

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

Date: October 14, 2014

Meeting: Regular

Place: Board Room - Sharonville Branch Library - 10980 Thornview Dr.

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: Mr. Zaring

Present: Kimber L. Fender, Greg Edwards, Mary  
Bennett-Brown and Molly DeFosse

***LIBRARY TRUSTEE OATH OF OFFICE – ELIZABETH LAMACCHIA***

Elizabeth H. LaMacchia was sworn in by Ross Wright as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through October, 2021.

***PUBLIC COMMENTS***

None.

***INFORMATIONAL ITEMS***

**EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Fender reported that:

## 2015 BOARD MEETING LOCATIONS

At the August Regular Meeting, the schedule of meetings for 2015 was approved; however, locations for those meetings had not yet been decided. In 2015, the Board meetings will be held as follows:

Tuesday, February 10, 2015 ó Main Library

Tuesday, April 14, 2015 ó Symmes Township

Tuesday, June 9, 2015 ó Groesbeck

Tuesday, August 11, 2015 ó Main Library

Tuesday, October 13, 2015 ó Walnut Hills

Tuesday, December 8, 2015 (Annual and Regular) ó Main Library

## ROUNDTABLE DISCUSSION OF PUBLIC LIBRARIES

On October 22 OCLC will host a roundtable discussion of public libraries with Congressman Pat Tiberi representing Ohio's 12<sup>th</sup> Congressional District. Ms. Fender has been asked to speak at the event on two topics; eBooks and the national recognition Ohio's public libraries have received. OCLC is located in Dublin, OH and is in the Congressman's District. Other speakers at the event include Pat Losinski, CEO of Columbus Metropolitan Library and Skip Prichard, President and CEO of OCLC. At that event a video promoting the availability of eBooks in public libraries will be launched and made available to every library nationally to share with their communities. The video was funded by the Ohio Public Library Information Network and created by Goldfarb Weber. The Roundtable and video are part of the Federal eBook project started nearly two years ago to urge publishers to sell or license eBooks to public libraries and is a collaboration among Ohio's public libraries and the Ohio Library Council.

## ROI CALCULATOR DEVELOPED

In 2006, our Library and the 8 other libraries in Southwest Ohio jointly conducted an Economic Benefit Study to measure the direct, quantifiable benefit of a public library. The study was prepared by Levin, Driscoll and Fleeter out of Columbus. At the request of the Ohio Library Council (OLC), Howard Fleeter, one of the authors of the original study, and I have updated the costs of each service provided and developed a spreadsheet that allows each library to enter data and quickly calculate the economic benefit. The ROI Calculator was introduced to the Ohio library community at the OLC Conference on October 10. Our Library's completed spreadsheet shows that our community receives \$6.36 in value for every dollar spent on the Library bringing our total economic benefit to \$324,102,317. The Library plans to promote this number throughout the community as well as to elected officials.

## LEADERSHIP CINCINNATI

Leadership Cincinnati held the afternoon session of its Leading Regionally Day at the Main Library on October 9.

## FRIENDS OF THE PUBLIC LIBRARY

The Friends sale at the Corryville Branch in late September grossed \$2,325 a 1% increase over the last sale held at Corryville. The next Friends sale will be held at the Sharonville Branch November 20-23. The Friends will hold its quarterly meeting of the Board on October 24.

Mr. Sittenfeld asked if there was a systemic program in place to recognize volunteers of the Friends of the Public Library. Staff replied that they hold their own recognition event.

## ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association will hold a Holiday and Nearly New Used Book Sale at the Anderson Branch from Thursday, November 6 through Saturday, November 8.

The Anderson Township Library Association will hold its General Meeting at the Anderson Branch on November 19, 1:30 p.m.

## LIBRARY FOUNDATION

The Library Foundation's Donor Recognition Event on September 23 was hugely successful with approximately 75 people in attendance. At the event the Foundation recognized several individuals for their contributions to the Foundation and the Library. First, the Foundation thanked the Dehners and Jane Wall for their creation and funding of the Summer Camp Reading program. Bernice Robin, whose bequest of more than \$475,000 was received this year, was honored and former Foundation Director and Chairman and current Library Trustee Allen Zaring IV, was honored for his leadership of the Foundation. At the conclusion of the program, the Writer-in-Residence was announced by funder Naomi Tucker Gerwin. We congratulate Kathy Y. Wilson on her selection as the Library Foundation's first Writer-in-Residence and thank Albert Pyle and David Siders for taking on the difficult task of choosing one recipient from the 70 applications received. Ms. Wilson's debut in this role took place at the Books-by-Banks Book Festival held October 11.

Mr. Sittenfeld inquired if the program is ongoing. Staff indicated that there is a current commitment for three years. Staff also stated that in addition to the Books-By-Banks Book Festival, Ms. Wilson would also make four public appearances and hold a writer's workshop.

The Foundation's annual fund solicitation to the public is expected to begin mid-October, earlier than in 2013. The staff component began on September 18.

The Foundation will hold its next quarterly meeting on October 29.

### LIBRARY RECEIVES GENEROUS GIFTS

The Library received two very generous gifts in September. A gift of \$10,000 from the LaMacchia Family Foundation was received and has been added to the funds needed to purchase equipment for the Main Library Maker Space. Ford Motor Company contributed \$5,000 for the Sharonville Branch Library. Please join us in thanking both donors for their generosity and support.

### LSTA GRANT APPLICATION SUBMITTED

At the August Regular Meeting the Board approved submitting an LSTA grant application for a Literacy project grant, with a local cost not to exceed \$8,000. Federal funds will be used to purchase 462 literacy kits (154 each of 3 levels) containing books, educational toys and literacy activities. The goal of the project is to provide an intervention for developmentally at risk children resulting in improved developmental function, specifically in literacy. A secondary goal is to introduce parents of at risk children to the Library and initiate or increase their use of the Library's services to sustain the improvement. Project partner, Cincinnati Children's Hospital Medical Center's Reach Out and Read program, will prescribe families a library visit when children are being screened at one of four clinics in Avondale, Downtown, Northside and Price Hill. If funded, the local match will be \$7,970.

### INNOVATIVE INTERFACES DIRECTORS'S SYMPOSIUM

Innovative Interfaces, Inc., the company that provides our circulation and catalog systems, holds a symposium for library directors. The next event is March 2-4, 2015 in New Orleans. Given the important role these systems play in our Library I am planning to attend this event at an estimated cost of \$1,200.

### 2014 GIRL SCOUT CONVENTION

Ms. Fender is serving as a delegate for the Girl Scouts of the USA National Convention held October 16-19 in Salt Lake City and will be out of the office beginning October 16 and returning October 20. She plans to visit the Salt Lake City Library while there and will have access to email and calls while gone.

## **FISCAL OFFICER'S REPORT**

Ms. DeFosse reported that:

### AUDITOR OF STATE AWARD WITH DISTINCTION

The Library has received the *Auditor of State Award with Distinction* again for the year ended December 31, 2013. The award is given to entities that file an annual Comprehensive Annual Financial Report (CAFR) and timely financial reports in accordance with GAAP, as well as receive a "clean" audit report.

### BOLD TRAINING

The Fiscal Officer is participating in the current session of United Way of Greater Cincinnati's BOLD (Board Orientation and Leadership Development) training. The program is Cincinnati's most comprehensive board training program which is designed to help individuals develop their skills to become effective board members to help nonprofits meet the diverse range of community needs.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. Trauth reported:

### UNITED IN SHARING CAMPAIGN

The Library's 2014 United in Sharing Campaign began on September 18 with a Kick-Off at the All Manager's Meeting. This combined campaign solicits staff for contributions to three organizations simultaneously: The Library Foundation's Annual Fund, United Way and Community Shares. This year's goal is 100% participation from staff in making a contribution of any size. As of October 1, the campaign had raised a total of \$35,048.00. The campaign will end on October 16.

### STAFF & RETIREE RECOGNITION PROGRAM

On Sunday, November 16, the Library will host the second annual staff and retiree recognition program. We will recognize staff members who have achieved a milestone for years of service and retirees who have dedicated their time and energy in making our library successful. The recipient of the Impact Award and Bunny Dehner Prize and the Rookie of the Year award will also be announced. The event will be held in the Atrium from 5:30 p.m. to 7:00 p.m. The Board, staff, retirees, family and friends are invited to this event.

### INFORMATION EXPERTS CERTIFICATION PROGRAM

In our Strategic Plan, one of our objectives is to be the first choice of information. The Information Experts Certification Program was designed to recognize our knowledgeable

staff as they provide excellent information service to the public. This curriculum driven program requires completion of an "Introduction to Information Literacy", six self-paced modules designed by the Ohio Library Council that cover the reference process, and four electives. To date, 55 staff members have completed the requirements and will be recognized on Sunday, November 16, during the Staff & Retiree Recognition Program as Information Experts.

#### DEPAUL CRISTO REY HIGH SCHOOL WORK STUDY PROGRAM

The Library will partner with DePaul Cristo Rey High School who will provide two students to work at our library. DePaul has secured a donation of \$15,000 which will pay part of the students' education costs while allowing the students to gain valuable work experience. The students will be working in the Children's Learning Center during the 8 month period. The Human Resources Department is working with DePaul's representative to implement this program in October.

#### **LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT**

Mr. Moran introduced Tina Riehle, Sharonville Branch Manager.

#### SHARONVILLE BRANCH A LONG-STANDING CENTER OF THE COMMUNITY

Ms. Riehle reported that Library service in Sharonville began with a Bookmobile in the 1930s. In 1966, a permanent location was established in a storeroom on Reading Road, and the branch moved to a larger location at the corner of Reading and Creek in 1980. The land for this building was donated by the city of Sharonville and the branch opened in 1993 and continues to be an important part of the Sharonville community. A very busy branch, Sharonville circulated 384,327 items, had 747 programs with 12,683 in attendance, had 45,745 computer sessions and welcomed 166,522 visitors in 2013. Sunday hours were implemented at the branch a little over a year ago and staff members regularly receive positive feedback from customers about these additional hours, a sentiment that is supported by the high visitor counts for Sundays which average between 200-250 customers each week. In December, 2013, the Sharonville Branch received a generous \$10,000 donation from regular customers Mr. and Mrs. Marten, which allowed for the installation of new AV screens and updated technology in the meeting room. Sharonville offers a wide variety of programs for all ages including innovative technology classes, and large family programs. The Sharonville Branch is an integral part of the community, participating in major community-wide events, such as SharonFest and the fall craft fair and attending monthly city council meetings.

Mr. Moran reported:

#### 60<sup>TH</sup> ANNUAL VETERANS DAY COMMEMORATION

The 60<sup>th</sup> Annual Veterans Day Commemoration will take place on Tuesday, November 11 at 10:45 a.m. at the Main Library. Army Lieutenant Colonel, physician and

Congressman, Brad R. Wenstrup will deliver the keynote remarks. In 1998, seeing our nation attacked time and again, Wenstrup joined the Army Reserve at the age of 39, receiving a direct commission as a Captain in the U.S. Army Reserve Medical Service Corps. In 2004, upon completion of the Officers Advanced Course, he was promoted to the rank of Major.

Called to active duty in the spring of 2005, Wenstrup deployed with the US Army's 344<sup>th</sup> Combat Support Hospital, Task Force 344, to Abu Ghraib, Iraq, where he served as the Podiatrist, the Chief of Surgery, and the Director of the Wound Care Clinic. Wenstrup also served as the assistant to the Deputy Commander, Clinical Services (DCCS), equivalent to Chief of Staff, and served as the acting DCCS for three months during his twelve month tour. In May 2006, at the end of his yearlong combat tour in Iraq, he was awarded the Bronze Star, the Combat Action Badge, and numerous campaign medals.

In the 113th Congress, Wenstrup serves on two committees central to military life: the House Armed Services Committee and the House Veterans Affairs Committee. In 2010, Wenstrup was promoted to Lieutenant Colonel and is currently assigned to the AMEDD Professional Management Command (APMC) with attachment to the 4220<sup>th</sup> in New York. During his time in Congress, Wenstrup fulfills his Reserve duties by serving at Walter Reed National Military Medical Center in Bethesda.

In addition to the keynote remarks, other highlights of this year's event include ceremonial opening music by Sheriff Neil's Bagpipe and Drum Corps, presentation of colors by the Diamond Oaks JROTC Color Guard, patriotic music, performed by the Cincinnati Symphony Orchestra's Brass Trio, memorial wreath presentations by local veterans, lighting of the Flame of Remembrance and *Taps*.

### 2015 OHIO LIBRARY COUNCIL CONVENTION AND EXPO

The 2015 OLC Convention and Expo will be held in Cincinnati on October 7 & 9. The host city has a number of responsibilities in making the conference run smoothly and in seizing the opportunity to showcase Cincinnati. Paula Brehm-Heeger has been appointed as the Local Arrangements Committee Chair and will work closely with staff at our Library and OLC staff to plan for this important event next year.

### NEW FEATURE ADDED TO EDUCATOR CARDS

Educators now have the ability to request classroom sets of ebooks for student use with the new downloadable feature developed for customers with educator cards types. This new feature allows educators to request a series of card numbers associated with their educator card that can then be distributed to a classroom of students, allowing each student to download a copy of a title to his or her device.

## PAULA BREHM-HEEGER TO ATTEND HARVARD KENNEDY SCHOOL PROGRAM

Paula Brehm-Heeger has been accepted into the Emerging Leaders week-long program at the Harvard Kennedy School of Executive Education. Utilizing funds from the Joey Rodger Leadership Award, announced at the August Regular Meeting, Paula will attend this program designed to bring together executives and administrators from around the world and expand the capacity of the next generation of public service leaders.

## TEDX

Cincinnati is hosting a "Vibrant Curiosity" TEDxCincinnati event on Oct. 16 at Memorial Hall. This event will showcase and celebrate the makers and the doers of our community and will feature an "Innovation Alley" which offers a chance to interact with novel ideas driving change. Mr. Edwards reported that the Library has been awarded a spot on Innovation Alley to display equipment and information related to the upcoming Makerspaces at the Main Library and the new St. Bernard and Reading Branches.

Mr. Edwards reported:

*Programs and Exhibits of Note*

## CINCINNATI FINANCIAL PLANNING DAY

The Library is once again partnering with the City of Cincinnati and the Financial Planning Association to present Cincinnati Financial Planning Day. Customers will have the opportunity to attend workshops about Social Security, retirement planning, personal budgeting, debt management and meet one-on-one with a highly qualified Certified Financial Planner volunteer. The program will take place on October 25 from 10:00 a.m. to 2:30 p.m. at the Main Library.

## CINCYINK PROJECT

The Library will be partnering with ArtWorks in October and November on CincyInk, a citywide program inviting citizens to "ink their love" for Cincinnati on a postcard. The words on the postcards will inspire a crowd-sourced love poem to the city that will be shared in print, online, on walls and on skin. Postcards will be available beginning the week of October 27 at the following locations: Main Library, Avondale, Bond Hill, Cheviot, Clifton, Hyde Park, Price Hill and West End.

## INTERNATIONAL GAME DAY

On Saturday, November 15, the Library will celebrate International Games Day. All 41 locations will host activities for the entire family, including video games, board games, card games, trivia, puzzles and more.



## TEEN READ WEEK

Teen Read Week is October 12-18, and this year's theme is "Turn Dreams into Reality @ Your Library". This is a prime opportunity to spotlight all the great resources and activities the Library provides to inspire teens to succeed.

## MAIL CALL EXHIBIT

*Mail Call*, the fascinating story of military mail and communication from the American Revolution to current wars in Iraq and Afghanistan will be on display in the Main Library Atrium November 8, 2014 to January 18, 2015. *Mail Call* is a traveling version of the National Postal Museum's permanent exhibition of the same name, organized and circulated by the Smithsonian Institution Traveling Exhibition Service.

## ***ACTION ITEMS***

Ms. Fender reported that the Board of Directors of the Ohio Library Council (OLC) has passed a resolution urging members of Ohio's General Assembly to restore the percent of the General Revenue Fund dedicated to the Public Library Fund (PLF), currently at 1.66%, to 2.22%. OLC is requesting that Library Boards across the State pass similar resolutions in anticipation of the FY 2017 budget which will be passed next spring.

It is requested that the Board adopt the following resolution which will be forwarded to the Hamilton County members of the General Assembly.

### **RESOLUTION URGING RESTORATION OF THE PUBLIC LIBRARY FUND**

To urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

WHEREAS, Ohio's public libraries play an essential role in the community, improve the quality of life, and give everyone a chance to succeed; and

WHEREAS, Public libraries in Ohio are open to all citizens more than 2.1 million hours a year; and

WHEREAS, 1.8 million children and 7.1 million adults are card holders at public libraries in Ohio; and

WHEREAS, Annual visits to Ohio's public libraries recently reached more than 85 million; and

WHEREAS, State funding for public libraries ensures all Ohioans have access to any library in the state regardless of where they live; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$105 million since 2008 resulting in a 24% loss in funding; and

WHEREAS, Public libraries currently receive the same level of state funding they received in 1996; therefore be it

RESOLVED, That we, the members of the Public Library of Cincinnati and Hamilton County Library Board of Trustees, respectfully request that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Mr. Sittenfeld moved that the Board approve the resolution. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon, and Mr. Wrightí 6 ayes. The motion carried. (19-2014).

## FINANCE & AUDIT COMMITTEE REPORT

Mrs. LaMacchia reported:

### REVISION OF THE 2014 ANNUAL APPROPRIATIONS

Confirmation is requested to revise *appropriations* as follows:

#### ***Gift Fund***

Supplies - decrease by	\$ (60,000.00)
Library Materials and Information - increase by	\$ 60,000.00
<i>Appropriations net change</i>	<u>\$ -</u>

This change is necessary to account for the High School Online scholarships that were partially funded by the Foundation that were not included in the original budget. In order to take advantage of a grant offering 25 additional scholarships at no cost the Library had to commit to 50 scholarships by September 30.

Authorization is requested to revise *appropriations* as follows:

**Gift Fund**

**Revenues**

Grants - increase by	\$	2,000.00
Contributions, Gifts, Donations - increase by	\$	32,000.00
<i>Estimated resources net change</i>	\$	<u>34,000.00</u>

**Expenses**

Supplies - increase by	\$	62,000.00
<i>Appropriations net change</i>	\$	<u>62,000.00</u>

**Incidental Expenses Fund**

Other Employee Benefits - increase by	\$	1,000.00
Supplies - decrease by	\$	(1,000.00)
<i>Net change</i>	\$	<u>-</u>

The revisions are to account for serving as the fiscal agent for a small event sponsored by the State Library Board, to account for the donation by the Foundation to fund 10 of the 50 Online High School scholarships, to account for various gifts in excess of \$5000 received during the year, to provide for supply expenses expected through the end of the year and to account for the Dehner prize for the employee recognition Impact Award announced in November.

**RESOLUTION ACCEPTING TAX LEVY AMOUNT AND RATE**

Hamilton County Auditor Dusty Rhodes has forwarded to all County Fiscal Officers the following resolution for acceptance of 2015 tax levy rates and amounts. The resolution is to be approved by each board and returned to the Auditor before October 20.

**Resolution Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor**

Board of Trustees  
Rev. Code, Secs. 5705.34

**WHERE AS**, This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2015; and

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

**RESOLVED**, By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further



**RESOLVED**, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon, and Mr. Wrightí 6 ayes. The motion carried. **(20-2014)**.

## **LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

### REQUEST TO WAIVE PUBLIC BIDDING FOR COLLEGE HILL BRANCH REPAIR

On September 18 a vehicle crashed into the College Hill Branch. While there were no staff or customers injured, the impact caused numerous cracks along the inner and outer walls of the building. Following the Building Inspector's inspection, which determined the building could remain open, the Library brought in THP Limited, Inc. Their immediate recommendations included shoring up the wall, placing supports along a steel beam that runs perpendicular to the damaged wall, and building a temporary wall around the area. This work was completed by Library staff.

THP submitted a full report to the Library outlining the damage and estimating the cost of repair (including their fees), at \$45,000. We have authorized THP to move forward providing drawings and specifications for construction.

The wall and building are stable, but there is immediacy to undertaking the repair work, since there are multiple cracks in the wall and a portion of the children's area is unusable. While the estimate for the work is below the \$50,000 threshold required for formal bidding, we are requesting that the Board waive public bidding in case the actual bids come in over that threshold amount. This will ensure the repairs are completed in a timely a fashion.

Several members inquired if the damage was covered by insurance. Staff indicated that the individual responsible for the accident had \$25,000 property coverage. Staff is currently working with the insurance company to file the claim. Once all costs above this coverage have been identified, the Board can determine if it will pursue additional legal action.

### PROJECT UPDATES

#### *Clifton*

The plumbing rough work is complete and inspected. The HVAC and electrical rough installation is continuing. The addition's exterior walls are 90% complete, and the front

porch concrete slab has been poured. The conversion of the porte-cochere to a reading room has begun.

The following change orders have been approved and are submitted for confirmation:

Graybach

Change Order No. 6 in the amount of a credit of (\$1,021.75) to install a 1ö conduit to the sign location for future data, add a steel beam over the emergency exit in the basement, replace the kitchen subfloor, credit for the steel replacement of the front porch and a credit to install one manhole vs two per the drawings.

Change Order No. 7 in the amount of \$4,789.75 to add a lintel and outlet for the overnight lockers, add a lintel in the attic due to a load bearing brick wall for duct work to pass through, increase the building water line from 4ö to 6ö (per Cincinnati Water Works).

*St. Bernard and Reading*

At Reading, the slab was poured several weeks ago and the steel structure is in place. The roof deck has been installed, and the exterior framing is currently under way.

At St. Bernard, the slab has been poured and the steel is being erected.

The following change orders have been approved and are submitted for confirmation:

Graybach

Change Order No. 1 in the amount of \$3,481.0 to delete Reading's transformer pad, revise hardware package at both locations, add wall blocking at both locations.

Change Order No. 2 in the amount of \$14,260.78 to remove unforeseen concrete slabs and foundations at Reading.

Change Order No. 3 in the amount of \$20,271.44 to remove unforeseen concrete slabs and foundations at Reading.

Change Order No. 4 in the amount of \$14,845.94 to remove additional concrete piers at Reading.

Change Order No. 5 in the amount of \$2,595.84 to add gravel backfill as a result of the removal of the concrete piers at Reading.

Change Order No. 6 in the amount of \$2,344.92 for changes in the foundation wall at St. Bernard where the civil engineer used incorrect elevations on the original drawings, and additional hauling of spoils at Reading

Avenue Fabricating

Change Order No. 1 in the amount of a credit of (6,526.58) to revise structural detailing connections to shop fabricated versus field fabricated for both locations.

Valley Interior Systems

Change Order No. 1 in the amount of a credit of (\$9,385.00) to remove requirement of exterior barrier inspection at both locations.

Queen City Mechanical

Change Order No. 1 in the amount of \$1,399.84 to core three holes in the existing foundation wall to allow the water line, sanitary line and the storm line to pass through into the new building pad at St. Bernard.

Change Order No. 2 in the amount of \$1,152.55 to revise the main water line as it enters the building at St. Bernard.

R.C. Hemm Glass Shops, Inc.

Change Order No. 1 in the amount of a credit of (\$4,250.00) to change paint from three part custom finish to a two part standard finish.

Weisbrod Masonry, Inc.

Change Order No. 1 in the amount of a credit of (\$11,770.00) for value engineering changes.

Delta Electrical Contractors, Ltd.

Change Order No. 1 in the amount of \$11,161.00 for changes to the primary and secondary services at both sites.

*Bore fields*

The bore fields are complete with the exception of flushing the systems once connections to the buildings are ready to be made.

Geothermal Services

Change Order No. 1 in the amount of \$816.18 to drill an additional well at Reading.

Change Order No. 2 in the amount of \$2,294.00 to bore under Girl Scout Lane versus saw cut the pavement and replace at St. Bernard.

*Avondale*

The punch list is still being addressed. In September, K4 hired Patriot Engineering and Environmental, Inc., to verify the building department's special inspection requirements were met. In that investigation it was discovered that an insufficient amount of masonry wall ties were used on the exterior masonry façade. A letter was sent to Triton Services, Inc. per their AIA contract informing them that they have 10 days to begin corrective work.

On Tuesday, September 30, the Library received a Claim on Bond letter from ThyssenKrupp Elevator Americas, a subcontractor to Triton Services, Inc., regarding non-payment of an invoice. We have forwarded the letter to our legal counsel for advice.

The following change orders have been approved and are submitted for confirmation:

Triton Services, Inc.

Change Order No. 106 in the amount of \$5,595.00 to enclose the drain in the elevator room per the elevator inspector and add the roof top protective railing.

Change Order No. 107 in the amount of \$1,012.00 to extend the framing to allow the Rookwood tile to be installed at the front entry.

The Board indicated that it is taking an inordinate amount of time to complete this project. The Staff indicated there is still a punch list of items to complete. There was a brief discussion as to the reasons for the delay in Triton completing the items. Staff indicated that most recently the President of the company was the individual doing the punch list.

*Main Library Re-Roofing*

The re-roofing of the Main Library is approximately 94% complete with only some metal coping left to be installed.

The following change orders have been approved and are submitted for confirmation:

Wm. Kramer & Sons

Change Order No.1 in the amount of \$1,350.00 to fully enclose the two parapet walls on the south side of the skylight and add slope for drainage

Change Order No. 2 in the amount of a credit of (\$20,595.00) to rework the terraces, adding drains, revising bridge flashing, deleting the light weight replacement concrete, demolition of the built up roof, and deleting the drain extensions and adding scoping of ten drains.

Change Order No. 3 in the amount of \$848.76 to cut down two metal doors to allow the roof to be built up properly at the threshold.

Mr. Hendon moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon, and Mr. Wrightí 6 ayes. The motion carried. **(21-2014)**.



## RESOLUTION IN RECOGNITION OF MARY BENNETT-BROWN

Mr. Wright reminded the Board that Human Resource Director Mary Bennett-Brown was retiring on November 30, 2014. In recognition of her efforts at the Library, he presented the following resolution:

- Whereas, Mary Bennett-Brown (Mary) began her career at the Public Library of Cincinnati and Hamilton County in 2001, as the Human Resources Director, a position she held for 13 years, and
- Whereas, In this position, Mary has been responsible for all aspects of the Library's human resources including employee relations and benefits for the 800 staff members of the Library, and
- Whereas, With Mary's extensive Human Resources knowledge the Library has successfully attracted and retained skilled, high-quality staff members contributing to the Library's national recognition, heavy usage and strong community support, and
- Whereas, Mary's strong negotiation skills have kept staff costs within budget while her interest in staff development resulted in all staff having opportunities for growth benefiting the Library, our staff and the community, and
- Whereas, Mary has taken a leadership role within the Ohio Library Council sharing her best practices with the public library community statewide,

NOW THEREFORE, BE IT RESOLVED in recognition of her more than 13 years of devoted service and outstanding work, the Members of the Board of Trustees thank Mary Bennett-Brown for her valued contribution to the Library.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mrs. LaMacchia moved that the Board approve the resolution as filed. Mr. Hendon seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon, and Mr. Wright 6 ayes. The motion carried. **(22-2014)**.

### ***CONSENT AGENDA ITEMS***

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held August 12, 2014.

- Investment Report (summary of invested balances) as of August, 2014 and September, 2014.

	Amount 8/31/2014	Amount 9/30/2014
<b><u>Operating Account</u></b>		
General Fund	\$10,059,411.09	\$17,152,751.98
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	425,907.54	394,837.34
Building and Repair	9,691,354.79	8,315,847.33
Permanent Trust Funds	1,581,662.06	1,572,966.97
	<u>\$21,988,335.48</u>	<u>\$27,666,403.62</u>
<b>STAR Ohio</b>		
Building and Repair	1,046,848.27	1,046,876.63
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	\$6,733,132.00	\$6,733,132.00
	<u>\$6,733,132.00</u>	<u>\$6,733,132.00</u>
<b>GRAND TOTAL</b>	<b><u>\$29,768,315.75</u></b>	<b><u>\$35,446,412.25</u></b>

- Monthly Financial Reports ó for the periods ending August, 2014 and September, 2014.
- Personnel Change Report reflects changes through September 27, 2014.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
APPOINTMENT	CHILDREN'S LEARNING CENTER	SHELVER	0.50	BAMBRICK, BRIDGET	08/31/2014
APPOINTMENT	CHILDREN'S LEARNING CENTER	STUDENT SHELVER	0.30	GOLAND, KATHERINE A.	08/17/2014
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	EDU. & HOMEWORK SUPPORT ASST.	1.00	EVERSOLE, PATRICIA K.	08/31/2014
APPOINTMENT	MONFORT HEIGHTS BRANCH	CHILDREN'S LIBRARIAN	1.00	BERESFORD, ALICE	09/14/2014
APPOINTMENT	OAKLEY BRANCH	HOMEWORK HELP AIDE	0.30	ADAMS, MARY JO	08/31/2014
APPOINTMENT	TEENSPOT	SENIOR LIBRARY SERVICES ASST	0.50	INNIS, JULIA	08/17/2014
APPOINTMENT	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	KELCH, NATALIE	08/31/2014
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	MORENO, CAROLINE M	08/17/2014
APPOINTMENT	ANDERSON BRANCH	STUDENT SHELVER	0.30	CONNAIR, DANIEL	08/31/2014
APPOINTMENT	AVONDALE BRANCH	HOMEWORK HELP AIDE	0.30	MCMULLEN, CARLA L	08/17/2014
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.30	PITTINGER, NOAH	08/03/2014
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	0.30	STAGGE, TYLER J	08/17/2014
APPOINTMENT	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1.00	BAYCI, EMILY R	09/14/2014
APPOINTMENT	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	0.50	RAINS, LOGAN W	08/17/2014
APPOINTMENT	CHILDREN'S LEARNING CENTER	STUDENT SHELVER	0.30	RILEY, DULCINEA	08/17/2014
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ARNOLD, MIRANDA	08/03/2014
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	LEWIS, DUANA	08/03/2014
APPOINTMENT	COVEDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	PRICE, HEATHER N	09/14/2014
APPOINTMENT	DEER PARK BRANCH	HOMEWORK HELP AIDE	0.30	DAVIS, BRANDON C	09/14/2014
APPOINTMENT	DEER PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	AUSTIN, JEFFREY	08/31/2014
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	0.30	BRUEGGEMEYER, WILLIAM	08/17/2014
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	0.30	BAILEY, MATTHEW T	08/31/2014
APPOINTMENT	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JUSTICE, ALEXA B	08/17/2014

APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	MCCOLLUM, LILIAN	08/03/2014
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	PAUL, IAN	08/03/2014
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	RUPP, DAPHNE	09/14/2014
APPOINTMENT	HVAC SERVICES	HVAC MECHANIC	1.00	BRYANT, DAVID	09/14/2014
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	0.30	SCOTT, SARAH	09/14/2014
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.50	FEHRING, JAMIE R	08/17/2014
APPOINTMENT	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	LANDERS, MICAH	09/14/2014
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.60	HERRMANN, ANNA C	08/17/2014
APPOINTMENT	OAKLEY BRANCH	STUDENT SHELVER	0.30	HUBER, EVAN M	08/31/2014
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.50	VANDERBILT, DANIEL	08/03/2014
APPOINTMENT	READING BRANCH	HOMEWORK HELP AIDE	0.30	MCCUTCHEN, CLAIRE E	08/17/2014
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WALTON, GARY L	08/17/2014
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	POLICASTRO, MARGARET C	08/31/2014
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	ODER, SAMUEL	09/14/2014
APPOINTMENT	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JOHNSON, LINDA	08/03/2014
APPOINTMENT	TEENSPOT	STUDENT SHELVER	0.30	HENRY, ROBERT L	08/17/2014
APPOINTMENT	WALNUT HILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	KEEBLER, SARA	08/17/2014
APPOINTMENT	WEST END BRANCH	HOMEWORK HELP AIDE	0.30	MYLES, CORDELIA	08/17/2014
CHANGE	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	0.60	GARDNER, MATTHEW A.	08/17/2014
CHANGE	BLUE ASH BRANCH	STUDENT SHELVER	0.30	BOYLSON, MICHELLE	08/17/2014
CHANGE	COVEDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	ABBATIELLO, AMY L	08/31/2014
CHANGE	DELHI TOWNSHIP BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	PELLEGRINO, MARIO A.	08/03/2014
CHANGE	LOVELAND BRANCH	STUDENT SHELVER	0.30	PING, LEVI	08/17/2014
CHANGE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	BARTON, JOCELYN M.	08/03/2014
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	SEBRING, TOM R.	08/31/2014
CHANGE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WILKINS, AARON M.	09/14/2014
CHANGE	CLIFTON BRANCH	BRANCH MANAGER	1.00	BEITZ, JILL	08/31/2014
CHANGE	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.60	PRESLEY, SONDR A	09/14/2014
CHANGE	GROESBECK BRANCH	HOMEWORK HELP AIDE	0.30	SCHAICH, GLENN A.	08/17/2014
CHANGE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	PERRY, VALERIE S.	09/14/2014
CHANGE	MADISONVILLE BRANCH	HOMEWORK HELP AIDE	0.30	BELL, RONDA	08/17/2014
CHANGE	OUTREACH SERVICES	REFERENCE LIBRARIAN	1.00	VOLK, ANNALEA	08/03/2014
CHANGE	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	1.00	GIBSON, COREY S	08/31/2014
CHANGE	PRICE HILL BRANCH	HOMEWORK HELP AIDE	0.30	MIRANDILLA, AMANDA A	08/17/2014
CHANGE	TEENSPOT	SENIOR LIBRARY SERVICES ASST	0.50	CALHOUN, TARICA D.	08/31/2014
DEPARTURE	ANDERSON BRANCH	STUDENT SHELVER	0.30	HOGAN, BENJAMIN J	08/16/2014
DEPARTURE	AVONDALE BRANCH	HOMEWORK HELP AIDE	0.30	MCMULLEN, CARLA L	09/12/2014
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	DOWLING, SHANNON	08/13/2014
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	GUPTA, ARUSHI	08/13/2014
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.25	TINNEY, ERIN E.	08/15/2014
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	0.55	BOYLSON, MICHELLE	09/27/2014
DEPARTURE	BOND HILL BRANCH	HOMEWORK HELP AIDE	0.30	EDWARDS, AALIYAH	09/08/2014
DEPARTURE	CLIFTON BRANCH	BRANCH MANAGER	1.00	BAILEY, CHRISTINE	08/15/2014
DEPARTURE	COVEDALE BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	RIPLEY, KATHLEEN F.	09/19/2014
DEPARTURE	DEER PARK BRANCH	HOMEWORK HELP AIDE	0.30	CHARNEY, AMANDA J	08/03/2014
DEPARTURE	DEER PARK BRANCH	STUDENT SHELVER	0.30	LICHON, IVY S	09/22/2014
DEPARTURE	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SERVICES ASST	0.50	DEFFINGER, SARAH	08/20/2014

DEPARTURE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	KEES, KATELYN	09/05/2014
DEPARTURE	GREEN TOWNSHIP BRANCH	STUDENT SHELVING	0.30	ROWE, AYANA M.	08/16/2014
DEPARTURE	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.60	SMITH, SHARON K	08/11/2014
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	TOTTEN, LINDSEY E.	08/30/2014
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	JUSTICE, ALEXA B	09/20/2014
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVING	0.30	BUBENHOFER, SHANNON R	08/13/2014
DEPARTURE	HARRISON BRANCH	STUDENT SHELVING	0.30	ALEXANDER, OLIVIA M	09/03/2014
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVING	0.25	PERRY, THOMAS J.	08/15/2014
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.50	DELAMATRE, AARON M.	09/27/2014
DEPARTURE	INFORMATION & REFERENCE DEPT	STUDENT SHELVING	0.30	DUE, ROBERT	08/15/2014
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVING	0.20	LUTI, EMILY A.	08/16/2014
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVING	0.30	HAINS, LAUREN A	09/21/2014
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVING	0.30	KISER, NICHOLAS	09/20/2014
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVING	0.25	OREILLY, RACHEL E	09/09/2014
DEPARTURE	NORTH CENTRAL BRANCH	STUDENT SHELVING	0.30	CONLEY, LAURA	08/19/2014
DEPARTURE	NORTH CENTRAL BRANCH	STUDENT SHELVING	0.30	FOSTER, ANTHONY M	08/29/2014
DEPARTURE	NORWOOD BRANCH	STUDENT SHELVING	0.30	HENSLEY, TAYLOR A	09/24/2014
DEPARTURE	OAKLEY BRANCH	STUDENT SHELVING	0.25	MCELROY, ANSLEY F	08/16/2014
DEPARTURE	POPULAR LIBRARY	STUDENT SHELVING	0.30	AUFMANN, DANIEL L	08/12/2014
DEPARTURE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.70	HAZARD, JASON M.	09/05/2014
DEPARTURE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	BARTON, JOCELYN M.	09/26/2014
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVING	0.30	MAYO, CAROLINE V	08/07/2014
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	SCHARTMAN, MARY	09/27/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.60	LEE-MOUNTEL, ESTEE S.	09/02/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	CONLON, KYLE L	09/11/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVING	0.30	RANDALL, RACHEL	08/16/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVING	0.30	HOYER, ZACHARY	08/20/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVING	0.30	BRAIDICH, ALEXANDER J	08/21/2014
DEPARTURE	TEENSPOT	SENIOR LIBRARY SERVICES ASST	0.50	INNIS, JULIA	08/19/2014
DEPARTURE	TEENSPOT	SENIOR LIBRARY SERVICES ASST	0.50	WHITE, WHITNEY	09/07/2014
DEPARTURE	WEST END BRANCH	HOMEWORK HELP AIDE	0.30	MYLES, CORDELIA	08/27/2014
DEPARTURE	WYOMING BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ZUBER, KATELYN N	08/21/2014
DEPARTURE	WYOMING BRANCH	STUDENT SHELVING	0.30	PRICE, BRIANA	08/22/2014
DEPARTURE	MADISONVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	SINGER, CONNIE R	08/30/2014
DEPARTURE	CUSTODIAL SERVICES	CUSTODIAN	0.50	GREEN, ROBERT A	08/12/2014
DEPARTURE	HUMAN RESOURCES	COMP & BENEFITS SPECIALIST	1.00	FITZPATRICK, STEPHANIE	09/19/2014
PROMOTION	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROC.	1.00	MOORE, JUSTIN P.	09/14/2014
PROMOTION	COVEDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ZIGELMIER, KOURTNEY K.	09/14/2014
PROMOTION	MADISONVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	MATTSON II, RICHARD ALLEN	08/31/2014
PROMOTION	MT. WASHINGTON BRANCH	TEEN LIBRARIAN	1.00	POON, JENNIFER S.	08/31/2014
PROMOTION	TECHCENTER	SENIOR LIBRARY SERVICES ASST	0.50	ONONYE, UCHENNA	09/14/2014
PROMOTION	DIRECTOR'S OFFICE	COMM. & GOVT REL. COORDINATOR	1.00	FAY, ELAINE D.	08/31/2014

- Statistical Report for August, 2014.
- Top Ten Circulating Report for August, 2014.

Mr. Sittenfeld moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran (except pass on investments), Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon and Mr. Wrightí 6 ayes. The motion carried **(23-2014)**.

Mr. Hendon moved that the Board go into Executive Session to discuss security matters and pending or imminent court action with Robert S Brown, Attorney. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon and Mr. Wrightí 6 ayes. The motion carried **(24-2014)**.

Mrs. LaMacchia voted that the Board come out of Executive Session. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon and Mr. Wrightí 6 ayes. The motion carried **(25-2014)**.

Mr. Moran moved that the Board approve the security steps discussed in Executive Session. Mr. Hendon seconded the motion.

Voting for the motion: Mr. Moran, Mrs. Trauth, Mr. Sittenfeld, Mrs. LaMacchia, Mr. Hendon and Mr. Wrightí 6 ayes. The motion carried **(26-2014)**.

The Regular Meeting was then adjourned.

---

President

---

Attest: Secretary