

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

Date: August 9, 2016

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: None

Present: Kimber L. Fender, Greg Edwards, Andrea  
Kaufman, and Molly DeFosse

***LIBRARY TRUSTEE OATH OF OFFICE – ROSS A. WRIGHT***

Ross A. Wright was sworn in by Monica Donath Konen as Trustee for the Board of Trustees of the Public Library of Cincinnati and Hamilton County for a term through August, 2023.

***PUBLIC COMMENTS***

None.

***ACTION ITEMS***

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

Ms. Fender reported that:

## 2015 CIRCULATION RANKINGS

Among libraries included in the Public Library Data Service (PLDS) Statistical Report released in July 2016 our Library was 5<sup>th</sup> in total circulation for the 2<sup>nd</sup> consecutive year. Listed below are the top 10 libraries:

New York Public Library, the Branch Libraries	23,321,931
King County Library System	20,418,624
Multnomah County Library	20,268,163
Cuyahoga County Public Library	19,586,929
Cincinnati And Hamilton County, Pl of	18,771,227
Columbus Metropolitan Library	17,262,267
Hennepin County Library	16,185,356
Indianapolis-Marion County Public Library	16,178,837
Los Angeles Public Library	15,800,499
Salt Lake County Library System	15,354,704

Three of the top ten circulating libraries are in Ohio with our Library once again second in the State.

## LEGISLATOR VISITS

State Legislators from Hamilton County have been invited to visit a Library location in their district to observe a Library program in action. Senator Bill Seitz visited the Covedale Branch to see the Summer Lunch Program in action. Representative Denise Driehaus visited Clifton on August 4<sup>th</sup> to participate in Brain Camp and Senator Cecil Thomas will visit Clifton on August 30<sup>th</sup> to participate in the Movers and Shakers program.

## LIBRARY CLOSING SCHEDULE FOR 2017

Following is the proposed holiday closing schedule for 2017. Employees are paid holiday time for all closed dates with the exception of Easter and the early closing on New Year's Eve, in accordance with the Library's Holiday Policy.

Sunday, January 1 – New Year's Day

Sunday, April 16 – Easter

Monday, May 29 – Memorial Day

Tuesday, July 4 – Independence Day

Monday, September 4 – Labor Day

Thursday, November 23 – Thanksgiving Day

Sunday, December 24 – Christmas Eve

Monday, December 25 – Christmas Day

Sunday, December 31 – New Year's Eve close at 5:00 p.m. – regular hours

Monday, January 1, 2018 – New Year's Day

## BOARD MEETING DATES FOR 2017

Tuesday, February 14, 2017 – Main  
Tuesday, April 11, 2017 – Miami Township  
Tuesday, June 13, 2017 – Hyde Park  
Tuesday, August 8, 2017 – Main  
Tuesday, October 10, 2017 – Mt. Healthy  
Tuesday, December 12, 2017 (Annual and Regular) – Main  
All meetings begin at 9:15 a.m. at locations as listed above.

## ORANGEBOY IDEA EXCHANGE

Each summer OrangeBoy holds an Idea Exchange for their clients near their offices in Columbus. Ms. Fender has been asked to deliver a keynote, “Leading Libraries with Data Driven Strategies” on Wednesday, August 17. Angela Hursh from the Marketing Department has also been asked to speak discussing “Customer Engagement Successes through Targeted Messaging”. There is no cost to attend the conference and Ms. Fender and Ms. Hursh will be using Library vehicles to travel. Ms. Fender’s only expense is one night at a hotel.

## IFLA LIBRARY TOUR

The International Federation of Library Associations (IFLA) is holding its world congress in Columbus from August 13-19. As part of this event, our Library will be hosting a tour group on Friday, August 19<sup>th</sup>. The tour will begin at Main Library and proceed to the Clifton and Reading Branches. Between 40 and 60 people are expected to attend.

## UNITED WAY HOLDING EVENT AT THE LIBRARY

In June the Library provided the setting for a dinner meeting of United Way donors. About 70 people attended and it was a wonderful opportunity to show off the Main Library and MakerSpace to this group as part of the evening’s event.

United Way related that the Library was a huge hit with attendees and they have requested that the Library again serve as the venue for a United Way event, this time for their donors between 21 and 30 who give \$250 or more annually. As part of the evening, the participants would create Little Free Libraries for classrooms in Cincinnati Public Schools and Covington Independent Public Schools. For these events, the Library provides the setting and United Way assumes the costs for food and supplies. This is a great way to introduce the Main Library to more people. The event is tentatively scheduled for September 15 and will take place after public hours.

## BECOMING THE BEST!

As discussed in the April 12 Board report, the Library’s Strategic Plan includes a goal to become a top workplace in Cincinnati. In pursuit of this goal, staff was asked to complete an

engagement survey and appointed a 16 staff-member Task Force to review the survey results and recommend changes to policies, processes, and programs that would support becoming a top workplace. In late June the Task Force presented their recommendations. A number of activities related to the recommendations are underway including continuing the “Let’s Talk” sessions which provide staff with an avenue to share thoughts, ideas and concerns directly with Senior Leadership; creating a Staff Morale Team; reiterating Senior Leadership’s “open door” practice; and adding an Internal Communication Coordinator to Library staff. Senior Leadership is committed to providing transparent, regular, and open communication to staff about the status of each recommendation as we work towards becoming a top workplace in Cincinnati.

### 175TH BIRTHDAY BASH

The *Cincinnati Enquirer* is celebrating 175 years of publication and has adopted the theme of Childhood Literacy for its anniversary year. The Library and United Way have joined with the *Enquirer* in this initiative which includes tracking volunteer hours spent on childhood literacy activities, collecting 17,500 children’s books, and a birthday celebration on Fountain Square, August 10 from 11:00-1:00. In addition to the usual birthday celebrations of cake, ice cream and other snacks there will be a variety of activities for children to participate in and a special storytime will take place at noon. Featuring local, award-winning author, Sharon Draper, who will read the beloved children’s book *Chicka Chicka Boom Boom*, the storytime will take place simultaneously at libraries and child care providers across the region. In addition to our libraries, the public libraries in Campbell County, Boone County, Kenton County, and Clermont County are participating as well as Lane Public Libraries, MidPointe Library System, and Mason Public Library. Unfortunately, Guinness won’t recognize the storytime as a world record. Instead we’ll be trying to set a new record for the most people reciting the alphabet. Each site needs to document participation through a process developed by Guinness and coordinated by our Marketing staff. We expect to have a huge attendance for this fun event emphasizing the importance of childhood literacy.

### VOLUNTEER RECOGNITION

The support we receive from our many volunteers is vital to our Library’s success. To thank our volunteers we annually hold a Volunteer Recognition Event. This year’s event will be held Saturday, August 27 from 11 a.m. to 1 p.m., at the Reading Branch.

### LIBRARY FOUNDATION

The Foundation Board held its quarterly meeting on July 20.

At the June Regular Meeting, Library Trustee Bill Moran requested a review of the relationship between the Library and the Foundation. This was prompted by the recent issues between the Park Board and Parks Foundation. As a first step, Ms. Fender reviewed the Foundation’s legal documents, the Articles of Incorporation and Code of Regulations. There are two changes needed to the Code which will be brought before the Member of the Foundation at its meeting in December. These items deal with mail notification of meetings,

(email is also permitted but the reference to mail should be deleted) and the move of the Annual Meeting from January to December.

Additionally, Ms. Fender reviewed the Services Agreement between the Library and the Foundation, most recently revised in 2015, shown below. No additional revisions were identified.

**AGREEMENT**  
**Between**  
**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY**  
**and**  
**THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY FOUNDATION**

This Agreement is entered into between The Public Library of Cincinnati and Hamilton County (“the Library”) and the Public Library of Cincinnati and Hamilton County Foundation (“the Foundation”).

WHEREAS, The Public Library of Cincinnati and Hamilton County is a body politic, organized and existing under the statutes of the State of Ohio and

WHEREAS, The Public Library of Cincinnati and Hamilton County Foundation is a not-for-profit corporation of the State of Ohio, formed for and dedicated to the support of the Library and

WHEREAS, The Board of Trustees of the Library and the Board of Directors of the Foundation have determined that it is in their mutual interest to enter into an agreement governing certain relationships between the two organizations,

NOW, THEREFORE, the Library and the Foundation agree to the terms and conditions as set forth below:

**I. FOUNDATION OFFICE & BUILDING SPACE**

- A. The Foundation will rent and have the use of Library office facilities year round. Specifically for the Annual Fund or any other solicitation programs needed on the Foundation’s behalf.
- B. The Foundation will have the use of the Library’s Boardroom for meetings and parking for a limited number of directors to attend those meetings. The Executive Director of the Foundation will be given a parking spot on a regular basis.
- C. Depending on availability, the Foundation will have the use of Library property for fundraising purposes and other Foundation events.
- D. The Library will provide additional work areas and computers needed for staff hired by the Foundation.

**II. GRAPHIC DESIGN, PROMOTION AND PRINTING SERVICES**

- A. The Library shall design and promote promotional items for the Foundation, including but not limited to:

1. Annual Fund solicitations.
  2. Promotional brochures for all Foundation activities.
  3. Stationery and informational mailings.
- B. The Library shall prepare and distribute press releases on the Foundation's events and fundraising efforts, arrange for the production of promotional banners and take photos of Foundation events that can be used to promote future events.
- C. The Foundation will have the use of Library copiers for maintaining records.

### **III. COMPUTER SUPPORT SERVICES**

- A. The Library shall provide basic computer hardware and software support. Raiser's Edge software will be maintained by the Library for donor information and solicitation and will be upgraded at the discretion of the Library. The Library shall not be obligated to provide such support at times that conflict with work schedules. The Library will provide email access for Foundation communication to donors. In addition, the Library will provide information from Library card applicants who have indicated their approval to be contacted by the Foundation for fundraising purposes.
- B. The Library will provide a website link for the Foundation on the Library's homepage to promote donations to the Foundation through bequests, planned gifts, naming opportunities, direct donations and sale of products.

### **IV. ADMINISTRATIVE STAFF SUPPORT**

- A. The Library will provide up to 12 hours of administrative staff support per week for the Foundation office.
- B. The Foundation will pay \$1,000 per month for this administrative service. The payments will be made twice a year. The payments of \$6,000 will be made to the Library in January and July.

### **V. TELEPHONE SERVICES**

- A. The Library shall provide the Foundation with a phone number and voice mail services as part of the Library's phone system.

### **VI. GIFT ALLOCATIONS**

The Annual Fund Campaign will be under the control of the Foundation and it is the responsibility of the Executive Director of the Foundation to verify that monies donated go either to the Foundation or the Library as indicated by the donor. Upon request from the Library, the Foundation will provide an accounting of these donations and expenditures by the Foundation. The Foundation will also transfer any gifts received throughout the year received by the Foundation that were intended for the Library.

**VII. POSTAGE & MAIL SERVICE**

Upon request, the Library shall mail first-class correspondence and parcels for the Foundation, The Foundation will reimburse the Library \$1,000 to pay the average yearly cost of mailings. This \$1,000 will be paid at the same time as this agreement.

**VIII. INSURANCE**

A. The Library will cover the Foundation Directors under the Library’s Directors & Officers liability insurance policy.

**IX. TERM**

- A. The term of this agreement is for the 24-month period from December 8, 2015 through December 8, 2017.
- B. Upon completion of the term, the agreement shall continue on a month-to-month basis under the same terms and conditions, unless amended by mutual consent of both parties.
- C. Either party may terminate this agreement at any time by giving 60 days notice.

**X. FOUNDATION PAYMENTS TO THE LIBRARY**

- A. The Foundation shall pay the Library the sum of \$3,400.00 annually for the goods and services the Library provides to the Foundation in accordance with the terms of this agreement. This payment will be made after the fiscal year end meeting of the Foundation in June.
- B. The Library shall provide the Foundation with an annual invoice for the total amount due.

The aforementioned terms being mutually and entirely agreed upon by the parties, the Library and the Foundation do hereby indicate their approval of this agreement.

\_\_\_\_\_  
 President  
 Board of Trustees of the Public Library  
 of Cincinnati and Hamilton County

\_\_\_\_\_  
Date

\_\_\_\_\_  
 Executive Director  
 Public Library of Cincinnati  
 and Hamilton County Foundation

\_\_\_\_\_  
Date

Funds from the Foundation to the Library are either a grant for a specific program received by the Foundation and given to the Library for that specific purpose or funds raised from the Annual Fund or other fundraising activities specified for the benefit of the Library but not

restricted to a specific program. The only funds sent from the Library to the Foundation are payroll deductions from staff who wish to contribute to the Foundation.

The Library is audited annually by the Auditor of State and there have been no findings in general or specific to the Foundation. In 2015, the Auditor specifically reviewed the Foundation Agreement and recommended no changes. Additionally, the Foundation contracts with a CPA annually to conduct a financial review which has also found no improprieties.

In summary, the relationship between the Library and the Foundation is appropriate and meets the standards for the separation of the two entities. If the Board desires additional review of the relationship, Ms. Fender will arrange for that review.

#### FRIENDS OF THE PUBLIC LIBRARY

The Friends Board of Directors held its quarterly meeting July 29. The next book sale will be at the Friends Warehouse, August 18-21.

#### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA) held its June sale, June 10-12, grossing \$31,159, about a \$3,000 decrease from 2015. ATLA met on June 29. No action impacting Library support was taken at the meeting.

Mr. Wright moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. (17-2016).

### **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, 2015. The award is given to entities that file a Comprehensive Annual Financial Report (CAFR) and timely financial reports in accordance with GAAP, as well as receive a "clean" audit report. We will be presented the award later this afternoon.

#### THEFT OF LIBRARY PROPERTY

On or about July 30, 2016, a Library laptop was stolen from the personal vehicle of an employee. It has been the practice of the brain camps to have staff members transport laptops between locations. Service Operations will review the procedure and review security precautions with staff involved in transporting them. The cost of the 6 year old laptop is



\$1,491.34. The Fiscal Officer requests a release of personal liability related to the theft of the laptop.

Mr. Moran moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(18-2016)**.

## **FINANCE AND AUDIT COMMITTEE REPORT**

Ms. Kohnen reported:

### REVISION OF THE 2016 ESTIMATED RESOURCES AND ANNUAL APPROPRIATIONS

Authorization for the following revisions is requested:

#### **General Fund** **Revenue**

Contributions – increase by \$ 25,000.00

#### **Expense**

Library Material and Information – increase by \$ 25,000.00

To account for Foundation pass through grant for career online high school scholarships

#### **Expenses**

Salaries – decrease by \$ (200,000.00)

Benefits – increase by \$ 200,000.00

To account for anticipated shortfall in benefits as a result of shifts in enrollment by category

#### **Revenue**

Intergovernmental Receipts – PLF – decrease by \$ (379,832.68)

#### **Expenses**

Salaries – decrease by \$ (379,832.68)

To account for the estimated reduction in the PLF through expected one time salary variances. The salary variances are the result of vacant positions, turnover of positions being filled at a lower salary than was in place at the time of the budget, timing differences in filling certain positions, and less than anticipated retirements and terminations resulting in lump sum payouts.

#### **Expenses**

Purchased and Contracted Services – decrease by \$ (100,000.00)

Capital Outlay – increase by \$ 100,000.00  
To provide for small study spaces at 4 locations

*General Fund estimated resources net change* \$ (354,832.68)

*General Fund appropriations net change* \$ (354,832.68)

**Building and Repair Fund**

***Expenses***

Capital Outlay – increase by \$1,000,000.00  
To account for the increased 2016 Ongoing Maintenance project budget

**Gift Fund**

***Revenue***

Contributions, Gifts and Donations – increase by \$ 90,000.00

***Expenses***

Supplies – increase by \$ 40,000.00  
Purchased & Contracted Services – increase by \$ 20,000.00  
Capital Outlay – increase by \$ 30,000.00

To account for Friend’s activity for 2016 and the Foundation donation for Madeira

*Gift Fund estimated resources net change* \$ 90,000.00

*Gift Fund appropriations net change* \$ 90,000.00

**Armstrong Fund**

***Expenses***

Supplies – increase by \$ 15,000.00  
To provide funding for initiatives related to the staff engagement survey

The Armstrong Fund requires specific board designation for any expenditures. The appropriation is requested to support initiatives identified by various project teams in support of the Becoming the Best recommendations.

Ms. Kohnen moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright  
Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. (19-2016).

## HUMAN RESOURCES COMMITTEE REPORT

Mr. Moran reported:

### PUBLIC PARTICIPATION

As a public meeting, members of the public do occasionally attend a Committee meeting. Library employee, Don Wade, attended and presented to the Committee his concerns about the compensation plan put into place in April. The Committee listened to Mr. Wade's comments but did not recommend any changes to the compensation plan.

It is the recommendation of the Committee that the Board take the following action:

### POLICY REVISIONS

- Revise the Paid Time Off Policy by changing grades in the Salary Structure from letters to numerals and make other minor wording changes for consistency. The updated policy is as follows:

The Library grants Paid Time Off (PTO) to employees regularly scheduled to work at least 20 hours per week.

#### **Full-Time Employees**

- a. Grades 7-15. Regular full-time employees in Grades 7-15 are granted up to 27 days (216 hours) of PTO per year.
- b. Grades 1-6. New regular full-time employees at Grades 1-6 are granted up to 16 days (128 hours) of PTO in their initial year of employment. This annual PTO benefit increases by one day (8 hours) for each year of service up to a maximum benefit of 27 days of PTO per year in accordance with the schedule attached as Appendix A.
- c. Minimum Hours. No PTO is awarded to any full-time employee for a payroll period in which the employee is compensated for less than 80 hours.

#### **Part-Time Employees**

Regular part-time employees working at least 20 hours per week are awarded PTO ranging from 44 to 88 hours per year based on the pay period guidelines. No PTO is awarded to any part-time employee for a payroll period in which the employee is paid less than their authorized hours.

#### **General Provisions**

1. Scheduling. PTO may be taken throughout the year in minimum increments of 15 minutes and must be scheduled with approval of the appropriate supervisor.
2. Accrual and Use – New Employees. PTO benefits accrue from the start of employment for all new regular full time and part time employees. PTO benefits may not be used until after 26 weeks of employment.

3. Accumulation Maximums. Unused PTO for full-time and part-time employees in any year may be accumulated and carried forward to the next year. The following limits apply:

**Employees hired before 12/25/2011:** For full-time employees the maximum accumulation is 568 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 264 hours.

**Employees hired 12/25/2011 or later:** For full-time employees the maximum accumulation is 264 hours, in excess of which any accruable PTO is forfeited. The maximum accumulation by part-time employees is 132 hours.

4. Payout upon status change. When a full-time employee transfers to part time status, the employee shall be paid for all vested PTO in excess of the part-time maximum.
  5. Payout upon separation from service. Upon separation from service for any reason, employees of at least 26 weeks will receive a lump sum payment for their vested PTO at their current rate of pay. If an employee dies in service, this payment will be made to their estate.
- Revise the Vehicle Usage Policy concerning the conditions in which employees are required to maintain an acceptable motor vehicle record. The updated policy is as follows:

The Library provides library-owned vehicles on a limited basis for use by employees while on library business. In addition, the Library reimburses employees for approved business use of their personal vehicle.

Employees who drive a vehicle on Library business must exercise due diligence to drive safely including wearing a seat belt and to maintain the security of the vehicle and its occupants and contents. Employees who drive their personal vehicle on library business must make sure that their vehicle meets legal standards for insurance and safety. Employees are responsible for any driving infractions or fines incurred as a result of their driving.

Employees may not operate a library vehicle or a personal vehicle for library business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Employees must report any accident, theft, or damage involving a library vehicle or a personal vehicle used on library business to the police and to the Fiscal Office, regardless of the extent of damage or lack of injury. An incident report must be submitted to the Fiscal Office as soon as possible but no later than twenty-four hours after the incident.

Employees may not use library vehicles for non-business purposes.

Employees who drive a library or personal vehicle three or more times a week while on library business are also required to maintain an acceptable motor vehicle record based on the Driver Eligibility Guidelines established by the Library's insurance agent.

Employees who fail to meet the Driver Eligibility Guidelines established by the Library's insurance agent will not be authorized to drive on work time. If driving on work time is a job requirement and a reasonable, alternative means of transportation is not available, the employee may be transferred to another position at the Library's option or discharged. It is the responsibility of the employee to inform their supervisor of any changes that might affect their motor vehicle record, their legal or physical ability to drive or their insurability.

- Revise the Overtime Policy by adding a statement requiring all overtime to be approved prior to working over 40 hours and stating that failure to receive the proper approval may result in disciplinary action, up to and including termination. The updated policy is as follows:

We adhere to the provisions of the Fair Labor Standards Act, which states that nonexempt staff members must be compensated for all hours worked and that we must maintain records indicating those hours.

The direct supervisor shall assign required overtime, which is determined by management as a necessity.

All overtime must be approved prior to working more than forty (40) hours. A staff member who works overtime hours without receiving proper approval may be subject to disciplinary action, up to and including termination.

Exempt positions are not eligible for overtime pay.

*For information only*

#### UNITED IN SHARING CAMPAIGN

The Library's 2016 United in Sharing Campaign benefitting the Library Foundation's Annual Fund, United Way and Community Shares will run from September 22-October 21, 2016.

#### COMMUNITY RESPONSE TO HEALTH INSURANCE RIDER DECISION

Below is a summary of the community's response to the Board's decision to not add any riders to our health insurance coverage, including a transgender surgery rider.

- The *Cincinnati Enquirer* and WCPO reported the action mentioning only the transgender surgery.
- Fox 19 utilized the information provided in the press release to also report on the Board's action.

- 15 emails urged the Board to reconsider its decision with many from other parts of the country, and 2 emails expressed support for the decision.
- A few calls were received by the staff.
- The GLBT Roundtable of the American Library Association (ALA) considered a resolution concerning this decision. Greg Edwards did an excellent job of explaining the Board's action to the roundtable and the resolution was not taken up. In fact, at that meeting we learned that this surgery is not covered by health insurance offered by ALA.
- In mid-July Library Journal also had an article on this topic.

Mr. Moran moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. (20-2016).

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

Mr. Hendon reported that:

### FACILITIES PLANNING

Library staff presented information on future maintenance, renovation and construction needs for the Library's facilities.

### 2016 ONGOING MAINTENANCE PROJECT BID OPENING

The bid opening for the 2016 Ongoing Maintenance Project took place on Friday, July 29, 2016, but both were over 10% of the published estimate requiring us to reject both bids. Following discussions with KLH, the decision was made to submit a new bid ad with an increased estimate.

It is the recommendation of the Committee that the Board take the following action:

### AUTHORIZATION FOR PUBLIC BIDDING - 2016 ONGOING MAINTENANCE PROJECT

Approve publication of the following bid advertisement for the 2016 Ongoing Maintenance Project. Further, authorize the Library Director to review bids with the Chair of the Facilities Committee and enter into a contract with the low bidders.

### **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 Tuesday,

August 23, 2016 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

**2016 ONGOING MAINTENANCE PROJECT  
MULTIPLE BRANCH LOCATIONS**

Proposals shall be in accordance with the Contract Documents prepared by KLH Engineers, 1538 Alexandria Pike #11, Fort Thomas, KY 41075, phone (859) 442-8050. Bids received after the stated deadline will not be accepted. Bids by facsimile or e-mail will not be accepted. Proposals will be publicly opened and read aloud immediately after closing of bids. All interested parties are invited to attend.

Individual lump sum bids for trade contractors T01 are required. The estimated amounts for these contracts are:

TC-01 General Trades.....	\$3,750,000.00
Total:	\$3,750,000.00

The summary of the work for this proposal is:

Roof replacements, HVAC replacements, and HVAC controls at multiple locations.

Starting Friday August 12, 2016, bidders can purchase drawings (full sets only) at the cost of the reproduction from ARC Document Solutions, 7157 E Kemper Rd., Cincinnati, OH 45249, (513) 326-2300.

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 ORC.

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](http://www.cincinnati-library.org).

### READING PARCEL SEPARATION

Authorize the Director to sign the deed separating the nearly 1 acre lot not used in the construction of the Reading Branch Library from the branch site.

### BOND HILL BRANCH LEASE AGREEMENT

Approve a five-year lease renewal for the Bond Hill branch that begins January 1, 2017 at a monthly lease amount of \$12,071 with a 1% increase each year.

### LOVELAND BRANCH EXPANSION AND REONOVATION IS SCHEDULED FOR COMPLETION/OPENING

Approve a two-week shutdown for the completion of the Loveland branch construction work, and move the October 11<sup>th</sup> Board meeting to the Loveland branch with the ribbon cutting ceremony for the branch preceding the meeting.

### PLEASANT RIDGE

Approve moving forward with the planning for the Pleasant Ridge work with the adjacent property owners contributing \$20,000 to the project and the Library covering the remaining amount. The project would be included in the 2017 budget.

### MAIN LIBRARY PLAZA WORK

Move forward with staff proposed modifications to the plaza area, including removing the planting beds along the Vine St. entrance, which would widen the walkway leading to the entrance, and removing the trees located around the outer edge of the plaza.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(21-2016)**.

## ***INFORMATIONAL ITEMS***

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

Mr. Wright introduced Drew Pearson, Outreach Services Manager.

Drew reported that:



## OUTREACH SERVICES PROVIDES MUCH NEEDED SERVICES

Outreach Services staff have a passion for connecting customers who are unable to connect through traditional means to library services and resources. This is accomplished through delivered teacher collections, door-to-door service for senior residence facilities, direct mail service to 240 homebound or disabled residents, year-round programming for special needs classrooms, and programming at senior facilities and nursing homes. This summer, Outreach staff presented mini brain camps at 16 branch locations, which were one-day camps themed “There is an ‘A’ in STEAM.” For those camps, staff crafted an educational, fun, and interactive program that included string art and building Lego mazes. The children were encouraged to test their maze with hex bugs, mechanical bugs with sensors that can navigate small pathways. The department also introduced a number of Adult Brain Camp programs in a box. While several have been developed, the first is a program entitled “Escape the Library” which is filled with puzzles and brain teasers that must be solved within 60 minutes.

Mr. Wright reported that:

## TWO ART OBJECTS PROPOSED

### *Loveland Branch*

The donation of a framed painting offered by Loveland Elementary School is being recommended for the Loveland Branch. “Shoes Like Miss Alice’s” is from a children’s book of the same name by Angela Johnson. The painting was done by Ken Page, the book’s illustrator, and measures 38” H x 41-1/2” W. It is recommended we accept the painting.

### *Clifton Branch*

A group of community members from The Clifton Community Fund (CCF), The Clifton Town Meeting, Ludlow 21, and The University of Cincinnati’s College of Design, Architecture, Art, and Planning (DAAP), have proposed a unique project for the side lawn of the Clifton Branch. Boss Cox’s Outdoor Reading Room consists of a fabricated living room couch and two end tables. The sculpture is made of concrete and is designed so that the public can interact with the art by sitting on the couch. Funding sources for the proposed project include the CCF, corporate grants, foundations, and individuals. There are concerns that this sculpture would take away from the historic Clifton branch building, and it is therefore not recommended.

## CIRCULATION @ MAIN

The Circulation @ Main Project Team recently reviewed current practices at the Main Library to determine the viability of expanding circulation to additional service areas throughout Main. The recommendation is to add self-check machines and self-registration stations to the 2<sup>nd</sup> and 3<sup>rd</sup> floors, and an additional fines and fees payment location on the 2<sup>nd</sup> floor. This approach will make it more convenient for Main Library customers to complete circulation-related transactions.

## DIGITAL BREW

On August 13, the Genealogy and Local History Department and the Digital Services Department join with the Brewery District Community Urban Redevelopment Corporation to digitize community resources that celebrate Cincinnati's brewing history. Participants are encouraged to search photo albums and attics for items that connect faces and places to this story. Selected digitized images will become a part of the Brewing Heritage Collection on the Digital Library. The event takes place at the Christian Moerlein Malt House Tap Room, in Over-the-Rhine.

## UPCOMING PROGRAMS AND EXHIBITS

### *Cincinnati Transportation Exhibit and Programs*

To celebrate the opening of Cincinnati's Streetcar, the Library is partnering with Metro on an exhibit of materials related to Cincinnati's transportation history, which will be on view in the Main Library's atrium, September 9 through January 8, 2017, with an opening reception September 9, 3:00 p.m. to 6:00 p.m. On September 10 at 1:00 p.m., Genealogy and Local History Manager Patricia Van Skaik will give a lecture on Cincinnati's early streetcar conductors, and on September 11 at 2:00 p.m., Dr. Robert Wimberg will discuss the history of trolleys, cable cars, inclines and streetcars in Cincinnati.

### *Author Visit*

Kyle Kondik, a widely cited expert on American campaigns and elections, will visit the Main Library on September 19 at 7:00 p.m. to discuss his new book, *The Bellwether: Why Ohio Picks the President*. Since 1896, Ohio voters have failed to favor the next president only twice (in 1944 and 1960). Time after time, Ohio has found itself in the thick of the presidential race, and 2016 is shaping up to be no different.

### *Teen Art Contest*

The Library's annual Teen Art Contest will take place from October 1-31 and is open to teens between the ages of 12-18. This year's theme is "Fan Art" and teens may submit photos or digital illustrations online or drawings or paintings at any Library location.

### *Financial Planning Day*

The Library is once again partnering with the City of Cincinnati and the Financial Planning Association of Southwest Ohio to present Cincinnati Financial Planning Day on October 8 at the Main Library. Financial planners will present workshops on a range of topics and be available for individual consultations.

### *Teen Read Week*

Teen Read Week will be held October 9 - 15, featuring a multi-lingual "Read for the fun of it!" theme to highlight all of the resources and services available to the 22% of the nation's youth who speak a language other than English at home. Library staff will present a variety of programs on this theme throughout the system.

Mr. Wright moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(22-2016)**.

***CONSENT AGENDA ITEMS***

Mrs. LaMacchia presented the following items for approval:

- Minutes of the Regular Meeting held June 14, 2016.
- Investment Report (summary of invested balances) as of June 30, 2016 and July 31, 2016.

	Amount 6/30/2016	Amount 7/31/2016
<b><u>Fifth Third Investment</u></b>		
General Fund	\$500,000.00	\$500,000.00
Building and Repair	1,000,020.55	1,000,020.55
	<u>\$1,500,020.55</u>	<u>\$1,500,020.55</u>
<b><u>Operating Account</u></b>		
General Fund	\$17,939,358.93	\$15,200,584.35
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	312,648.74	290,789.83
Building and Repair	2,349,418.32	4,140,506.38
Permanent Trust Funds	1,433,555.27	1,418,563.12
	<u>\$22,264,981.26</u>	<u>\$21,280,443.68</u>
<b>STAR Ohio</b>		
Building and Repair	1,050,050.88	1,050,501.33
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,740,531.00</u>	<u>\$6,740,531.00</u>
<b>GRAND TOTAL</b>	<b><u><u>\$31,555,583.69</u></u></b>	<b><u><u>\$30,571,496.56</u></u></b>

- Monthly Financial Reports – for the periods ending June 30, 2016 and July 31, 2016.
- Contributions, Gifts and Donations.

06/15/2016	Jamey Aebersold Jazz, Inc.	Support of Jazz music programs at Main Library	\$ 2,900.00
6/30/2016	Library Foundation	Support for Clifton Branch from specific donation	\$ 1,000.00
06/30/2016	Library Foundation	Support for Brain Camp from Duke grant	\$ 25,000.00
06/30/2016	Library Foundation	Support for Summer Camp Reading from the Weaver grant	\$ 2,500.00
06/30/2016	Library Foundation	Support of Summer Learning from Dollar General	\$ 3,000.00
06/30/2016	Library Foundation	Support for Summer Camp Reading from the Dally grant	\$ 4,017.00
06/30/2016	Library Foundation	Support for Summer Camp Reading from 2015 carryover funds	\$ 4,573.00

06/30/2016	Library Foundation	Support for Summer Camp Reading from the Western Southern grant	\$ 5,000.00
06/30/2016	Library Foundation	Final Payment of Schott Foundation Homework Helpers	\$ 6,000.00
06/30/2016	Library Foundation	Support for Summer Camp Reading from the PNC grant	\$ 10,000.00
06/30/2016	Library Foundation	Support for Summer Camp Reading from the Juvenile Court and Duke grants	\$ 10,000.00
07/28/2016	Library Foundation	Support of Career Online High School from XX	\$ 24,900.00
Various	Friends of the Public Library	Support for Programs (Jun 2016 - July 2016)	\$ 73,038.34
Various	Library Foundation	Inkind support for Summer Learning - prizes	\$ 14,929.13
Various	Library Foundation	Inkind support for Summer Lunch programs	\$ 1,600.00
Various	Library Foundation	Inkind support for Summer Camp Reading	\$ 300.00

- Personnel Change Report reflects changes through July 30, 2016.

<u>Action</u>	<u>Agency</u>	<u>Position Title</u>	<u>Employee Name</u>	<u>Effective Date</u>
APPOINTMENT	BOND HILL BRANCH	STUDENT SHELVER	ASHE, ZAKIYYA S	07/03/2016
APPOINTMENT	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	BROWN, LESLIE A	06/19/2016
APPOINTMENT	CHILDREN'S LEARNING CENTER	CLC MANAGER	RICE, THEODORE A	07/03/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	KENNEDY, MATTHEW J	06/19/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	MCDANIEL, CAROLYN L	06/19/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	THOMPSON, VICTORIA D	07/17/2016
APPOINTMENT	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	ROACH, INDIA A	06/19/2016
APPOINTMENT	COLLEGE HILL BRANCH	TEEN LIBRARIAN	PINA, DEANNA M	07/17/2016
APPOINTMENT	DEER PARK BRANCH	STUDENT SHELVER	JONES, AVERY A	06/05/2016
APPOINTMENT	DEER PARK BRANCH	TEEN LIBRARIAN	RYAN, SARAH E	06/19/2016
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	KWA, LOIS M	06/19/2016
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	BASU, ANANYA A	06/19/2016
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	SABET, NICOLAS	06/05/2016
APPOINTMENT	FOREST PARK BRANCH	CHILDREN'S LIBRARIAN	LEMING, STEFANI M	07/03/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	DUKE, HOLLY M	07/03/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	MARTINEZ, ASHLEY E	07/17/2016
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	BELLMAN, BENJAMIN T	07/17/2016
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	FISK, ABIGAIL M	07/03/2016
APPOINTMENT	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	HARWORTH, CLAIRE O	06/19/2016
APPOINTMENT	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	TAYLOR, EMMA M	07/03/2016
APPOINTMENT	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	FERRARO, ANTONIO J	06/19/2016

APPOINTMENT	POPULAR LIBRARY	SHELVER	SKAGGS, ISABEAU A	06/19/2016
APPOINTMENT	PRICE HILL BRANCH	BRANCH MANAGER	OAKS, CHRISTOPHER S	07/03/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	BARNETT, PATRICK A	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	BROWN, MEGAN E	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	KINDLE, SARA A	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	MARTINEZ, NATALIE N	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	SIAN, AMANDEEP K	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR ACTIVITY ASSISTANT	TENSING, KARA M	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR SITE COORDINATOR	BICKETT, CHRISTI L	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR SITE COORDINATOR	JONES, ANGELA L	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR SITE COORDINATOR	LOCKWOOD, SUZANNE M	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR SITE COORDINATOR	OLSON, JENNIFER D	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR SITE COORDINATOR	UPTON, EMILY J	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	ANDREWS, VANESSA R	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	BARTSCH, KELSEY R	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	COLEMAN, YOLANDA R	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	ELLIS, RUTH J	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	EPPLEY, GRACE E	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	HOLLAND, SHARON L	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	KWIAT, CAROLINE P	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	MAIDEN, AMY E	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	OSLESON, JILL A	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	PHILLIPS, MICHELE C	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	SICILIANO, MELANIE A	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	SMITH, MARY E	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	THOMPSON, APRIL A	06/19/2016
APPOINTMENT	PROGRAMMING SERVICES	SCR TUTOR	WOODRUFF, AMANDA L	06/19/2016
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	SALMEN, KAREN E	07/17/2016
APPOINTMENT	READING BRANCH	STUDENT SHELVER	WAKEMAN, MORGAN R	07/03/2016
APPOINTMENT	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	BROOKS, DOMINIQUE L	07/17/2016
APPOINTMENT	SHIPPING & RECEIVING	TRUCK DRIVER	HAMILTON, TREVOR C	06/05/2016
APPOINTMENT	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	FOSTER, ANDRE L	07/03/2016

APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	JACKSON, QUINTON L	06/19/2016
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	PHILLIPS, KAYLA E	06/19/2016
APPOINTMENT	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	ORDONEZ, SOFIA L	07/17/2016
APPOINTMENT	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	SAUER, KATHLEEN M	07/17/2016
CHANGE	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	DIDUSCH, ROBERT J	06/19/2016
CHANGE	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	LOVE, KE'ASIA	06/05/2016
CHANGE	COLLEGE HILL BRANCH	SENIOR LIBRARY SERVICES ASST	SANDERS, KAYLA	06/19/2016
CHANGE	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	PEAK, KAYLA R	07/17/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	AKIN, NATALIE	06/05/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	HOBAN, IAN A	06/05/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	MOLLER, HENRY S	06/05/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	SCHAICH, GLENN A	06/05/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	TABLER, ZACARY MW	06/05/2016
CHANGE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	WARE, MIKAELA S	06/05/2016
CHANGE	FOREST PARK BRANCH	TEEN LIBRARIAN	KANIS, MICHELLE L	07/03/2016
CHANGE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	JONES, KATRINA G	06/05/2016
CHANGE	MARKETING	GRAPHICS/VIDEO SPECIALIST	SHAKESPEARE, SIMON C	07/03/2016
CHANGE	PROGRAMMING SERVICES	SCR SITE COORDINATOR	SMITH, ARNICE	06/19/2016
CHANGE	PROGRAMMING SERVICES	SCR SITE COORDINATOR	WACHTMAN, HEIDI A	07/17/2016
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	BOLTE, EMILY C	06/19/2016
CHANGE	SORTING & MATERIALS RETRIEVAL	SORTER	COX, COURTNEY M	06/19/2016
CHANGE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	CLARK, MIRANDA F	07/03/2016
DEMOTION	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	ELLIS, JUSTIN L	07/03/2016
DEMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	TEAGARDEN, SHALINI N	06/19/2016
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	GARZA, CARYS V	07/15/2016
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	KOSTER, MARISA J	07/30/2016
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	PLATZ, JULIE A	07/30/2016
DEPARTURE	CUSTODIAL SERVICES	CUSTODIAN	PATTON, CHRISTOPHER T	07/06/2016
DEPARTURE	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	SCHAEFER, LINDA C	07/16/2016
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	MAURER, GRACE S	07/21/2016
DEPARTURE	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	DOLL, LINDSAY M	07/30/2016
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	STITZLEIN, HANNAH E	07/16/2016

DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	OKONNY, PAMELLA A	07/16/2016
DEPARTURE	HVAC SERVICES	HVAC SYSTEMS CONTROL SPEC	FLECKINGER, KEVIN M	07/08/2016
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	ELFNER, BENJAMIN M	06/27/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SHELVER	AHMED, DORA L	06/06/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	STUDENT SHELVER	RUDD, JESSICA	06/30/2016
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	FARLOW, MADELINE M	07/25/2016
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	SCHOONOVER, SHELBY N	06/25/2016
DEPARTURE	MADISONVILLE BRANCH	CHILDREN'S LIBRARIAN	GEIGER, CYNTHIA	07/29/2016
DEPARTURE	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	LANDERS, MICAH	07/26/2016
DEPARTURE	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	MORGAN, LAUREN M	07/09/2016
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	COFER, KORTNEY L	06/16/2016
DEPARTURE	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	MULLINS, RADER	07/23/2016
DEPARTURE	NORWOOD BRANCH	TEEN LIBRARIAN	ESHLEMAN, VIRGINIA A	07/29/2016
DEPARTURE	PROGRAMMING SERVICES	SCR SITE COORDINATOR	MUHAMMAD, MADELINE A	07/11/2016
DEPARTURE	READING BRANCH	LIBRARY SERVICES ASSISTANT	LATHAM, KEVIN R	07/20/2016
DEPARTURE	READING BRANCH	SENIOR LIBRARY SERVICES ASST	MINDRUM, CARMELISA	07/08/2016
DEPARTURE	SERVICE OPERATIONS	FLOATER	TRACEY-MILLER, NATHANIEL A	07/29/2016
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	SCHWARTZ, JAMES R	07/17/2016
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	MOREHEAD, DONALD A	07/09/2016
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	VERHAGEN, LUKE I	07/15/2016
RETIREMENT	SORTING & MATERIALS RETRIEVAL	SORTER	BELL, CHARLES A	06/10/2016
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	MILLER, DANIEL P	06/18/2016
DEPARTURE	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	WALLS, LOGAN G	07/21/2016
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	BRAZZLE, EPHINITY K	07/23/2016
PROMOTION	BOND HILL BRANCH	SENIOR LIBRARY SERVICES ASST	HOLLOWAY, SHERRIE S	07/17/2016
PROMOTION	CIRCULATION SERVICES	CIRCULATION TEAM LEADER	JONES, ARNISHA L	06/05/2016
PROMOTION	DIRECTOR'S OFFICE	STRATEGIC INITIATIVES DIRECTOR	BREHM-HEEGER, PAULA C	06/19/2016
PROMOTION	MONFORT HEIGHTS BRANCH	SENIOR LIBRARY SERVICES ASST	MUENCHEN, LINDA	06/19/2016
PROMOTION	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	SKAGGS, IAIN R	06/19/2016
PROMOTION	TECHNOLOGY OPERATIONS	ADMIN ASST - TECHNOLOGY OP	SPEARS, KAITLYN P	06/05/2016
PROMOTION	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SERVICES ASST	CAIRNS, CHRISTINA M	06/05/2016

- Statistical Report for July, 2016.

- Top Ten Circulating Report for July, 2016.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(23-2016)**.

The Regular Meeting was then adjourned.

### ***EXECUTIVE SESSION***

Mr. Moran moved that the Board go into Executive Session to discuss Pending or Imminent Court Action with our attorney, Pamela Sears. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(24-2016)**.

Mr. Wright moved that the Board exit Executive Session. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(25-2016)**.

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President

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Attest: Secretary