Contribution - Anderson	\$15,125.00
Various	Various	Gross ticket revenue from Chernow event	\$14,980.00

- Personnel Change Report reflects changes through December 1, 2018.

Personnel Change Report

Action	Full Name	Agency	Job Title	FTE	Grade	Eff. Date
Appointment	Anglim, Juliette M	Reading Branch	Library Services Assistant	1.00	03	09/23/2018
Appointment	Bruker, Edward D	Techcenter / Makerspace	Senior Library Services Assistant	0.60	04	09/23/2018
Appointment	Darks, Sean Kelly	St Bernard Branch	Shelver	0.30	01	09/23/2018
Appointment	DesRochers, James D	Northside Branch	Homework Help Aide	0.30	01	09/23/2018
Appointment	Ellis, Ge'Ana L	Information & Reference Dept	Shelver	0.50	01	09/23/2018
Appointment	Emmert, Edward C	Youth Services	Senior Library Services Assistant	0.50	04	09/23/2018
Appointment	Guess, Michael D	Safety & Security Services	Security Guard	1.00	05	09/23/2018
Appointment	Kathman, Noah S	Harrison Branch	Shelver	0.30	01	09/23/2018
Appointment	Manuel, Kenedy C	Groesbeck Branch	Shelver	0.30	01	09/23/2018
Appointment	Mell, Kurt R	Loveland Branch	Shelver	0.30	01	09/23/2018
Appointment	Oliver, Alicia N	Youth Services	Shelver	0.50	01	09/23/2018
Appointment	Pyle, Emily E	Mt. Healthy Branch	Library Services Assistant	0.50	03	09/23/2018
Appointment	Spetz, Margaret C	Westwood Branch	Shelver	0.30	01	09/23/2018
Appointment	Thacker, Miciah L	Monfort Heights Branch	Shelver	0.30	01	09/23/2018
Appointment	Tucker, Kaira L	Genealogy & Local History	Reference Librarian	1.00	07	09/23/2018
Appointment	Allen, Malonna D	Avondale Branch	Library Services Assistant	0.50	03	10/07/2018
Appointment	Breidenbaugh, Margaret E	Walnut Hills Branch	Library Services Assistant	0.50	03	10/07/2018
Appointment	Eugair, Karen A	Pleasant Ridge Branch	Teen Librarian	0.50	07	10/07/2018
Appointment	Horst, Julia R	Elmwood Place Branch	Homework Help Aide	0.30	01	10/07/2018
Appointment	Peters, James S	Shipping & Receiving	Truck Driver	1.00	03	10/07/2018

Appointment	Phelps, Stephanie C	Human Resources	Human Resources Business Partner	1.00	10	10/07/2018
Appointment	Rapoport, Dahlia S	Blue Ash Branch	Shelver	0.30	01	10/07/2018
Appointment	Rudnik, Amy E	Price Hill Branch	Library Services Assistant	0.60	03	10/07/2018
Appointment	Santamaria, Melissa L	Walnut Hills Branch	Library Services Assistant	0.50	03	10/07/2018
Appointment	Schuster, Corrie C	Mariemont Branch	Library Services Assistant	0.50	03	10/07/2018
Appointment	Scretchen, Luke A	Bond Hill Branch	Shelver	0.30	01	10/07/2018
Appointment	Stone, Caitlyn E	Popular Library	Library Services Assistant	0.50	03	10/07/2018
Appointment	Thomas, Songhay	Symmestown Branch	Library Services Assistant	0.50	03	10/07/2018
Appointment	Young, Sha'Tisha F	Popular Library	Senior Library Services Assistant	0.50	04	10/07/2018
Appointment	Barnes, Sara J	North Central Branch	Library Services Assistant	0.50	03	10/21/2018
Appointment	Butler, Carla R	Genealogy & Local History	Shelver	0.30	01	10/21/2018
Appointment	Drake, Tiffany N	Cheviot Branch	Library Services Assistant	0.50	03	10/21/2018
Appointment	Dressman, Jeremy S	HVAC Services	HVAC Mechanic	1.00	06	10/21/2018
Appointment	Kash, Hayley E	North Central Branch	Shelver	0.30	01	10/21/2018
Appointment	Nalley, Andrew W	Information & Reference Dept	Senior Library Services Assistant	0.50	04	10/21/2018
Appointment	Adkins, Charlie M	Maintenance Services	Maintenance Mechanic Entry Level	1.00	03	11/04/2018
Appointment	Boyd-Ivey, Aaliyah Y	Westwood Branch	Library Services Assistant	0.50	03	11/04/2018
Appointment	Cain, Dominici N	Mt. Healthy Branch	Homework Help Aide	0.30	01	11/04/2018
Appointment	Cox, Zachary I	Popular Library	Shelver	0.50	01	11/04/2018
Appointment	Driscoll, Ann W	Information & Reference Dept	Senior Library Services Assistant	0.50	04	11/04/2018
Appointment	Flick, Gwendalyn M	Anderson Branch	Shelver	0.30	01	11/04/2018
Appointment	Havlin, Katlyn N	Clifton Branch	Shelver	0.30	01	11/04/2018
Appointment	Norris, Jayda A	Covedale Branch	Shelver	0.30	01	11/04/2018
Appointment	Stahl, Gregory M	Safety & Security Services	Security Guard	1.00	05	11/04/2018
Appointment	Stahl, Kylee E	Covedale Branch	Homework Help Aide	0.30	01	11/04/2018
Appointment	Trester, Lauren V	Information & Reference Dept	Shelver	0.50	01	11/04/2018
Appointment	Walker, Antuan L	Avondale Branch	Library Services Assistant	0.60	03	11/04/2018
Appointment	Amrein, Clarity M	Information & Reference Dept	Senior Library Services Assistant	0.50	04	11/18/2018
Appointment	Crawford, Rayya S	Deer Park Branch	Library Services Assistant	0.50	03	11/18/2018
Appointment	Newman, Rachel A	Anderson Branch	Library Services Assistant	1.00	03	11/18/2018
Appointment	Philpot, Ashley N	Price Hill Branch	Library Services Assistant	0.50	03	11/18/2018
Appointment	Slavey, Rachel S	Reading Branch	Homework Help Aide	0.30	01	11/18/2018
Change	French, Elyse	Mariemont Branch	Children's Librarian	1.00	07	09/23/2018
Change	Polter, Sarah A	Walnut Hills Branch	Library Services Assistant	0.60	03	09/23/2018

Change	Song, Maria H	Groesbeck Branch	Shelver	0.30	01	09/23/2018
Change	Spaulding, Whitney A	Virtual Information Center	Library Services Assistant	0.50	03	09/23/2018
Change	Delgado-Rodriguez, Annaliet	Anderson Branch	Library Services Assistant	0.50	03	10/07/2018
Change	Avila Turcios, Fabiola J	Popular Library	Library Services Assistant	0.50	03	10/21/2018
Change	Bach, Kathleen A	Delhi Township Branch	Senior Branch Manager	1.00	10	10/21/2018
Change	Gardiner, Julia	Clifton Branch	Senior Library Services Assistant	1.00	04	10/21/2018
Change	Luecke, Stacey N	Blue Ash Branch	Library Services Assistant	0.60	03	10/21/2018
Change	Salyers, Krystine H	Popular Library	Teen Librarian	1.00	07	10/21/2018
Change	Chumbley, Lesleigh R	Loveland Branch	Children's Librarian	1.00	07	11/04/2018
Change	Koehler, Lauren E	Forest Park Branch	Library Services Assistant	1.00	03	11/04/2018
Change	McFarland, Danielle R	Bond Hill Branch	Children's Librarian	1.00	07	11/04/2018
Change	Rust, Sarah M	Mt. Healthy Branch	Teen Librarian	1.00	07	11/04/2018
Change	Caldwell, Jesse R	Mt. Washington Branch	Teen Librarian	1.00	07	11/18/2018
Change	Kroener, Kelly L	Popular Library	Library Services Assistant	1.00	03	11/18/2018
Change	Maghathe, Noel B	Price Hill Branch	Library Services Assistant	0.60	03	11/18/2018
Change	Ryan, Sarah E	Youth Services	Teen Librarian	1.00	07	11/18/2018
Demotion	Thompson, Victoria D	Cataloging & Processing	Line Assistant Physical Processing	1.00	02	11/04/2018
Departure	Phillips, Kayla E.	Virtual Information Center	Library Services Assistant	0.50	03	09/25/2018
Departure	Smith, Sha-Kim J.	Youth Services	Senior Library Services Assistant	0.50	04	09/26/2018
Departure	Bryant-Gaffney, Priscilla M.	Mt. Healthy Branch	Teen Librarian	1.00	07	09/28/2018
Departure	Kuhl, Kenneth T.	Blue Ash Branch	Library Services Assistant	0.60	03	09/28/2018
Departure	Norman, Victoria L.	Information & Reference Dept	Reference Librarian	1.00	07	09/28/2018
Departure	Cline, Elizabeth A.	Information & Reference Dept	Reference Librarian	1.00	07	09/29/2018
Departure	Smith, Rachel M.	Youth Services	Student Shelver	0.30	01	09/29/2018
Departure	Puthoff, Jennifer L.	Virtual Information Center	Library Services Assistant	1.00	03	10/01/2018
Departure	Stutson, Kamille J.	Information & Reference Dept	Senior Library Services Assistant	0.50	04	10/01/2018
Departure	Lewis, Anna D.	Hyde Park Branch	Shelver	0.30	01	10/03/2018
Departure	Ragnone, Michael A.	Madeira Branch	Shelver	0.30	01	10/10/2018
Departure	Peters, James S.	Shipping & Receiving	Truck Driver	1.00	03	10/12/2018
Departure	Feregrino Basurto, Leonor P.	Deer Park Branch	Library Services Assistant	0.50	03	10/13/2018
Departure	Peterson, Patricia A.	West End Branch	Branch Manager	1.00	08	10/14/2018
Departure	Tilden, Patrick D.	Pleasant Ridge Branch	Shelver	0.30	01	10/15/2018
Departure	Keebler, Sara	St Bernard Branch	Library Services Assistant	0.50	03	10/18/2018
Departure	Riedel, Amanda E.	Anderson Branch	Library Services	0.50	03	10/18/2018

			Assistant			
Departure	Luti, Emily A.	Deer Park Branch	Shelver	0.30	01	10/20/2018
Departure	Risma, Idra A.	Groesbeck Branch	Student Shelver	0.30	01	10/20/2018
Departure	Elder, Sabra A.	Anderson Branch	Shelver	0.30	01	10/25/2018
Departure	McDaniel, Mckenzie T.	Popular Library	Library Services Assistant	0.50	03	10/25/2018
Departure	Brock, Alexander J.	College Hill Branch	Senior Library Services Assistant	1.00	04	10/27/2018
Departure	Richter, Michael S.	Groesbeck Branch	Library Services Assistant	1.00	03	10/27/2018
Departure	Williams, Madelyn B.	Forest Park Branch	Shelver	0.30	01	10/27/2018
Departure	Darks, Sean Kelly	St Bernard Branch	Shelver	0.30	01	10/28/2018
Departure	Scott, Maliek J.	Popular Library	Library Services Assistant	0.50	03	10/28/2018
Departure	Duke, Holly M.	Marketing	Community & Govt Relations Asst	0.50	05	11/04/2018
Departure	Barnes, Sara J.	North Central Branch	Library Services Assistant	0.50	03	11/05/2018
Departure	Appel, Daniel A.	Genealogy & Local History	Digital Services Assistant	1.00	05	11/06/2018
Departure	Knueven, Michael L.	Youth Services	Shelver	1.00	01	11/17/2018
Departure	Tebbe, Lauren S.	Corryville Branch	Library Services Assistant	0.50	03	11/24/2018
Departure	Burkot, Emily P.	Groesbeck Branch	Teen Librarian	1.00	07	11/30/2018
Departure	Geverdt, Abigail J.	Clifton Branch	Library Services Assistant	0.50	03	11/30/2018
Departure	Polter, Sarah A	Walnut Hills Branch	Library Services Assistant	0.60	03	11/30/2018
Departure	Hojem, Benjamin C.	Sharonville Branch	Library Services Assistant	0.50	03	12/01/2018
Departure	Kirby, Julia H.	Delhi Township Branch	Shelver	0.30	01	12/01/2018
Departure	Williams, Cara N.	Monfort Heights Branch	Library Services Assistant	0.50	03	12/01/2018
Promotion	Aijaz, Tasneem H	Forest Park Branch	Senior Library Services Assistant	1.00	04	09/23/2018
Promotion	Obrien Rhoad, Kerry A	Blue Ash Branch	Senior Children's Librarian	1.00	08	09/23/2018
Promotion	Reinhardt, Hannah	Clifton Branch	Library Services Assistant	0.50	03	09/23/2018
Promotion	Donnermeyer, Molly E	Information & Reference Dept	Reference Librarian	1.00	07	10/07/2018
Promotion	Brehm-Heeger, Paula C	Director's Office	Eva Jane Romaine Coombe Director	1.00	0	10/21/2018
Promotion	Carroll, Bridget A	Cataloging & Processing	Line Assistant Physical Processing	1.00	02	10/21/2018
Promotion	Watts, Deja	Price Hill Branch	Senior Library Services Assistant	0.50	04	10/21/2018
Promotion	Barnum, Terry L	Madisonville Branch	Branch Manager	1.00	08	11/04/2018
Promotion	Davis, Karen P	Ils Team	ILS Manager	1.00	12	11/04/2018
Promotion	Hoevenaar, Rebecca J	Anderson Branch	Library Services Assistant	0.60	03	11/04/2018
Promotion	Sehlhorst, Dave	Facility Operations	Maintenance Services Team Leader	1.00	08	11/04/2018
Promotion	Voynovich, Christopher G	Conservation Services	Senior Conservation Assistant	1.00	04	11/04/2018
Promotion	Fickel, Sydney J	Information & Reference Dept	Senior Library Services Assistant	0.50	04	11/18/2018

Promotion	Hursh, Angela	Marketing	Content Team Leader	1.00	08	11/18/2018
Promotion	Luczyk, Tycho G	Virtual Information Center	Library Services Assistant	1.00	03	11/18/2018

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- Statistical Report for November 2018.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(38-2018)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary