

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

Date: June 8, 2010

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mr. Wright

Present: Kimber L. Fender, Greg Edwards,
Raymond Hils and Patricia Schoettker

PUBLIC COMMENTS

None.

MINUTES OF THE REGULAR MEETING HELD MAY 11, 2010

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(40-2010)**

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender distributed to the Board small cards with key points on the use and relevancy of libraries. She reported that:

Plaque to Honor Charles W. Anness

- Library Trustee William J. Moran and Library staff propose the placement of a plaque at the Delhi Township Branch in memory of longtime Library Trustee Charles W. Anness. The plaque would feature a bas relief of Mr. Anness and be inscribed with the following text:

Charles W. Anness
1924—2006

Charles W. Anness, was a valued member of the Board of Trustees of the Public Library of Cincinnati and Hamilton County from 1967—2006. As a member of the Facilities Committee for 30 years, his legal expertise in real estate was invaluable. During his tenure on the Board, the Main Library was nearly tripled in size, 18 new branches were either opened or relocated to new buildings, and 8 were enlarged and remodeled, including the Delhi Township Branch.

Mr. Anness had a tremendous interest in library affairs and commitment to public service. He applied the same energy, tenacity, and acumen which characterized his distinguished legal career to his four decades of dedicated service as a Library Trustee. The time and talent he donated to the Library benefitted the lives of many Greater Cincinnatians.

Paula Brehm-Heeger – Ohio Library Council Board

- Paula Brehm-Heeger, Library Services Manager – Central Region, has been appointed to a vacant position on the Ohio Library Council’s Board of Directors.

LSTA Grant Application – Conservation Lab

Ms. Fender asked Jason Buydos to discuss the Library’s application for a Library Services and Technology Act Grant to build a conservation lab including equipment to encapsulate prints and maps, a humidity dome to relax paper and a multiple-disc repair machine. The lab would be used to conserve/preserve the Library’s materials and to contract work from other libraries and organizations. The grant total of \$137,659.77 includes a \$34,414.95 local match.

Jason Buydos discussed the grant and answered questions from the Board.

Library Volunteers

Ms. Fender reported that 123 adult volunteers were thanked at a reception in their honor at the Madeira Branch. Our volunteers gave the Library a total of 18,095 hours from May 1, 2009 through May 1, 2010.

Mr. Moran moved that the Executive Director’s Report be approved as submitted, including approval of a plaque to honor Mr. Anness and application for an LSTA grant. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(41-2010)**

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. LaMacchia introduced Ned Heeger-Brehm, Branch Manager of the Groesbeck Branch.

Downloadable Initiative

Ned Heeger-Brehm reported that growth in the use of downloadable materials (books, audiobooks, videos and music) has been phenomenal in recent years – up 45.1% in May, with year-to-date usage up 38%. In January, a project team began investigating the Library’s downloadable services with a

goal of identifying ways to better serve downloadable users and to position the Library for future growth in that market.

The project team has made the following recommendations:

- Purchase significantly more downloadable materials.
- Improve their ease of use for new users through the Library's website and catalog.
- Install download software to public computer devices at all locations.
- Aggressively market and promote downloadable materials.
- Implement training for staff on downloadable material in order to better assist customers.
- Identify methods to bolster customer support through ownership of the collection.

Mr. Edwards reported that:

Mobile Website

- a project team was formed in January to lay the groundwork for implementing an alternative version of CincinnatiLibrary.org, designed to suit the unique demands of mobile users and mobile devices. Based on data which included a customer survey, website traffic analysis, review of other library mobile websites and an analysis of mobile marketplace trends, the team recommended that, instead of repurposing our existing website, a new mobile optimized homepage be developed to support smartphones. Development is underway.

Public Fax Service Pilot Project

- in response to customer requests, a pilot public fax service will be offered at the Anderson, Corryville and North Central Branches through FAX24 Public Fax Kiosks. With these vendor-supplied and supported kiosks, customers use a credit or debit card to send their fax transmission at a cost of \$1.50 for the first page, \$1.00 for each additional page. After completion of a six-month trial, the Library will assess usage and feedback from customers and staff before continuing or expanding the service. There is no cost to the Library for providing the service and we will receive a small commission.

Mrs. LaMacchia reported that:

School Visits in TeensSpot

- the number of middle and high school classes visiting Teenspot at the Main Library during the 2009-2010 school year increased 59% (52 classes visiting, bringing 1,203 students). Library staff provides catalog, database and Internet research instruction, as well as a general Library overview, tours and assistance with research projects.

Children's Hunger Alliance Collaboration – Brain Camp

- the Library will collaborate with the Children's Hunger Alliance to provide meals for the children attending Brain Camp through the Child and Adult Care Food Program (CACFP), a reimbursement program through the United States Department of Agriculture.

Art Museum Grant Partnership

- Teenspot will offer support for a grant proposed by the Cincinnati Art Museum to the National Endowment for the Arts to develop a high school curriculum tying the Art Museum's modern and contemporary collections with twenty-first century learning standards. TeenSpot will support the

grant by creating annotated booklists and webpage reviews for topics connected to the curriculum and by developing lesson plans highlighting the Library's databases.

Programs and Exhibits

- *Fountain Square Family Days* – Every Saturday in June, the Library is partnering with 3CDC on Fountain Square; librarians will read stories by popular children’s authors, including Dr. Seuss and Eric Carle.
- *Real to Reel Documentary Film Series* – Film and TV documentaries will be shown in the Huenefeld Tower Room at the Main Library on the third Tuesday of every month, followed by a discussion.
- *Zoo Tales* - Every Tuesday in July, a children’s librarian will visit the Cincinnati Zoo and do a Zoo Tales storytime focused on a popular character from children’s literature and the character will make a guest appearance. In exchange, the Zoo will bring their “Wildlife Comes to You” program to four branch libraries this summer.
- *Melissa Anelli Author Visit* – as expert historian of the Harry Potter phenomenon, Melissa Anelli will speak at the Main Library’s Reading Garden Lounge on July 31.
- *Harry Potter Week* - to celebrate Ms. Anelli’s visit and Harry Potter’s birthday (July 31), all Library locations will participate in Harry Potter Week activities from July 25-31 with programs and displays.
- *The Keith Kuhn Memorial Artists’ Book Exhibit - Marking Time Marking Time* is a traveling exhibit of book art by members of the Guild of Bookworkers created around the theme “marking time”. It is co-sponsored by the Cincinnati Book Arts Society and will be on view in the Cincinnati Room from July 5 through August 26.

Library Usage

- Main Library circulation increased 9.8% in May, while digital circulation increased 45.1%. Holds accounted for 12% of circulation. Overall circulation for May was down 1.2% as a result of the Library for the Blind merger. *The Hunger Games*, this year’s On The Same Page title, made the top 10 circulating titles list for the fifth straight month and *The Lost City of Z*, May’s Featured Book of the Month, was one of the top 10 circulating adult titles.
- the top circulating items and statistical reports for the month of May 2010 were submitted.

ADMINISTRATION

Personnel Changes

Mrs. LaMacchia recommended that the Board approve the following personnel changes effective through May 29, 2010:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Sharonville	Reference Librarian I	1.00	Kitchkowsky, Mary I.	05/28/10
Retirement	Cataloging Services	Copy Cataloger	1.00	Malone, Laverne	05/28/10
Retirement	Fiscal Office	Payroll Clerk	1.00	Steffen, Rawanda S.	05/28/10
Death	Circulation Services	LSA I	1.00	Lytle, Sherry	05/28/10
Promotion	West End	Children's Librarian I	1.00	Carrier, Sarah E.	05/02/10

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Promotion	Delhi Township	LSA I	0.50	Pellegrino, Mario A.	05/02/10
Promotion	Materials Retrieval	LSA II	1.00	Schlicher, Lynne T.	05/16/10
Promotion	Cataloging Services	Copy Cataloger	1.00	Wuertemberger, Ann M.	05/02/10
Appointment	Magazines & Newspapers	LSA II	0.50	Donnermeyer, Molly E.	05/16/10
Appointment	TechCenter	LSA II	0.50	Grant, Lisa M.	05/02/10
Appointment	Information & Reference	Reference Team Leader	1.00	Hawk, Gwendolyn B.	05/02/10
Appointment	Madeira	Student Shelver	0.30	Sanders, Dory R.	05/02/10
Appointment	Madeira	LSA I	0.50	Spears, Kaitlyn P.	05/16/10
Appointment	Children's Learning Center	LSA II	0.50	Sullivan, Elizabeth L.	05/02/10
Change	Materials Retrieval	Page	1.00	Gerke, Michael L.	05/16/10
Change	Materials Retrieval	Page	1.00	Mathews, Brittany C.	05/02/10
Change	Sharonville	Reference Librarian I	1.00	Selickman, Elizabeth L.	05/02/10
Change	Cheviot	Reference Librarian I	1.00	Weikert, Jennifer M.	05/02/10
Departure	Fiscal Office	Administrative Accounting Clerk	1.00	Brauninger, Alicia	05/24/10
Departure	Information & Reference	LSA II	0.50	Bunthoff, Kathryn C.	05/18/10
Departure	Groesbeck	Student Shelver	0.30	Fox, Ellen C.	05/29/10
Departure	Groesbeck	LSA I	0.50	Harkness, Amy E.	05/15/10
Departure	Materials Retrieval	Page	1.00	Pillai, Ashley M.	05/14/10
Departure	Mt. Washington	Student Shelver	0.25	Sullivan, Shane H.	05/14/10
Departure	Blue Ash	Student Shelver	0.25	Thomas, Stacy C.	05/05/10

Mrs. LaMacchia moved that the Board approve the Library Services and Administration Committee report as submitted, including personnel changes. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(42-2010)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Status of Funding

- on June 2, we received a check in the amount of \$1,028,541.73 from the State of Ohio for reimbursement of first half property tax rollbacks, bringing total (gross) first half property tax receipts to \$10.2 million.
- total Public Library Fund distributions from January through June are 14.4% less than 2009 receipts and 3% less than the current estimate.

Monthly Financial Report

- the financial report was submitted for the period ending May 31, 2010.

Investment Report

- the investment report was submitted for the month ending May 31, 2010.

Audit of Year Ending December 31, 2009

Ms. Schoettker reminded the Board that the post-audit conference for the year ending December 31, 2009 would be held immediately after the board meeting.

In response to Mr. Sittenfeld's inquiry, Ms. Schoettker stated that she asked US Bank to stop leaving funds temporarily uninvested.

Mrs. Gettler moved that the Board approve the Fiscal Officer's Report including the financial and investment report as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran (except pass on investment report), Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(43-2010)**

FINANCE AND AUDIT COMMITTEE REPORTS

Depository Agreements

Ms. Schoettker reminded the Board that the Library's public moneys must be deposited in accordance with the provisions of Ohio's Uniform Depository Act (ORC 135), which also requires the Library Board to designate public depositories for a period of five years.

Our current agreements expire on July 31, 2010. At the Board's direction, she requested proposals for new depository agreements from Fifth Third Bank, US Bank, PNC Bank, Huntington Bank, Stock Yards Bank & Trust and Key Bank. Stock Yards Bank & Trust was unable to submit an agreement because they do not provide the collateralization required for public deposits. Proposals were received as follows:

	<u>Active Deposits (1)</u>	<u>Interim Deposits (2)</u>	<u>Inactive Deposits (3)</u>	<u>Total Deposits</u>
Fifth Third Bank	not specified	not specified	not specified	\$35,000,000
Huntington Bank	\$15,000,000		\$5,000,000	\$20,000,000
Key Bank	not specified	not specified	not specified	\$20,000,000
PNC Bank	\$25,000,000	\$25,000,000	\$5,000,000	\$50,000,000
US Bank	\$15,000,000	\$5,000,000	\$10,000,000	\$30,000,000

(1) Needed to meet current demands.

(2) Needed not for immediate use, but before the end of the period of designation.

(3) Deposits other than Interim or Active.

Ms. Schoettker recommended that the Board approve entering into agreements with each of these five financial institutions for the period August 1, 2010 to July 31, 2015. Fifth Third Bank will continue to provide commercial banking and credit card services; US Bank, trust fund principal investment management. All banks will compete for other investments, but she noted that any significant increase in investing is possible only if funding improves and our cash balance grows.

Mrs. LaMacchia moved that these items be approved as submitted. Mrs. Gettler seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon – pass, Mrs. LaMacchia, Mr. Moran – pass, Mr. Sittenfeld and Mrs. Khoury ... 4 ayes. The motion carried. **(44-2010)**

FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

Branch Lease Renewals

- *Clifton Branch* – The lease for the Clifton Branch expires on July 31, 2010. The landlord has proposed a six-year lease renewal, effective August 1, 2010 – July 31, 2016. The proposed rent of \$36,600 per year or \$3,050 per month is an increase of 5% and would remain at this rate with no additional increase throughout the term of the lease. The Library may cancel the lease after three years by giving 120-day written notice of cancellation, but only for the purpose of moving the Clifton Branch to the Brookline Avenue property. All other terms and conditions of the current lease would remain in effect.
- *Mt. Healthy Branch* – The lease for the Mt. Healthy Branch expires on July 31, 2010. The landlord has proposed a three-year lease renewal, effective August 1, 2010 – July 31, 2013, with an option for an additional two years. Rent for the first year of the lease would remain at \$19,144.92, or \$1,595.41 per month, then would increase by 3% each consecutive year. All other terms and conditions of the current lease would remain in effect.

Clifton Branch – Brookline Avenue Property

- the Brookline Avenue site for a new Clifton Branch was donated to the Library on May 27. The office of the Hamilton County Prosecuting Attorney handled the closing, resulting in no closing costs or recording fees. The donor paid the Library \$9,452.08 for pro-rated property taxes. A property tax exemption is being filed. The deed (with the Library as property owner) has been recorded.

H. C. Nutting's Phase I Environmental Assessment recommends checking the building for asbestos before beginning renovation and, if found, removing an underground storage tank when the garage is demolished. (Nutting found evidence of a tank but could not confirm its existence). All terms of the donor's letter of intent have been met.

Mrs. Khoury commented that a 6-year lease was longer than usual. Ms. Fender noted the ability to cancel in three years and Mr. Moran said that a fixed amount for 6 years is an advantage.

Mr. Sittenfeld asked if he could assume that the Clifton Branch would not move to the new site before 37-1/2 months. The Board agreed.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(45-2010)**

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that the Development Committee met on May 21, 2010. Committee Chair Deliaan A. Gettler; Library Trustees Ross A. Wright, and William J. Moran; Foundation Directors

Allen G. Zaring IV, Tracy Tunney Ward, Joseph J. Dehner and Laura Randall and staff members Kim Fender and John Reusing were in attendance.

The Committee reviewed several items including a report on the success of fundraising efforts throughout the Library's history resulting in \$5.3 million in gifts and bequests in the past five years and endowments of \$8 million held by the Library, the Foundation and the Friends of the Public Library. The Committee also reviewed the various fundraising organizations supporting the Library and the unique role each plays.

Mrs. Gettler presented the following recommendations of the Committee:

Development Committee Vacancy

- regretfully accept the resignation of Paul G. Sittenfeld from the Development Committee and approve William J. Moran as a new member of that Committee.

Foundation Development Initiative

- support the Foundation's Development Initiative and its approval by the Foundation Board, including adopting language outlining the management of an endowment fund pursuant to Ohio Revised Code 1715.51(D) that will define the purpose and use of endowment funds and charge the Library Foundation with all decisions on disbursements from the endowment.
- approve giving the Foundation's Development Initiative first priority for all other donors with the understanding that some may be asked to contribute to both or either in a coordinated campaign approach.

Clifton Branch Project – Brookline Avenue

- approve focusing Clifton Branch project fundraising efforts on four groups of potential donors:
 - Clifton residents and advocates
 - Members of the Pi Kappa Alpha fraternity
 - Organizations that give for historic preservation initiatives
 - Foundations that do not give to endowments

The Library Foundation will act only as a financial intermediary in gifts received for this project.

- approve allocation of additional operating expenses incurred at the new Clifton Branch, estimated at \$76,900 annually, from the Library's general operating budget.

Permanent Fund Disbursements

- approve reviewing with the Hamilton County Probate Court the possibility of broadening the disbursement of income from the permanent funds held by the Library. For example, broadening the Feld Fund for purchase of *books* on Travel and World Affairs to allow the purchase of any *materials* on Travel and World Affairs.

Mrs. Gettler moved that the recommendations regarding the Development Committee vacancy, the Foundation Development Initiative and Permanent Fund disbursements be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia, Mr. Moran, Mr. Sittenfeld and Mrs. Khoury ... 6 ayes. The motion carried. **(46-2010)**

Mrs. Gettler moved that the recommendation regarding the Clifton Branch project be approved as submitted. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler – aye, Mr. Hendon – aye, Mrs. LaMacchia – aye, Mr. Moran – aye, Mr. Sittenfeld – no and Mrs. Khoury – aye ... 5 ayes. The motion carried. (47-2010)

Mrs. Gettler further reported that:

Wayne Wilkinson Bequest

- the Library received a bequest of \$2,500 from the estate of Wayne Wilkinson.

Michael Dever/Peak 8 LLC Gift

- property at 3400 Brookline Avenue (Parkview Manor, the George Cox mansion) was donated to the Library on May 27 by Michael Dever through his corporation Peak 8 LLC with the stipulation that it house a relocated Clifton Branch. The appraised value is \$569,000.

Library Foundation Grants

- the Library Foundation was awarded a \$1,000 grant from the Scripps Howard Foundation that will support the Library's Shared Reading and Early Learning Express programs. Another \$1,000 grant from the Greater Cincinnati Foundation and their Summertime Kids Volunteer Committee will help underwrite the 2010 Summer Brain Camp at the Library.

Friends of the Public Library Sale

- the Friends Annual Downtown Sale at the Main Library will run June 6 – 11.

Anderson Township Library Association Sale

- the ATLA will hold its Annual Used Book Sale at the Nagel Middle School from June 25 – 27.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld presented a report on promotion and planning, notable media coverage, press releases and community outreach. The report was received and filed.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

HB 48 - Levy Resolution Filing

Ms. Fender reported that an amendment to House Bill 48, effective July 2, 2010, changes the filing schedule for levies from 75 to 90 days prior to the election.

Local Government Commission Update

Ms. Fender summarized the formation of the Commission on Local Government Reform and Collaboration, including the appointment of Lynda Murray, Ohio Library Council's Director of Government and Legal Services, to represent the interests of the OLC and its member libraries.

At a meeting on May 21 that Lynda was not able to attend, the other Commission members voted 8-2 to include as one of its 20 primary recommendations the following: "Examine the number of library districts in Ohio - look into making single district." The wording in the final minutes of the meeting indicates that the recommendation is to investigate the feasibility of creating one library district in each county. Although our Library is already the only public library in Hamilton County, Ms. Fender expressed concern that public libraries remain political subdivisions of the state and not become part of city or county government. Lynda is urging the Commission to reconsider this recommendation.

Mrs. Gettler asked that Richard Finan be asked to investigate this matter for a subsequent report to the Board.

Ms. Fender reported that:

Federal Court Ruling on Library Legal Representation

- a ruling by the United States District Court for the Northern District of Ohio may affect legal representation of public libraries. Revised Code Section 309.09(A) provides that the County Prosecutor shall serve as legal advisor "of the board of county commissioners, board of elections, and all other county officers and boards, including all tax supported public libraries."

Under one reading of the federal court ruling, it could mean that no public libraries can use the County Prosecutor as their attorney, since their boards are not answerable to the County Commissioners. OLC legal counsel Jon Iten of Vorys, Sater, Seymour and Pease and Lynda Murray are working on this issue.

HB 400 – Elimination of the State Income Tax

- The Director of the Geauga County Public Library testified before the House Ways and Means Committee on May 26 on HB 400, legislation that proposes elimination of the state income tax. Although legislative action is not anticipated this session, it is important for legislators to understand the impact on public libraries.

ALA Legislative Day

- Paula Brehm-Heeger will represent our Library at the annual American Library Association Legislative Day in Washington D.C. on June 29.

The report was received and filed.

Yvonne Garner Complaint

Ms. Fender reminded the Board of a 2008 complaint filed against the Library in the Hamilton County Court of Common Pleas by Yvonne Garner. Ms. Garner and a Library driver (now retired) were involved in a motor vehicle accident in June 2006. As allowed by the voluntary dismissal without prejudice, filed on May 29, 2009, the plaintiff refiled the complaint on May 28, 2010 seeking demand for judgment in an amount in excess of \$25,000 plus costs.

Patrick J. Deininger, assigned to the Library's defense by our auto insurance carrier, will respond to the complaint.

The report was received and filed.

AD HOC LIBRARY FUNDING COMMITTEE REPORT

Planning Process Update

Ms. Fender reported on the data that emerged from the tabulation of responses from 416 intercept surveys conducted by Orange Boy Inc. at 16 Library locations and 1,233 online surveys.

OrangeBoy Inc. is preparing cross tabs that will sort the data using factors such as geographic area, age of cardholder, library use frequency and primary use of Library. Next steps include key interviews, one-on-one interviews with Trustees, staff, Friends and Foundation members and the formulation of initial cluster segmentations – groupings of cardholders by similar patterns of Library use.

The report was received and filed.

Mr. Sittenfeld suggested using this data as the basis for a press release, illustrating the positive response to our levy request.

The Regular Meeting was then adjourned.

President

Attest: Secretary