

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

Date: October 12, 2010

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

**ROLL CALL**

Trustees Present: Mr. Hendon, Mr. Moran, Mr. Sittenfeld  
and Mr. Wright

Trustees Absent: Mrs. Khoury and Mrs. LaMacchia,

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

**PUBLIC COMMENTS**

Mary Anne Phalen told the Board that the Pleasant Ridge Community Council Library Committee is working to finish their campaign to provide funding for the Pleasant Ridge ADA project. They have completed 34 grant submissions in the past 6 months resulting in a 40% success rate. The committee will remain in existence after fundraising is complete to continue to promote the value of library services in the community.

Mr. Moran thanked Ms. Phalen and the committee. He noted that the completion of architectural drawings is behind schedule.

**MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 14, 2010**

Mr. Sittenfeld moved that the Minutes of the Regular Meeting held Tuesday, September 14, 2010 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(58-2010)**

## EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

### Library Journal Star Library

- our Library was rated a Star Library by *Library Journal*. These ratings are based on four per capita measures: circulation, visits, program attendance and Internet use. Based on 2008 data, our Library received a four star rating and an overall ranking of 7<sup>th</sup> for libraries with an annual operating budget of \$30 million or more. Of 7,407 public libraries nationwide, only 258 received star designation. With one exception, every metropolitan library in Ohio received a star rating. More Ohio libraries (36) received a star rating than any other state.

With this recognition, our Library has earned the distinction of being the only library in the country to be ranked in the top 10 on all library ratings: Hennen, Star, busiest and largest collection.

Mr. Sittenfeld recommended that this information be used to promote our library as a good return on investment.

### Charles Anness Plaque

- a plaque commemorating the contributions of Library Board member Charles Anness will be unveiled tonight at a reception at the Delhi Township Branch.

### 56th Annual Veterans Day Program

- the Main Library's 56th Annual Veterans Day Commemoration will be November 11. George J. Cordrey, a World War II Marine veteran, will present keynote remarks. The program is sponsored by the Friends of the Public Library.

### State Library Board

- Foundation Director Joe Dehner has declined to be nominated to the State Library Board, but retired Library staff member Mary Kay Levesay has agreed to be a candidate.

Jason Buydos, Technical Services Director, reported that:

### LSTA Panorama Grant

- the Library was awarded a Library Services and Technology Act (LSTA) Grant in the amount of \$78,922 to showcase the Library's 1848 Panorama of Cincinnati daguerreotype. A required match of \$26,308 will come from the Friends of the Public Library, the Library Foundation, private donors or Library funds. The project includes the development of a web application and the purchase of touch screen displays and furniture. The Panorama has not been displayed for over fifty years, but this grant will provide both physical and virtual access to this resource.

Ms. Fender noted that a promised \$10,000 donation from an individual would reduce the commitment from the Friends and/or Foundation.

### Digital Services HF Group Contract

- the Library is subcontracting with the HF Group in a digitization project for the Free Library of Philadelphia. The HF Group, a nationwide library binding and information services company,

has a contract to digitize maps in Philadelphia's collection and they will use the services of the Library's Digital Services Department to meet the project specifications. The Library will receive \$40 for each map digitized. An anticipated annual volume of 1,800 maps would generate potential annual revenue of \$72,000, \$288,000 over four years. He estimated that each map would require 10 minutes to digitize.

#### LSTA Grant Application – Microform Digitization

Mr. Buydos recommended that the Board approve application for a Library Services and Technology Act Grant to expand the Library's digitizing capabilities to include microfilm and microfiche, generally referred to as microform. The Library's 105,377 roles of microfilm and 3,363,649 sheets of microfiche range from city directories, maps and newspapers to 16<sup>th</sup> century scholarly works. Since microform items do not circulate and require special equipment to view, Library customers have limited access to content in these formats. Digitization will allow broader access and, with the addition of Optical Character Recognition, the ability to search by browsing or key word search.

If funded, the grant would provide \$24,000 toward the purchase of equipment. The Library would be responsible for a \$49,850 match. We expect interest from other organizations in having portions of their microform collections digitized, a service for which we charge a fee.

Mr. Hendon moved that the Executive Director's Report be approved as submitted, including applying for an LSTA grant for microform digitization. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(59-2010)**

## **LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS**

### **LIBRARY SERVICES**

Mr. Hendon introduced Mary Beth Brestel, Manager of the Delhi Township Branch.

#### Delhi Township Branch

Mary Beth Brestel spoke to the Board about the Delhi Township Branch and their tradition of excellence in programming, community outreach and circulation. For two years, Delhi has ranked second among branches in both number of programs presented and program attendance. Educator cards, teacher collections and Outreach Services deliveries are heavily used. During the 2009-10 school year, Outreach Services made 43 regular deliveries to teachers within Delhi's service area, more than any other branch. Delhi ranks ninth among branches in circulation and recently added Playaways, a fourth self-check machine and digital signage.

Mr. Sittenfeld asked about career development paths at the Library and how success by location is defined. Mr. Moran noted Library affiliations with Northern Kentucky University and Kent State University, where degrees in the Library field are offered.

Mr. Hendon reported that:

### ALA Annual Conference 2011

- Library staff presentations at the 2011 American Library Association (ALA) annual conference include *Download This! How One Library Embraced Its Downloadable Future*, presented by Ned Heeger-Brehm, Groesbeck Branch Manager, and *Goin' Mobile: We Did It and You Can Too*, presented by Sandy Bolek, Internet Site Coordinator. Kathy Bach, Westwood Branch Manager, will participate in a panel discussion on *Displaying Partnerships: How to Successfully Build Partnerships with Other Agencies*.

### E-Mail Checkout Receipts

- as of October 4, customers using a self-check machine can choose to e-mail themselves their check-out receipt. The options to print or not print a receipt remain.

### 2010 Books by the Banks

- the fourth annual Books by the Banks book festival on October 2 was a success. Estimated attendance of 3,616 is a 40% increase over 2009. Joseph-Beth, the event's official bookseller, realized a 12% increase in sales. Over 100 authors participated in the six-hour event, signing books, posing for pictures and/or participating in individual or panel discussions (attendance of 957). "Kids Corner", sponsored by K12, included crafts and activities for children. Twenty-six organizations participated in organizing and/or funding the 2010 festival, including nine libraries from Ohio and Kentucky.

### Programs and Exhibits of Note

- the theme of *Teen Read Week* (October 17 – 23), an initiative of the Young Adult Library Services Association to encourage teens to read, is *Books with Beat @ your library*. Teens can submit book reviews through the Library's website and participate in the 9<sup>th</sup> Annual Teen Photography Contest, as well as other programs and activities.
- October is *Family History Month* and the Genealogy and Local History Department, along with the Hamilton County Genealogical Society, is celebrating with a series of programs including an introduction to genealogy, using online sources for research and overlooked and under used resources for African American genealogy. A Genealogy Lock-In will allow genealogists to conduct research after-hours.
- the Library will partner with the Cincinnati Chapter of the American Chemical Society to present hands-on chemistry programs to children during *National Chemistry Week* (October 17-23). This year's theme, "*Behind the Scenes with Chemistry*", focuses on the common chemistry behind special effects in movies and television.
- The Office of the Mayor of Cincinnati and the Greater Cincinnati Chapter of the Financial Planning Association have partnered with the Library for *Cincinnati Financial Planning Day* on October 23. This free, public event will allow participants to meet one-on-one with professional financial planners and will present educational workshops on key financial topics, including budgeting, financial planning, bankruptcy, foreclosure and identity theft protection.
- In celebration of Ohio Archaeology Month, the Genealogy and Local History Department, in partnership with archaeology firm Gray and Pape, is exhibiting artifacts excavated from The Banks construction site. The *Beneath the Banks* exhibit runs through the end of the year.

## Library Usage

- usage for the month of September was up – including a 6.4% increase for Main Library, 30.1 % for Avondale Branch and 61.1% in digital (downloadable) circulation. Usage of downloadable material out circulated both Madisonville and Elmwood Place Branches for the month. Year-to-date, digital circulation is now out pacing Elmwood Place Branch.

Some additional usage statistics include:

- Number of programs increased 4.1%
  - Attendees at programs increased 13.8%
  - DVD circulation increased 3.8%
  - CD-music usage increased 2.9%
  - Active cardholders were at 334,063 (+36%)
  - 171,179 holds were checked-out, a 6.8% increase
  - Hunger Games, this year’s OTSP title, was the #1 circulating title for the month
- the top circulating items and statistical reports for the month of September 2010 were submitted.

## **ADMINISTRATION**

### Personnel Changes

Mr. Hendon recommended that the Board approve the following personnel changes effective through October 2, 2010:

<b>ACTION</b>	<b>AGENCY</b>	<b>POSITION TITLE</b>	<b>FTE</b>	<b>EMPLOYEE NAME</b>	<b>EFFECTIVE DATE</b>
Retirement	Hyde Park	LSA I	1.00	Brueneman, Brigitte E	09/30/10
Retirement	Green Township	LSA I	0.75	Joyce, Mary Ellen	09/30/10
Promotion	Symmes Township	LSA II	1.00	Barnum, Terry L.	09/05/10
Promotion	Library Services	Library Services Floater	1.00	Ellis, Justin L.	09/19/10
Promotion	Circulation Services	LSA I	1.00	Harris, Darryl L.	09/19/10
Promotion	Circulation Services	LSA I	0.50	Mayo, Marc A.	09/05/10
Promotion	Circulation Services	LSA I	0.50	Smith, Whitney P.	09/19/10
Promotion	Children's Learning Center	LSA II	1.00	Sullivan, Elizabeth L.	09/05/10
Appointment	Groesbeck	Student Shelver	0.30	Bodenstein, Cassandra M.	09/19/10
Appointment	Sharonville	Student Shelver	0.30	Conley, Austin T.	09/05/10
Appointment	Homework Central	LSA II	0.60	Hartig, Matthew D.	09/05/10
Appointment	Materials Retrieval	Page	0.50	Leach, Casey S.	09/19/10
Appointment	Hyde Park	LSA I	0.50	Macaluso, Sandra	09/05/10
Appointment	Harrison	Student Shelver	0.30	May, Kelly A.	09/05/10
Appointment	Northside	LSA I	0.60	O'Nan, Charles P.	09/05/10
Appointment	Shipping & Receiving	Truck Driver, Light	0.70	Poynter, Brandon K.	09/19/10
Appointment	Human Resources	Benefits Clerk	0.50	Smith, Nichelle M.	09/19/10
Appointment	Groesbeck	Student Shelver	0.30	Suttles, Kaylie A.	09/19/10
Change	Outreach Services	Shelver	0.70	Dovel, Jessica R.	09/19/10
Change	Acquisitions	Acquisitions Assistant I	1.00	Walker, John F.	09/05/10

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Change	West End	LSA II	1.00	Weitz, Benjamin R.	09/05/10
Change	Information & Reference	Shelver	0.50	Temple, Alex R.	09/19/10
Change	Circulation Services	LSA I	1.00	Judy, Glenn A.	09/05/10
Departure	Loveland	LSA I	0.50	Brotherton, Katherine E.	09/04/10
Departure	Materials Retrieval	Page	0.50	Corwin, Jessica L.	09/20/10
Departure	Symmes Township	Student Shelver	0.30	Eng, Matthew K.	09/15/10
Departure	TeenSpot	LSA II	0.50	Frondorf, Corinne E.	09/25/10
Departure	Symmes Township	Student Shelver	0.30	Haaser, Jenna E.	09/10/10
Departure	Information & Reference	Reference Team Leader	1.00	Hawk, Gwendolyn B.	09/08/10
Departure	Materials Retrieval	Page	1.00	Nadaud, Julie R.	10/01/10
Departure	Loveland	Student Shelver	0.20	Nemoto, Saina	09/13/10
Departure	Symmes Township	Student Shelver	0.30	Press, Rachel L.	09/07/10
Departure	Monfort Heights	Student Shelver	0.25	Ripperger, Robert A.	09/15/10

Mr. Moran suggested promoting the new email receipt option.

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

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(60-2010)**

#### Report of the Library Services and Administration Committee Meeting

Mr. Hendon reported that the Library Services and Administration Committee met on October 7 with Library Trustees Bill Moran and Bob Hendon and Executive Director Kim Fender in attendance. Committee Chairman Betsy LaMacchia joined the meeting by conference call.

The Committee reviewed a report from Ms. Fender on a proposed administrative restructuring. Mr. Hendon presented the Committee's recommendation that the Board review the proposal in Executive Session before taking action.

### **FISCAL OFFICER'S REPORT**

Ms. Schoettker reported that:

#### Public Library Fund

- the October Public Library Fund (PLF) distribution provides a third month of improvement over 2009 receipts but the year-to-date total of \$30.8 million still falls below 2009 by 8.3%. In comparison with the 2010 estimate, actual funding is ahead by 1.6%.

#### 2011 Budget

- Dusty Rhodes, Auditor and Secretary for the Hamilton County Budget Commission, has notified the Library that 2011 tax budgets have been approved by the Budget Commission. The Official

Certificate of Estimated Resources issued for the Library by the Budget Commission reflects revised, lower estimates for both the PLF and local property tax revenue, as follows:

**2011 General Fund**

	<u>As Budgeted</u>	<u>Per Budget Commission</u>
Public Library Fund	\$50,874,330	\$37,931,160.08
Property Tax (County)	19,895,770	17,557,590.00
Property Tax (State)		2,062,410.00
Other Sources	<u>2,754,900</u>	<u>2,754,900.00</u>
TOTAL	\$73,525,000	\$60,206,060.08

Monthly Financial Report

- the financial report was submitted for the period ending September 30, 2010.

Investment Report

- the investment report was submitted for the month ending September 30, 2010.

Mr. Hendon moved that the Board approve the Fiscal Officer’s Report including the financial and investment reports as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran (except pass on investment report) ... 4 ayes. The motion carried. **(61-2010)**

**FINANCE AND AUDIT COMMITTEE REPORT**

2010 Estimated Resources & Appropriations

Ms. Schoettker requested authorization to revise estimated resources and appropriations as follows, noting that revisions to the LSTA Fund permit proper receipt and expenditure of the new LSTA grant. The General Fund revision provides primarily for the purchase of additional computer equipment.

<b>2010 Estimated Resources</b>	<u>Revisions</u>
<u>LSTA Grant Fund</u>	
Intergovernmental Receipts	\$ 54,922.00
Contributions, Gifts, Donations	<u>26,308.00</u>
Net Change in Resources	\$81,230.00
<b>2010 Appropriations</b>	
<u>LSTA Grant Fund</u>	
Capital Outlay	\$ 81,230.00
<u>General Fund</u>	
Supplies	\$ 440,000.00
Capital Outlay	(440,000.00)
Net Change in Appropriation	\$0.00

## Direct Deposit

Ms. Schoettker reported the provisions of Ohio Revised Code 3375.351, which give the Board the authority to choose direct deposit as the form of employee compensation. After 14 years of offering voluntary direct deposit, 82% of the staff has chosen this option. Issuing payment by direct deposit is less expensive than by check or pay card.

The Hamilton County Prosecuting Attorney concluded in his opinion on this issue that *“the library board has the authority to mandate direct deposit for library employees (those not subject to a collective bargaining agreement) and may exercise its discretion to adopt a system that does not include “pay cards” but does include a range of reimbursements related to job duties including travel and program supplies expenses”*.

She stated that our banking representatives have advised that all staff will be able to open at least a savings account. The Prosecuting Attorney has advised that if an employee refuses to execute the necessary authorization for direct deposit, it is reasonable to deposit their pay in an account opened by the Library and to initiate progressive discipline for such refusal.

In conclusion, she requested that the Board mandate direct deposit for library staff – both pay and job-related reimbursements – and that pay cards not be offered as a payment option.

When asked by Mr. Moran, Mary Bennett-Brown stated that she concurred with the recommendation.

Mr. Sittenfeld moved that these items be approved as submitted, including revisions to estimated resources and appropriations and mandatory direct deposit. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(62-2010)**

## **FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

### Fire at Cheviot Branch

- a cigarette discarded in the mulch caused a fire at the Cheviot Branch on October 7. No one was injured and the Branch was able to open later that day. Because the cost of damage to both the building interior and exterior is not yet known, he recommended that the Board approve waiving public bidding for repairs should the cost exceed \$25,000.

Mr. Moran suggested the replacement of mulch with rock or stone.

### Former Bond Hill Branch Site

- the office of the Hamilton County Prosecuting Attorney has approved the contract with MAC Properties, LLC for purchase of the Library’s property on Dale Road for \$55,000 and the contract has been signed. MAC Properties has until November 29, 2010 to arrange financing, with the closing to be scheduled for early December.

### Elmwood Place Branch

Ms. Fender reported that her second letter to the Mayor of Elmwood Place reiterated the Library's stance on rent and set a deadline for a response from the Village. The response from Mayor Morgan received on October 7 indicates that the Council's decision will be communicated after their next meeting on October 12.

If that response is that the Village of Elmwood Place will no longer contribute space for the branch as of November 1, Ms. Fender recommended that the Board approve closing the Elmwood Place Branch. This closing could be as early as October 18, no later than October 25. If the Council agrees to continue providing the space rent-free, the Elmwood Place Branch would remain open.

Mr. Hendon continued to report that:

### Brookline Property

- in response to questions raised by Library Trustee Paul Sittenfeld at the September meeting, details of project costs and expenses were provided (summarized below). One-time costs were slightly higher than anticipated because additional costs were incurred to remove two diseased trees and to replace the residential security monitoring system with a commercial system. Other costs have been slightly less than estimated. A gas meter in the garage has been removed.

<b>Brookline Avenue - 2010</b>	
Donations	\$ 21,500.00
Seller (taxes)	<u>9,452.08</u>
TOTAL INCOME	\$ 30,952.08
Feasibility study	\$ 20,030.46
Environmental report	1,975.00
Taxes	5,374.53
Insurance	229.00
Trees/yard work	10,506.00
Security	1,216.66
Utilities	<u>1,135.83</u>
TOTAL EXPENSE	\$ 40,467.48

### Westwood Annex

- the option for purchase of the Westwood Annex property expired on September 30. WestCURC let the option expire as they have been unable to secure funding for the purchase.

### Pleasant Ridge Branch ADA Project

- DNK Architects presented 90% complete construction drawings on September 23 to Library staff and members of the Pleasant Ridge Community Council (PRCC) Library Committee. DNK has advised that the drawings are now 100% complete but they have not yet been delivered to the Library.
- a revised cost estimate will be prepared based on the completed construction drawings. Based on the original project cost of \$1.2 million, \$1,134,354.81 remains unpaid. To date, \$31,731.48 has been received in donations from the PRCC and individual donors, plus \$40,000 from the Library Foundation. If the Council is to provide 25% or \$300,000 (included in the 2011 budget), then their outstanding obligation is \$268,268.52. The Library's remaining obligation is \$794,354.81.

Ms. Fender advised that DNK has promised to deliver drawings to the Library today. Mr. Moran stated that he is personally disappointed in DNK; their delay is unacceptable and may affect further business.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including authorization to waive public bidding to repair fire damage at the Cheviot Branch and to close the Elmwood Place Branch if space is no provided longer rent-free. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(63-2010)**

### **DEVELOPMENT COMMITTEE REPORT**

Mr. Wright reported that:

#### The Library

- the Library continues to solicit donations for the Clifton project. Total gifts to the project, including a gift specifically for the feasibility study, total \$21,500.

#### Library Foundation

- the “Wicked” fundraising event featuring author Gregory Maguire on September 21 netted almost \$3,000 to the Library Foundation. Joe & Noel Dehner underwrote the food and furnished some of the refreshments.
- materials created pro bono by branding company LPK for the Library Foundation Development Initiative were well received by the directors.
- the Annual Fund solicitation for Library Staff will run from September 23 - October 15. The Annual Fund for the general public will run from October 29 through year-end. This campaign will focus on growing the Foundation’s permanent endowment.
- due to the recent articles concerning the Library’s 1848 Cincinnati Panorama daguerreotype in *Wired Magazine* and the *Cincinnati Enquirer* and subsequent postings on the Internet, over \$1,500 in art prints and postcards have been sold for the benefit of the Foundation.
- the Foundation will hold its next quarterly meeting on October 21. In response to the \$1 million gift from the Joseph S. Stern Jr. Family Fund of the Greater Cincinnati Foundation, committee meetings have been held to recommend specific wording for establishing an endowment fund. In November, the Foundation will recommend to the Library Board a permanent way to honor the Stern gift as it relates to the Library and Foundation.

#### Friends of the Public Library

- the Friends sale at the Mariemont Branch on September 17-18 grossed \$4,630. The next sale will be at the Clifton Cultural Arts Center from October 14-16. Proceeds will benefit the Clifton, Elmwood Place and West End Branches.
- the next Friends meeting is October 22.

#### Anderson Township Library Association

- the Anderson Township Library Association (ATLA) will hold its annual Holiday and Nearly Used Book Sale from November 11-13 at the Anderson Branch. Proceeds from the sale will benefit both the Anderson and Mt. Washington Branches.
- in December 2008, the Library and ATLA entered into a two-year Services Agreement formalizing the expectations and responsibilities of each party. Under the terms of this

Agreement the Library provides some printing and graphic design services, includes information about the Association on our web site, delivers Library discards to the Association's warehouse, plus other minimal services. ATLA has paid the Library \$500 annually for these services. This Agreement expires December 31, 2010 and the Library administration recommends that the Board approve extending this Agreement through December 31, 2012, with all other terms unchanged.

Mr. Sittenfeld asked what participation is expected from trustees regarding the Friends and Foundation. Ms. Fender recommended that all trustees to be, at minimum, a member of Friends and that they make some donation to the Foundation.

Mr. Wright moved that the Board approve the Development Committee Report as submitted, including extension of the Service Agreement with the Anderson Township Library Association. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(64-2010)**

### **COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT**

Mr. Sittenfeld presented a report on planning and upcoming promotional campaigns, notable media coverage and press releases. Promotion encouraging student participation in the Library's annual Teen Read Week, Teen Photography Contest and Chemistry Week will be a top priority this month. Other promotional efforts will be directed to generating pre-publicity for the Library's annual Veterans Day Program, as well as a system-wide initiative new to our Library, National Gaming Day.

The report was received and filed.

### **LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT**

#### Alliance Defense Fund - Meeting Rooms Policy

Mr. Wright reminded the Board that in August it was reported that the Alliance Defense Fund alleged that our Meeting Rooms Policy, which does not allow use for "Meetings for the primary or principal purpose of conducting religious services", is unconstitutional. Per the advice of the office of the Hamilton County Prosecuting Attorney, we suspended indefinitely the enforcement of this particular aspect of the Meeting Room Policy. The suspension went into effect on July 2 and, to date, no complaints or problems have arisen as a result of this suspension.

He presented an administrative recommendation to revise the policy to delete the language concerning religious services. All other provisions would remain in effect.

He noted that reference to an amended policy in a September 16 letter from the Alliance Defense Fund is in error; an amended policy was not sent.

## Meeting Rooms Policy

As a way of supporting our mission and vision, the Library welcomes the use of its meeting rooms within the guidelines that accompany this policy. First priority in the use of Library meeting rooms will always be given to Library sponsored and co-sponsored programs and to programs held in cooperation with the Library.

Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, or professional organizations
- Persons volunteering as tutors as part of a non-profit program

Library meeting rooms are not available to groups/individuals for:

- Promotion or sale of services
- Fund-raising purposes
- Campaigning activities
- Conducting classes for profit

No admission or attendance charge or required donation may be assessed by any non-Library group using a meeting room.

Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Mr. Wright moved that the Board approve the Legislative Affairs & Law Committee Report as submitted, including revision of the Meeting Rooms policy. Mr. Sittenfeld seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(65-2010)**

### Yvonne Garner Complaint

Mr. Ross reported that a complaint that originated in 2006 has been dismissed. In June 2006, a Library driver (now retired) and Yvonne Garner were involved in a motor vehicle accident. Ms. Garner filed a complaint against the Library in 2008 that was voluntarily dismissed without prejudice on May 29, 2009. On May 28, 2010, the plaintiff refiled the complaint. With the filing of a Stipulation of Complete Dismissal with Prejudice in Hamilton County Common Pleas Court on September 28, 2010, the complaint is closed.

The Library was represented in this case by Patrick J. Deininger in the law offices of Douglas J. May, per assignment by our auto insurance carrier, Travelers Insurance Company.

The report was received and filed.

## AD HOC STRATEGIC PLAN COMMITTEE REPORT

### Update on Planning Process

Mr. Hendon reported that Library staff has identified three clusters (out of the ten reported to the Board in September) to advance over the next 12-18 months. The Strategic Plan Committee should review these choices before the development of a new strategic plan moves forward.

The report was received and filed.

### EXECUTIVE SESSION

Mr. Wright moved that the Board to move into Executive Session to review an administrative restructuring proposed by the Library's Executive Director. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(66-2010)**

Upon conclusion of the Executive Session, Mr. Wright moved that the Board return to Regular Session. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(67-2010)**

Mr. Moran moved that the Board approve adding Grade 16 to the Salary Schedule to allow for the creation of Assistant Director positions as part of administrative restructuring. All staff changes resulting from the restructuring will be included in the Personnel Changes reported at future meetings of the Board.

Mr. Sittenfeld moved that the Board approve the recommendation. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mr. Sittenfeld, Mr. Wright and Mr. Moran ... 4 ayes. The motion carried. **(68-2010)**

The Regular Meeting was then adjourned.

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President

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Attest: Secretary