

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

Date: April 11, 2017

Meeting: Regular

Place: Miami Township - 8 North Miami Road, Cleves Ohio

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Kohnen, Mrs. LaMacchia, Mr. Wright, and Mr. Zaring

Trustees Absent: Mr. Hendon, Mr. Moran, and Mrs. Trauth

Present: Kimber L. Fender, Greg Edwards, Andrea Kaufman, Paula Brehm-Heeger and Molly DeFosse

PUBLIC COMMENTS

None.

ACTION ITEMS

Ms. Kohnen moved to approve the budget as it was presented and to confirm the following change order:

The Library is required to submit its annual budget to Hamilton County by May 31, 2017. The proposed 2018 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

OPERATING BUDGET

The proposed general fund operating budget of \$59,427,000 is approximately 2.5% greater than 2017 appropriations. It provides allowances for increases in salary rates and other categories of expenditure in support of the strategic plan of the organization.

General Fund			
	<u>2017</u>	<u>2018 Budget</u>	<u>Change</u>
Beginning Balance	13,750,000.00	13,750,000.00	
Public Library Fund	39,192,497.52	78,611,007.52	100.6%
Local Tax Levy	17,870,000.00	17,870,000.00	
Subtotal	57,062,497.52	96,481,007.52	
Other Library Revenue	2,899,002.48	2,937,502.48	
Total Receipts	59,961,500.00	99,418,510.00	65.8%
Operating Expenditure	57,961,500.00	59,427,000.00	2.5%
Transfers Out	2,000,000.00	51,991,510.00	
Total Expenditure	59,961,500.00	111,418,510.00	85.8%
Ending Balance	13,750,000.00	1,750,000.00	
Less Contingency	-	1,750,000.00	
Available Balance	13,750,000.00	0.00	

CAPITAL BUDGET

The capital budget includes the remaining anticipated projects identified in the 2016 comprehensive facilities plan.

\$	16,325,000	Ongoing Maintenance
	4,750,000	Main energy retrofit 3 and elevator upgrade
	3,000,000	Main Library updates
	1,000,000	System wide signage project
	5,000,000	Miami Township Branch replacement
	3,000,000	Greenhills Branch Replacement
	3,000,000	Elmwood Place Branch Replacement
	3,000,000	Mt. Healthy Branch Replacement
	1,500,000	Hyde Park Renovation
	2,500,000	Norwood auditorium and accessibility
	9,000,000	Accessibility Projects
	52,075,000	

CONTINGENCIES

The budget reserves two contingencies – a \$1,750,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund expects to end 2017 with \$13,750,000 of available funding. To fund the 2018 budget, the Library will need intergovernmental revenue of almost \$96.5 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2018 are estimated at \$17,870,000 which is approximately the amount expected for 2017. The balance of the revenue, \$78,611,008, is being requested from the PLF.

Change order

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

Debra Kuempel	Change Order #2	\$ 43,726
Debra Kuempel	Change Order #3	\$ 7,511

Mr. LaMacchia seconded.

Voting for the motion: Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...4 ayes. The motion carried. **(07-2017)**.

Mrs. LaMacchia moved to drop pursuing recovery from Duke for the loss that resulted from the equipment failure and fire in April 2015 based on potential financial risk of a counter suit against the Library. The potential suit may not qualify for immunity from liability. There is no concrete evidence to determine who has the ultimate responsibility to maintain the vault.

Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...4 ayes. The motion carried. **(08-2017)**.

Mrs. LaMacchia presented the following information to the Board and moved that the Board approve the following recommendation from the Human Resources Committee

During the Director's tenure, the Library has received numerous recognitions including:

- 5 star library for 4 consecutive years
- 5th nationally in circulation, 2nd in Ohio and consistently among the top 10 in the country
- IMLS National Medal
- 2 Top Innovator Awards
- Only library in the country to be in the top 10 in circulation, a 5 star library and receive a Top Innovator award in 2016

For the state we rank:

- 1st in number of locations
- 1st in number of employees
- 3rd in annual operating budget
- 4th in director's salary by a gap of \$30,000 to \$48,760
- 2nd in seniority of director
- 2nd in circulation

It is the recommendation of the Committee that the Director's salary be increased to \$237,000 annually, at a pro-rated amount for 2017. This would raise the Director's salary to be comparable to the 3rd highest (Cuyahoga County).

Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Ms. Kohnen, Mr. Wright, and Mr. Zaring ...4 ayes. The motion carried. **(09-2017)**.

Mrs. LaMacchia moved that the Board approve the following Timekeeping Policy and Drug-Free Workplace Policy as well as maintain the current cost share of 35%/65% employee/employer premium share of the dental plan for the renewal through December 31, 2017.

Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Kohnen, Mr. Wright, and Mr. Zaring ...4 ayes. The motion carried. **(10-2017)**.

Timekeeping Policy

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

Employees are responsible for accurately reporting their own time via the timekeeping system. All requests for leave will be submitted to managers through the timekeeping system and will be recorded on the timecard upon approval. Managers are responsible for verifying and approving their employees' time entries, including paid absences such as Sick Leave and PTO. When necessary, incomplete time entries must be completed by the Manager.

Entering or changing another employee's time or falsifying any time entry is prohibited and is grounds for disciplinary action, up to and including termination.

Nonexempt Staff:

Non-exempt employee must use the timekeeping system to punch in and out at the beginning and end of each shift and meal break. Employees are not permitted to commence work before their scheduled starting time, or stop work after their scheduled quitting time, or in any way work more than their scheduled hours without the prior approval of their Supervisor.

Exempt Staff:

Exempt staff are those employees who are classified as Directors, Managers, Supervisors and other professionals as identified on their job description in the FLSA Status. Exempt staff will submit request for leave through the timekeeping system that will be recorded on their timecard upon Manager approval for any time not worked. The biweekly timecard will be populated with scheduled hours and approved paid time off with no more than 40 total hours per week, including any paid absences.

Drug-Free Workplace Policy

It is our policy to promote excellence in services offered to customers and to strive for a safe working environment for our staff members that is free of illegal drugs and alcohol. The use, possession and/or abuse of alcohol or drugs, whether on or off the job, can adversely affect work performance, efficiency, and safety, and the influence of these substances on our staff members is inconsistent with the organization's objectives.

Employees must report to work fit for duty and free of any effects of drugs or alcohol that impair the employee's ability to perform his or her job duties. In an effort to provide a safe and productive work environment and to reduce the possibility of loss caused by an unsafe act or condition, the Library forbids the following:

1. The use, abuse, possession, manufacture, distribution, sale (or attempted similar conduct) of alcoholic beverages or illegal drugs on its premises;
2. The use, abuse, possession, manufacture, distribution, sale (or attempted similar conduct) of alcoholic beverages or illegal drugs by employees reporting for work or performing any work of any kind for the Library whether on Library premises, in Library vehicles, or at offsite locations.
3. Any use of illegal drugs, if revealed by a drug test ordered under this Policy, may subject an employee to discipline up to and including termination, even if the use occurred on the employee's personal time.
4. The sole exception to this policy is moderate and responsible consumption by persons aged 21 and over of alcoholic beverages at Library sponsored events, but under no circumstances may an employee operate a Library vehicle or equipment or perform any work while under the influence of alcohol and/or illegal drugs.

Illegal Drugs Defined

The term "illegal drugs," for purposes of this policy, includes: any controlled substance, medication, or other chemical substance that is: (a) not legally obtainable in the U.S.A.; (b) is legally obtainable, but is not legally obtained or is not being used for the purpose(s) for which it was prescribed or was intended; or (c) a substance included in Schedule I, II, III, IV, or V under the Federal Controlled Substances Act. This definition includes, among other things, marijuana used for medicinal purposes.

Lawful Prescription Drugs/Over the Counter Drugs

A staff member who uses prescribed drugs on Library premises or during work time should determine, in consultation with the prescribing physician, whether the prescribed drug may impair, or has the potential to impair, physical and/or mental abilities. If the medication could impair the staff member's ability to perform any aspect of their job duties, the staff member must notify their supervisor in advance. Impairment is just as serious when caused by lawful medication. Failure to report actual or potential impairment may subject an employee to discipline, up to and including termination.

Treatment

The Library recognizes that alcohol and drug abuse can be part of medical conditions, and they can be successfully treated. If you believe that substance use or abuse is a problem for you, you are encouraged to get confidential professional help by contacting our Employee Assistance Program. Staff members are urged to seek professional help for a drug or alcohol related problem before disciplinary action is necessary. Employees who seek help for such problems before becoming subject to discipline and/or termination may be allowed to use accrued time off, granted a voluntary leave of absence, or otherwise reasonably accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up drug/alcohol

tests, however the details of treatment are confidential, and the Library is only concerned with the satisfactory completion of each phase of rehabilitation. Staff members will be permitted to return to work if they pass a drug/alcohol test and provide medical evidence and documentation that they are fit to return to work. Participation in a drug or alcohol program will not excuse any violation of the Library's rules or standards, under this policy or otherwise.

Testing

The Library may require any employee to submit to a test for illegal drugs/alcohol under the following circumstances:

- **Pre-employment screening.** This is required of all employees of the Library. No applicant will be subjected to a test for illegal drugs until after a conditional offer of employment has been made.
- **Reasonable suspicion.** This is required when there is sufficient evidence that the Library has a reasonable suspicion that a staff member has violated this Policy. The evidence is drawn from observable behavior, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol; a pattern of abnormal conduct, erratic behavior, disorientation, personality changes, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents), which could be related to substance use or misuse and does not appear to be attributable to other factors; the identification of a staff member as the focus of a criminal investigation into unauthorized illegal drug possession, use, or trafficking; a report of alcohol or other illegal drug use provided by a credible source; a repeated failure to follow instructions or operating procedures; repeated or flagrant violations of the Library's safety or work rules that pose a substantial risk of physical injury or property damage; or other objective indications of a violation of this Policy.
- **After a positive test result.** Any staff member who returns to work after a suspension or leave related to a positive test or otherwise related to drugs or alcohol may be required to submit to unannounced testing for up to 24 months. Failing a subsequent unannounced test will result in termination.
- **Employees involved in work-related accidents.** All employees that the Library reasonably determines caused or contributed to an accident or injury will be required to submit to a drug and/or alcohol test as soon as possible if any one of the following is also true:
 1. An accident or incident in which a fatality occurs;
 2. An accident or injury requiring medical attention above the level of first aid;
 3. An accident or incident in which a driver/employee receives a citation for a moving violation;
 4. An accident in which any vehicle is towed from the scene.

Employees tested for reasonable suspicion or post-accident testing may be suspended, with or without pay, until the test results are completed and reviewed. If the test results are found to be negative, the employee may return to work and will be paid for the time suspended (if suspended without pay). Positive test results determined to have no lawful and legitimate medical explanation may result in discipline up to and including immediate

termination. Failure to submit to the required alcohol or drug test immediately upon request by the Library is grounds for discipline up to and including immediate termination.

INFORMATIONAL ITEMS

FACILITIES AND FINANCE AND AUDIT COMMITTEE

Ms. Kohnen reported that:

- We are working with Terrex Development on a plan to lease a facility for our Operations Center. We have determined we need approximately 80,000 square feet of space.
- 2016 ongoing maintenance project update:
 - The completed projects include the Anderson roof and HVAC, Monfort Heights roof and HVAC, Hyde Park roof and HVAC, Cheviot HVAC, Main Library sidewalk replacement and Leibert units serving Computer Services, Cincinnati room and D-stack Genealogy.
 - The projects currently underway include Forest Park HVAC, Blue Ash HVAC, Main Library brick tuck pointing and repair and minor HVAC repairs, and HVAC controls at Main, Groesbeck, Harrison, Madeira, and Sharonville.
 - The projects yet to be started include Pleasant Ridge window replacement and HVAC, and HVAC controls at various locations.
- 2017 maintenance project planning: We plan to break the 2017 ongoing maintenance work into three separate projects based on scope of work. One project will focus on roofs, a second will be a combination of smaller roof work and exterior work, and the third will be concrete and masonry work along Vine Street.
- We are in the process of installing the Bertioia Sculpture on the third floor terrace, which is expected to be completed in mid-April.
- The Price Hill branch is undergoing repairs; the meeting room space has been unavailable since April 2015 as a result of an unstable wood subfloor. Although there is currently no funding to move forward with the accessibility improvements at Price Hill, we have decided to go ahead with basic concrete and carpet work to make the space usable. Currently, the project is expected to cost approximately \$30,000 but there may be additional costs once the concrete floor is removed.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

- The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2018 budget was submitted to the Budget Commission on March 27, 2017.
- The Library recently signed an agreement to move to Paycor's timekeeping solution. We have been with Paycor since October 2016. The change will provide improved system stability and ensure accuracy. It will also streamline the time off request process, provide an optional scheduling feature, and improve the approval process. We are currently working on

the system configuration and overall project implementation. We plan to go live in June 2017.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. LaMacchia reported that:

- Today, April 11, is National Library Workers' Day, where we celebrate and recognize all library workers. This year, all staff can have any existing overdue fines removed from their cards. Managers received a thank you card with a gift card from Kroger to use for their staff this week. The Staff Morale Team is encouraging staff to take part in the celebration with activities throughout the week.
- The Library's ArtsWave Annual Community Campaign ended on February 24. Staff contributed \$3,027.45 during this year's campaign, which was down from last year.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- The Ohio Library Council's (OLC) annual legislative day was held on March 29.
 - Several of our staff members were among the more than 260 library supporters who visited the Statehouse, meeting with members of the Ohio General Assembly.
 - During the legislative day luncheon, OLC presented Rep. Ryan Smith (R – Bidwell) the Andrew Carnegie Award for his unwavering support of Ohio's public libraries. Ms. Fender was also honored at the luncheon with the A. Chapman Parsons Award for advocacy work on behalf of Ohio's public libraries at both the state and national level. The Award also recognized her role in the release of the OLC's 2016 Return on Investment Study, which quantified the value of Ohio's public libraries in clear and understandable economic terms.
- The American Library Association's legislative day will be held May 1-2 in Washington, DC. Elaine Fay and Paula Brehm-Heeger are attending.
- Friends of the Library
 - The Friends of the Library fiscal year ended March 31. The next book sale will be the Main Library sale, June 3-9.
 - The Friends annual and quarterly meetings will be held May 5 at the Main Library.
- Sondra Presley, Delhi Township Branch Children's Librarian, has been accepted as a member of the 2017 Cincinnati USA Regional Chamber's *Cincy Next* class.
- Shawn Farrell, ILS Analyst, has been selected for ILEAD, a statewide leadership program.
- Librarians visited from around the country and around the world.
 - On March 24, 8 staff members from the Jeffersonville (IN) Township Library visited the Main Library and Reading Branch.
 - On March 31, twelve librarians from Russian visited the Main Library as part of the Kettering Foundation's Learning Exchange program

LIBRARY EXPERIENCE COMMITTEE REPORT

Mr. Wright introduced Carrie Hughes, Miami Township Branch Manager.

Miami Township Branch Manager Carrie Hughes shared how she and the Miami Township branch have strengthened relationships with local businesses, community leaders, and educators at the Three Rivers Local School District. She attends the Miami Township council meetings to get to know the trustees and gain better insights into what was happening in the community, as well as promote the Library's many services and activities.

Mr. Wright reported that:

A team has been formed to develop and implement Curbside Service at all non-drive through locations. Similar to how customers designate the drive-through window as a pick-up location, customers would be able to designate "curbside pick-up" as the location to pick up their hold or other requested material.

Three branches and two Main Library departments will transition to the Fully Mobile Service model in 2017, including Mt. Healthy, Mariemont, Anderson, TeenSpot and the Children's Learning Center. The Fully Mobile Service model is currently in place at five branches and two Main Library departments.

As part of a Scholastic Aptitude Practice Test (SAT) district challenge, the College Board pledged to donate Google Chromebooks to the local libraries in districts which won the challenge. Princeton City Schools was recognized as a winning district, so the Sharonville Branch was the designated recipient of five donated Chromebooks.

The Library has received \$25,000 in funding that will enable the Outreach Services Department to more than double its iPad service. An Ohio Valley Foundation Grant provided the funding to the Library Foundation. Currently, 40 iPads are checked out to two senior living facilities. Additional locations will be identified to expand the service.

Upcoming events and exhibits include:

- The Library has the following author events scheduled for 2017:
 - May 9, Timothy Snyder, *On Tyranny: Twenty Lessons from the Twentieth Century*
 - June 20, David Pepper, *The People's House*
 - June 22, (contract pending) Jane Green, author of seventeen New York Times bestselling novels and most recently, *The Sunshine Sisters*
 - August 1, Jessica Strawser, *Almost Missed You*
 - September 8, (contract pending) Jay Asher, *Thirteen Reasons Why*
 - September 28, J.D. Vance, *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis*
 - September 30, Jamie Ford, bestselling author of *Hotel on the Corner of Bitter and Sweet* and *Songs of Willow Frost* and *Love and Other Consolation Prizes*
- Children's Book Week takes place May 1-7.
- The Library will become an affiliate of the Next Chapter Book Club, which is an organization that operates community-based book clubs for adolescents and adults with

intellectual and developmental disabilities. Starting in May, the book club will take place at the Oakley Branch on the first and third Thursdays of each month and will operate in partnership with Living Arrangements for the Developmentally Disabled.

- Summer Adventure will begin June 1 and expand to include activities and experiences beyond reading.
 - Participants can stop into any Library location and pick up their “Adventure Kit,” which contains their passport, a book and a voucher for a free Cincinnati Reds ticket. When participants check in, they will also receive an entry into the weekly drawing for prizes. At the end of the summer, one winner from each location will win a grand prize.
 - Summer Adventure will also include the Summer Food Service Program. The Library is working with Cincinnati Public Schools, UMC Food Ministries and Mt. Healthy City Schools to provide summer food service at the Main Library and eight branch locations.
 - Brain Camps are expanding this summer. The Library will host:
 - 8 week-long Brain Camp at the Main Library, with topics including Amazing Animals and Sports of All Sorts
 - 32 week-long Brain Camps at branches, with the theme Summer Adventure @ Brain Camp.
 - 41 Mini Brain Camps, which will teach children the basics of coding, using Ozobots.
- The Main Library was chosen to host *Thinking Money*, a traveling exhibition that is designed to teach tweens, teens and their parents, caregivers and educators about financial literacy topics. The exhibit will be on display in TeenSpot from May 20 – June 30. The Library will host an opening reception on May 20 from 1-4 p.m. and seven financial literacy workshops for teens in May and June presented by The Ohio State University Extension Office in Hamilton County.
- The Taft Museum of Art’s annual Artists Reaching Classrooms exhibition will be on view April 12 – May 18.
- Design LAB, Cincinnati’s annual student architectural design education program and competition, will be on display at the Main Library from April 29 to May 6.

STRATEGY AND TECHNOLOGY COMMITTEE

Ms. Kohnen reported that:

The Library will participate in the Cincinnati Metropolitan Housing Authority’s (CMHA) upcoming Annual Homeownership Fair on April 22 and in the 2017 CMHA “Community Barbecues” planned for three targeted CMHA sites this summer. The Library will offer library card sign-up and storytime activities as well as distribute donated books provided by the National Book Foundation.

On Friday, October 20, 100 Girl Scouts will be invited to spend the night at the Main Library. This event will offer attendees the opportunity to explore arts, crafts, science, technology and teamwork.

The Stillson Foundation has awarded \$25,000 to CET in support of the Library/CET partnership project *REACH for the Library*, a PreK-1 literacy initiative designed to bolster reading achievement.

The initiative utilizes CET's REACH (Reading Expands All Children's Horizons) collection of online interactive lessons to increase family engagement around reading activities.

The Staff Morale Team has been working over the last year to enhance internal enthusiasm and engagement. The Staff Morale Team is focused on offering opportunities to celebrate staff accomplishments, a core goal of our new Strategic Plan.

The ongoing partnership with Ohio Means Jobs (OMJ) resulted in the recent completion of both a 4-week Job Readiness series at Groesbeck and College Hill with 43 attendees overall, and an 8-week Breaking Barriers series at North Central and Mt. Healthy that was attended by 10 – 12 individuals from River City Correction Center each week. Another 4-week OMJ Job Readiness series is taking place in April at the Bond Hill, Covedale and Norwood branches.

We have purchased 50 "seats" for Treehouse, an online video and interactive learning platform that teaches courses in web design and web, mobile and game development. Beginning in mid-April, we will circulate the seats to customers.

The freestanding laptop-dispensing kiosk at the Walnut Hills branch, which securely holds up to 12 laptops, has been very well received. Since February, the Walnut Hills PC session count has increased by over 70 sessions per week on average.

We have recently purchased a subscription to the Adobe Connect software, an enterprise web conferencing solution for online meetings, eLearning, and webinars. With licensing that allows 100 simultaneous connections to live or recorded meetings and webinars, we anticipate significant continued use of this new tool.

We have nearly completed the task of migrating to a new technology storage infrastructure. The new storage system offers improved server performance and stability, lower support costs, uses 57% less electricity and emits 53% less heat. Overall, we estimate an approximate 65% savings in power usage, heat generated, and annualized cost savings compared to a year ago. We are scheduled to complete the Sierra server operating system upgrade by the end of April, which will resolve the Chrome and Firefox warnings.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held February 14, 2017.
- Investment Report (summary of invested balances) as of February 28, 2017 and March 31, 2017.

Investment Report

	Amount 2/28/2017	Amount 3/31/2017
<u>Fifth Third Investment</u>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	1,000,000.00	1,000,000.00
	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>
<u>Operating Account</u>		
General Fund	\$14,306,240.51	\$11,603,705.83
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	400,886.78	351,111.05
Building and Repair	4,595,551.23	4,588,022.09
Permanent Trust Funds	1,373,600.51	1,356,402.29
	<u>\$20,906,279.03</u>	<u>\$18,129,241.26</u>
STAR Ohio		
Building and Repair	1,054,489.92	1,055,120.83
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,743,831.00</u>	<u>\$6,743,831.00</u>
GRAND TOTAL	<u><u>\$30,704,599.95</u></u>	<u><u>\$27,928,193.09</u></u>

- Monthly Financial Reports – for the periods ending February 28, 2017 and March 31, 2017.
- Personnel Change Report reflects changes through March 25, 2017.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Popular Library	Shelver	0.50	Avila Turcios, Fabiola J	01/29/2017
Appointment	Custodial Services	Custodian	1.00	Adler, Michael D	02/12/2017
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Webster, Phillip D	02/12/2017
Appointment	College Hill Branch	Teen Librarian	1.00	Moeller, Karla	02/12/2017
Appointment	College Hill Branch	Library Services Assistant	0.50	Mullee, Micaela H	01/29/2017
Appointment	Westwood Branch	Library Services Assistant	0.50	Spaulding, Whitney A	01/29/2017
Appointment	Monfort Heights Branch	Library Services Assistant	0.50	Williams, Cara N	02/12/2017
Appointment	Maintenance Services	Maintenance Mechanic	1.00	Thompson, Adam W	02/26/2017
Appointment	Oakley Branch	Student Shelver	0.30	Maglecic, Erin N	02/12/2017
Appointment	Anderson Branch	Library Services Assistant	0.50	Riedel, Amy E	02/26/2017
Appointment	HVAC Services	Electrician	1.00	Zachary, Lavell D	02/26/2017
Appointment	North Central Branch	Student Shelver	0.30	Kidd, Diajah S	02/26/2017
Appointment	North Central Branch	Library Services Assistant	0.50	Sang, Sunhee	02/26/2017
Appointment	Madeira Branch	Reference Librarian	1.00	Caldwell, Jesse R	03/12/2017
Appointment	Groesbeck Branch	Student Shelver	0.30	Partin, Jussara	02/28/2017

Appointment	Symmes Township Branch	Library Services Assistant	0.50	Poortman, Johanna H	03/12/2017
Appointment	Symmes Township Branch	Library Services Assistant	0.50	Holladay, Michelle M	03/12/2017
Appointment	Blue Ash Branch	Student Shelver	0.30	Riddell, Peyton C	03/12/2017
Appointment	Circulation Services	Library Services Assistant	0.50	Johnson, Jordan N	03/12/2017
Appointment	Pleasant Ridge Branch	Student Shelver	0.30	Jones, Vanessa V	03/12/2017
Appointment	Sharonville Branch	Student Shelver	0.30	Wnek, Jamie G	03/12/2017
Appointment	Reading Branch	Senior Library Services Assistant	0.50	Dixon, Jalilisha	03/12/2017
Appointment	Techcenter / Makerspace	Senior Library Services Assistant	0.50	Satchwell, Amanda K	03/12/2017
Change	Symmes Township Branch	Library Services Assistant	0.60	Kim, Hannah	01/29/2017
Change	Cataloging & Processing	Line Assistant Electronic Processing	1.00	McCutchen, Claire E	03/12/2017
Change	Cataloging & Processing	Cataloging Assistant	1.00	Schneider, Shauntrell A	02/12/2017
Change	Outreach Services	Truck Driver	1.00	Hamilton, Trevor C	01/29/2017
Demotion	Madeira Branch	Library Services Assistant	0.60	Lippolis, Rachel E	02/12/2017
Demotion	Anderson Branch	Senior Children's Librarian	1.00	Toren-Jones, Katheryn J	02/12/2017
Departure	Cataloging & Processing	Cataloging Assistant	1.00	Riddle, Nicole M	01/31/2017
Departure	Anderson Branch	Senior Children's Librarian	1.00	Brown, Deborah L	01/31/2017
Departure	Cataloging & Processing	Cataloger	1.00	Vidmar, John	02/03/2017
Departure	Ils Team	ILS Developer/System Administrator	1.00	Kuhl, Lisa M	02/24/2017
Departure	Genealogy & Local History	Genealogy & Local History Manager	1.00	Van Skaik, Patricia M	02/17/2017
Departure	Delhi Township Branch	Senior Branch Manager	1.00	Brestel, Mary B	02/28/2017
Departure	Circulation Services	Library Services Assistant	0.50	Ammon, Melanie	01/30/2017
Departure	Mt. Washington Branch	Student Shelver	0.30	Custer, Evan T	01/31/2017
Departure	Blue Ash Branch	Teen Librarian	1.00	Lebourveau, Kelly A	01/31/2017
Departure	Harrison Branch	Student Shelver	0.30	Naylor, Emily C	02/03/2017
Departure	Loveland Branch	Student Shelver	0.30	Pollard, David M	02/04/2017
Departure	Madeira Branch	Student Shelver	0.30	Bellman, Benjamin T	02/04/2017
Departure	Safety & Security Services	Security Guard/Operator	1.00	Walterman, Andrew J	02/04/2017
Departure	Price Hill Branch	Homework Help Aide	0.30	Fahey, Elizabeth Gail	02/15/2017
Departure	Custodial Services	Custodian	1.00	Jordan, Glenise	02/24/2017
Departure	Cheviot Branch	Temporary Senior Library Services Assistant	1.00	Thomas, Kerrie A	03/01/2017
Departure	College Hill Branch	Library Services Assistant	0.50	Love, Ke'Asia	03/03/2017
Departure	Teenspot	Senior Library Services Assistant	1.00	McCaughan, Christina R	03/07/2017
Departure	Circulation Services	Library Services Assistant	0.50	McDaniel, Carolyn L	03/18/2017

Departure	Madeira Branch	Student Shelver	0.30	Fisk, Abigail M	03/01/2017
Departure	Genealogy & Local History	Senior Library Services Assistant	0.50	Eng, Lindsay M	03/19/2017
Departure	Madisonville Branch	Library Services Assistant	0.50	McMahon, Kate L	03/24/2017
Promotion	Groesbeck Branch	Library Services Assistant	0.50	Coleman, Mary E	01/29/2017
Promotion	Bond Hill Branch	Senior Library Services Assistant	0.50	Hoban, Ian A	01/29/2017
Promotion	Elmwood Place Branch	Branch Manager	1.00	McNabb, Leeann	01/29/2017
Promotion	Oakley Branch	Mid Size Branch Manager	1.00	Oaks, Christopher S	01/29/2017
Promotion	Cheviot Branch	Mid Size Branch Manager	1.00	Pennington, Eric W	01/29/2017
Promotion	Cataloging & Processing	Cataloger	1.00	Wuertemberger, Ann M	02/12/2017
Promotion	Reading Branch	Library Services Specialist	1.00	Rosero, Laura A	02/12/2017
Promotion	Fiscal Office	Fiscal Specialist	1.00	Freeman, Elodie M	02/26/2017
Promotion	Walnut Hills Branch	Teen Librarian	1.00	Jacobs, Allison	03/12/2017
Promotion	Clifton Branch	Library Services Assistant	0.50	Pape, Fritz J	03/12/2017
Promotion	Service Operations	Customer Experience Manager	1.00	Rampa, Justyn E	03/12/2017
Promotion	Cataloging & Processing	Copy Cataloger	1.00	Moore, Justin P	03/12/2017
Promotion	Outreach Services	Library Services Specialist	1.00	Martin, Susie D	03/12/2017
Promotion	St Bernard Branch	Mid Size Branch Manager	1.00	Kraus, Katharine A	03/12/2017
Promotion	Materials Selection & Acq	Serials Assistant	1.00	Kelly, Aubrey M	03/12/2017
Promotion	Service Operations	Floater	1.00	English, Michael S	03/12/2017

- Statistical Report for February 2017.
- Top Ten Circulating Titles for February 2017.

Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Kohnen, Mr. Wright, and Mr. Zaring ...4 ayes. The motion carried. **(11-2017)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary