

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

Date: February 13, 2018

Meeting: Regular

Place: Board Room – Main Library – 800 Vine Street, Cincinnati, OH

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Clemons, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Mr. Moran

Trustees Absent: Mrs. Trauth

Present: Kimber L. Fender, Carl Allison, Paula Brehm-Heeger, and Molly DeFosse

***OATH OF OFFICE***

Ms. Kohnen swore in Ms. Karen R. Clemons for a seven year term on the Board.

***ELECTION OF SECRETARY***

Mrs. LaMacchia moved that Ms. Kohnen be nominated for Secretary of the Board. Mr. Hendon seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons... 5 ayes. The motion carried. **(01-2018)**.

## ***ACTION ITEMS***

### **RESOLUTION HONORING ROSS A. WRIGHT**

Mr. Moran presented the following resolution:

Whereas, Ross A. Wright was first appointed to the Board of Library Trustees by the Judges of the Court of Common Pleas and was sworn in on January 9, 2007 to fill an unexpired term, and Whereas, Mr. Wright served for nearly 10 years as a valued member of the Board of Library Trustees including Secretary of the Board in 2011, Vice President of the Board in 2012, and President of the Board in 2014, and

Whereas, while Mr. Wright served on the Board, the Library received national recognition including the National Medal for Museum and Library Service in 2013 and consecutive five-star ratings from Library Journal in 2013, 2014, 2015, 2016, and 2017, and

Whereas, while Mr. Wright served on the Board, Library use reached record levels resulting in the Library being the 2nd busiest in the United States in 2016, and

Whereas, Mr. Wright supported the building or renovation of Library branches in nearly a dozen Hamilton County communities including Bond Hill, Avondale, Pleasant Ridge, Clifton, St. Bernard, Reading, Loveland, and Greenhills, creating accessible spaces and upholding the Library's mission of connecting people with the world of ideas and information, and

Whereas, throughout his tenure on the Board, Mr. Wright expressed his support and commitment to the Library's vision to excel in customer service, to be the first choice for information, to anticipate and meet the changing needs of the community, assure equitable access to the Library's resources and services, and be a dynamic force in the community,

NOW THEREFORE, BE IT RESOLVED in recognition of his years of devoted service, the Members of the Board of Trustees thank and commend Ross A. Wright for his dedicated service to the Public Library of Cincinnati and Hamilton County.

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

Mr. Moran moved that the Board adopt the resolution as it is written. Ms. Clemons seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons... 5 ayes. The motion carried. **(02-2018)**.

Mr. Moran moved the following:

- Approve acceptance of four framed watercolor prints painted by Madeira artist Mary Lou DeMar that have been offered to the Madeira Branch by Dominick and Sandy Ciolino. The prints are of Madeira landmarks and would be used at the Branch for intermittent displays, not displayed permanently. The artist once lived in the house next to the Branch, now maintained by the Madeira Historical Society as the Miller House.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons... 5 ayes. The motion carried. **(03-2018)**.

Ms. Kohnen moved the following:

- Authorize the transfer of funds during the year as cash flow permits as determined by the Fiscal Officer: \$2 million from the General Fund to the Building & Repair Fund as established in December 2017 in the 2018 Appropriations.
- Approve the Year End Summary for 2017: the table below represents the final 2017 available fund balances as were reported to the County in January 2018. The variances from the December 2017 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2018 AVAILABLE BALANCE	2018 ESTIMATED RESOURCES	2018 APPROPRIATION
General Fund	\$15,250,000.00	\$59,300,000.00	\$62,600,000.00
Building & Repair Capital Fund	3,513,679.74	2,000,000.00	3,000,000.00
Special Revenue (4 funds)	457,228.36	455,000.00	492,750.00
Permanent (44 funds)	1,351,129.39	134,486.10	219,000.00
<b>Total</b>	<b><u>\$20,572,037.49</u></b>	<b><u>\$61,889,486.10</u></b>	<b><u>\$66,311,750.00</u></b>

- Authorize the following revision to the 2018 Estimated Resources and Annual Appropriations:

***LSTA Grant Fund***

***Revenues***

Grants - increase by	\$ 28,670.00
<i>Estimated resources net change</i>	<u>\$ 28,670.00</u>

***Expenses***

Capital Outlay - increase by	\$ 28,670.00
<i>Appropriations net change</i>	<u>\$ 28,670.00</u>

***Kersten Fund***

***Expenses***

Supplies - increase by	\$ 10,000.00
Capital Outlay - increase by	15,000.00
<i>Appropriations net change</i>	<u>\$ 25,000.00</u>

- Confirm the award of contract to Kramer and Feldman Inc. as the low bidder.
- Approve the 2018 Main Library Flooring and Bathroom Renovation Project Budget including the contingency of 10% as follows:

<i>Project budget:</i>	
Contract:	\$550,083.00
<u>Contingency:</u>	<u>\$ 55,008.00</u>
Total Construction Budget:	\$605,091.00

- Authorize the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the board for confirmation.
- Authorize the waiving of a pre-audit conference with the Auditor of State’s Office. The audit for 2017 will be performed by the Auditor of State’s Office and is scheduled to begin the first week of March. The auditors have extended an offer for a pre audit conference with the Board.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons... 5 ayes. The motion carried. **(04-2018)**.

Mrs. LaMacchia moved the following:

- Authorize a revision to the Travel and Mileage Reimbursement Policy: The per diem reimbursement for out of town Library travel has not been updated in several years. We are proposing that the policy be revised to state that “The allowance will be adjusted annually in accordance with U.S. General Services Administration standard rate for Ohio” rather than listing a specific dollar amount. The guidelines would include the daily total allowed for reimbursement as well as maximum reimbursement for each meal when travel is less than an entire day. This would increase the per diem total from the current \$42 to \$51.

*Travel and Mileage Reimbursement Policy*

**Guidelines**

The Library reimburses approved employee travel expenses associated with attendance at conferences, meetings, and training events. The Library also reimburses employees for mileage and parking expense for approved use of their personal vehicle while on Library business. Such use may include travel between Library agencies. The employee must submit proper documentation to be reimbursed.

Employees who are out of town on Library business will be reimbursed for meals based on a per diem allowance. The allowance will be adjusted annually in accordance with U.S. General Services Administration standard rate for Ohio. Employees traveling to a more expensive location may request prior approval from The Eva Jane Romaine Coombe Director for an increased per diem allowance.

The reimbursement rate for mileage is regularly adjusted to match the rate allowed by the Internal Revenue Service.

**Approved:** 2/13/2018

**Effective:** 2/13/2018

- Authorize the elimination of Reimbursement of Tips Policy: We are recommending the elimination of the Reimbursement of Tips Policy because it is redundant. Reimbursement of tips is covered in the Travel and Mileage reimbursement Policy Guidelines.

Mr. Hendon seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons... 5 ayes. The motion carried. **(05-2018)**.

## ***INFORMATIONAL ITEMS***

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

Ms. Fender reported that:

- Provided the Board with a copy of Highlights 2017 and the accomplishments in 2017.
- The Ohio Library Council Board of Directors elected Chief Strategy & Technology Officer/Interim Chief Library Experience Officer Paula Brehm-Heeger to the position of Secretary-Treasurer. Paula was elected to the OLC Board for a three-year term beginning in 2018.
- The Jeffersonville Township Public Library is sending their staff of approximately 35 people to our Library for their Staff Institute Day on March 15. The main objective of their visit is to observe our mobile service model in action. The visit will include trips to the Loveland, Mariemont, and Reading branch libraries.
- We are collaborating with the YWCA of Greater Cincinnati in support of their annual Racial Justice Book Club. The Library will host a book discussion at the Corryville Branch Library on April 26 focused on James Baldwin's book of essays *The Fire Next Time*. The book discussion will be moderated by a representative of the YWCA, along with a Library staff member, and will feature a display of books and materials that promotes diversity and inclusion.
- Library services assistant Lea Shull, who works in Circulation at the Main Library, was featured in the article "How to DIY Your Wedding" published by Cincinnati Magazine on Jan. 19.

- Candidate for Lieutenant Governor and current Ohio Secretary of State John Husted is scheduled to visit our Library on February 16.
- The success of the sock and glove drive in partnership with Strategies to End Homelessness, concluded with a panel discussion on family homelessness, was held at the Main Library on February 3. We collected 705 pairs of gloves, 2,445 pairs of socks, 76 hats, and 31 scarves and hope to continue this partnership throughout the year in conjunction with the release of the film *the public*.
- The Ohio Library Council's (OLC) annual legislative day will be held April 11, 2018.
- The location for the next Board meeting on April 9 has been changed to the Wyoming Branch.

### **FACILITIES AND FINANCE AND AUDIT COMMITTEE**

Ms. Kohnen reported that:

- We closed on the sale of the vacant Reading property on February 12, 2018.
- The Library has been named as a defendant in a complaint filed by an individual who alleges an injury from the parking gate in the north lot in April 2016. The incident was reported immediately after it occurred to our insurance company. Based on inactivity they had closed the case but they have reopened it in response to the filing. Great American Insurance Company has hired Montgomery, Rennie and Jonson to represent them.
- The roofing at Pleasant Ridge and Delhi is complete. Three branches are expected to start by the beginning of March and the last two at the end of March. The projects are on schedule and completion is expected during the spring.

### **HUMAN RESOURCES COMMITTEE REPORT**

Mrs. LaMacchia reported that:

- On Wednesday, January 31, 2018, HR Director Carl Allison received an EEOC charge via email. The charge of discrimination based on disability was filed by Court Motley. A response to the charge is being prepared.

### **STRATEGY AND TECHNOLOGY COMMITTEE**

Ms. Clemons reported that:

- The Library's partnership with the YMCA of Greater Cincinnati to pilot a Pop-up Preschool is set to begin. This 8-week series will take place from 10 a.m. – noon on Mondays and

Thursdays from March 5 – April 26 at the Deer Park Branch and is designed to directly reach preschoolers who may be falling through the cracks in kindergarten readiness skills.

- Utilizing funds from a recent generous donation, the Library has purchased a set of Google Expeditions. These are virtual-reality teaching tools that allow users to experience swimming with sharks, visiting outer space, walking through a museum, and more – all without leaving the Library. The kit contains all of the technology needed, including a tablet, mobile phones pre-installed with the Expeditions app, Virtual-reality (VR) viewers, router that allows Expeditions to run over its own local Wi-Fi network, chargers and a storage case.
- In early 2018, the Library began two initiatives to introduce coding to children and teens. The Sharonville Branch Library is hosting a weekly Code Club, which uses Prenda software to teach children, ages 8-12, to build apps, games and websites. Prenda software provides the course outline and necessary knowledge, and Library staff act as facilitators. The Library has also started two Girls Who Code clubs at the Main Library and Sharonville Branch. Girls Who Code is a national organization designed to close the gender gap in technology by encouraging teen girls to work together on a project while learning coding using a self-paced online platform.
- In February, the Library is offering several sessions on advanced workforce development topics, designed for job seekers who are looking to advance in their current jobs or enhance their skills. Topics will include identifying and pursuing opportunities with a current employer and an overview of Lean Six Sigma. These sessions will be offered at the Blue Ash and Monfort Heights branch libraries.

## **LIBRARY EXPERIENCE COMMITTEE REPORT**

Mrs. LaMacchia introduced Chad Lewis, Sorting & Materials Retrieval Manager and Matthew Todd, Shipping & Receiving Manager.

- Chad Lewis spoke about how the Sorting and Materials Retrieval department facilitates the flow of materials throughout our 41 locations and the SearchOhio and OhioLINK networks.
  - Last year over 3.4 million items passed through the department which is responsible for pulling requested materials from the Main Library to be processed for holds system-wide.
  - Staff members respond to in-person requests for materials located in Main closed stacks areas and operate the automated sorting machine that facilitates the prompt movement of materials between locations. They also sort materials manually for smaller branches that do not have designated chutes on the automated sorter.
- Matthew Todd spoke about how the Shipping and Receiving department delivers materials to 40 branches, six days a week.
  - Each branch location receives a delivery twice a day, Monday through Thursday, and once a day on Friday and Saturday. They also pick up the donations that are dropped off at each branch location and, when requested, pick up donated materials from Hamilton County businesses, residences, and schools.

- In 2017, 28,000 bins/boxes of donations were picked up, staged and delivered.
- These two departments do a remarkable job with the resources they have. However, an automated sorter with the ability to sort material to all locations would greatly improve efficiency and speed. Additionally, an appropriately sized dock area, one that has higher clearance and that could accommodate multiple trucks, would result in greater maneuverability of vehicles, improve service, and decrease customer wait time for the items they ordered. Both will be achieved with the move to the Distribution Center.

Mrs. LaMacchia reported that:

- The Library is partnering again with Refugee Connect and The Immigrant and Refugee Legal Center to host a Citizenship Application Assistance Event on February 24 at the Cheviot Branch. Application and legal assistance will be provided. The previous event was held at the Westwood Branch in December 2017 with 15 customers assisted.
- On February 17, the Main Library will host a group of immigrant families that are obtaining passports for their children. The passports are funded courtesy of Jake and Miriam Hodesh who received a grant from the Jewish Federation. It is anticipated that 20-30 children will receive passports. The previous event was hosted in November 2017.
- The Library continues to partner with CET in connecting parents and families with the *REACH for the Library* resources. In February staff from CET will train Children's Librarians on strategies for sharing these resources through story times and other events.
- The Library is partnering with the Greater Cincinnati Stem Collaborative (GCSC) to bring STEM opportunities to children in underserved communities. The GCSC has named the Library as a community partner in their application for the US2020 STEM Coalition Challenge. In addition, we are applying for a Summer of STEM Camp Grant from the GCSC. This grant would help bring weekly STEM and literacy camps to four branches in summer 2018.
- Upcoming events and exhibits:
  - On March 8 at 7 p.m., the Library will host bestselling author Neil Gaiman for a sold out event at the Aronoff Center for the Arts. Mr. Gaiman will speak and pre-signed books will be available for sale. More than 2,500 tickets to the event sold out within hours of becoming available. Our thanks to the Friends of the Library for sponsoring Mr. Gaiman's visit.
  - In February and March, Cincy Stories will present a six-week series for teens at the Walnut Hills Branch. These events will focus on developing oral and written storytelling skills.
  - The Library and Deer Park PTO are hosting author and illustrator Will Hillenbrand on Tuesday February 13, 6 p.m. at Holmes Elementary School.
  - The Main Library will host the Institute for Learning Differences at Thomas More College for a three-part series on helping students with learning differences transition to college.
  - Read Across America will be celebrated on March 2 and March 3. Several branches will host Dr. Seuss events. On March 3, volunteers from area chapters of the Pi Beta

Phi Fraternity for Women will host a book fair to give away 20,000 books to teachers and organizations serving children in need, from birth to age 18. Activities and free books will also be available for children who visit the Main Library that day.

- Several Library locations will be celebrating Teen Tech Week, from March 4-10, with technology events for teens, including paper circuits and light painting. The theme is Libraries are for Creating!
- The Main Library will host its 36th Annual St. Patrick’s Day Celebration on Friday, March 16 at 11:45 a.m. This year’s program will feature Celtic music by Dark Moll and a performance by the McGing Irish Dancers.
- April is National Poetry Month and the Library will once again present a number of poetry events, including the Poetry in the Garden series on Tuesday evenings in April in the Popular Library Lounge. Readers will include local poets and the winners of the Poetry in the Garden Contest. The annual Teen Poetry Contest will kick off on April 1. The theme is “Write to be Free.”
- Published writers from Hamilton County will be recognized for their literary contributions during Ohioana 2018 at the Main Library on Sunday, April 8 from 1:30 – 4 p.m. The Cooper Award will be presented to Dr. John Hutton and Blue Manatee Press.
- The Cincinnati Public Schools City Wide Art Exhibition will showcase artwork from Cincinnati Public School students in kindergarten through 12th grade. The exhibit will be on display on the 2<sup>nd</sup> floor connector from March 3 – April 8.

**CONSENT AGENDA ITEMS**

Mr. Hendon moved the Board approve the consent agenda as follows:

- Minutes of the Regular and Annual Meeting held December 12, 2017, and the Special Meeting held December 20, 2017.
- Investment Report (summary of invested balances) as of December 31, 2017 and January 31, 2018.

**EXHIBIT III**

**Investment Report**

	Amount 12/31/2017	Amount 1/31/2018
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<b><u>Fifth Third Investment</u></b>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	250,000.00	250,000.00
	<hr/>	<hr/>
	\$1,250,000.00	\$1,250,000.00
 <b><u>Operating Account</u></b>		
General Fund	\$18,653,281.82	\$15,852,582.63
Insurance/Indemnification	230,000.00	230,000.00

Special Revenue Funds	406,175.95	459,319.35
Building and Repair	3,947,258.04	3,758,200.45
Permanent Trust Funds	1,360,582.97	1,351,646.24
	<u>\$24,597,298.78</u>	<u>\$21,651,748.67</u>
<b>STAR Ohio</b>		
Building and Repair	1,063,888.53	1,065,081.02
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,749,211.00</u>	<u>\$6,749,211.00</u>
<b>GRAND TOTAL</b>	<b><u>\$33,660,398.31</u></b>	<b><u>\$30,716,040.69</u></b>

- Monthly Financial Reports – for the periods ending December 31, 2017 and January 31, 2018.
- Marketing Board Report – December 2017 and January 2018
- Contributions, Gifts and Donations – December 2017 and January 2018.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
December 1, 2017 - January 31, 2018

Various	Friends of the Public Library	Support for Programs	17,490.84
12/20/2017	Thomas R. Schiff Foundation	Fotofocus Grant - 50%	6,300.00
12/27/2017	Edward A. Biedinger Trust	Support for Library	5,500.00
12/27/2017	Avanelle Biedinger Trust	Support for Library	5,500.00
1/10/2018	Hamilton County Genealogical Society	Abell Fund	2,290.00
12/27/2017	Mariemont Pre-school	Support for Mariemont Branch	1,573.61
1/10/2018	Jeremy S. Briggs	Support for the Green Township Branch	1,000.00

- Personnel Change Report reflects changes through January 27, 2018.

Personnel Change Report						
ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	GRADE	EFFECTIVE DATE
Appointment	Circulation Services	Library Services Assistant	0.50	Brinker, Krista M	3	01/14/2018
Appointment	Maintenance Services	Maintenance Mechanic Entry Level	1.00	Cain, Kevin W	3	12/31/2017

Appointment	Virtual Information Center	Library Services Assistant	0.60	Clark, Eric C	3	12/31/2017
Appointment	Development Office	Chief Development Officer	1.00	Dennison, Staci N	14	12/03/2017
Appointment	Pleasant Ridge Branch	Library Services Assistant	0.50	Ingram, Erin E	3	01/14/2018
Appointment	Safety & Security Services	Security Guard	1.00	Jackson, Teare G	5	01/14/2018
Appointment	Marketing	Web Developer	1.00	Jaspers, Benjamin M	10	12/31/2017
Appointment	Forest Park Branch	Library Services Assistant	0.50	Koehler, Lauren E	3	01/14/2018
Appointment	HVAC Services	HVAC Mechanic	1.00	Koopman, James W	6	12/03/2017
Appointment	Harrison Branch	Library Services Assistant	0.50	Lehrter, Linda J	3	01/14/2018
Appointment	Price Hill Branch	Homework Help Aide	0.30	Maghathe, Noel B	1	12/03/2017
Appointment	Symmes Township Branch	Shelver	0.30	Simmons, Rachelle P	1	01/14/2018
Appointment	Sorting & Materials Retrieval	Sorter	0.50	Van Fleet, Jennifer N	1	01/14/2018
Appointment	Programming Services	Events & Programs Assistant	1.00	Wiechert, Sarah E	4	01/14/2018
Appointment	Sorting & Materials Retrieval	Page	0.50	Winkeljohn, Maxwell B	1	12/03/2017
Appointment	Norwood Branch	Library Services Assistant	0.50	Barber, Alexandra E	3	12/31/2017
Appointment	Circulation Services	Library Services Assistant	0.50	McDaniel, McKenzie T	3	01/14/2018
Appointment	Reading Branch	Senior Library Services Assistant	0.50	Riley, Brian J	4	12/31/2017
Appointment	Bond Hill Branch	Library Services Assistant	0.50	Sanders, Kayla	3	12/03/2017
Change	Cataloging & Processing	Line Assistant Physical Processing	1.00	Blair, Kelly J	2	12/03/2017
Change	Education & Homework Support	Education & Homework Support Assistant	1.00	Kwa, Lois M	4	12/31/2017
Change	Symmes Township Branch	Library Services Assistant	0.60	Winkler, Jennifer L	3	12/31/2017
Change	Outreach Services	Reference Librarian	1.00	Drew, Robert M	7	12/31/2017
Change	Pleasant Ridge Branch	Mid Size Branch Manager	1.00	Korn, Jennifer H	9	12/03/2017
Change	Strategy & Technology	Chief Strategy and Technology Officer	1.00	Brehm-Heeger, Paula C	15	12/31/2017
Change	Children's Learning Center	Children's Learning Center Manager	1.00	Rice, Theodore A	9	12/17/2017
Change	Service Operations	Regional Manager	1.00	Sample, Holbrook H	12	12/31/2017
Change	Service Operations	Regional Manager	1.00	Sferra, Maria A	12	12/31/2017
Departure	Forest Park Branch	Library Services Assistant	0.50	Williams, Karen J	3	12/30/2017

Departure	Education & Homework Support	Education & Homework Support Assistant	1.00	Eversole, Patricia K	4	12/29/2017
Departure	Pleasant Ridge Branch	Library Services Assistant	0.50	Finn, Beth M	3	12/29/2017
Departure	Safety & Security Services	Security Guard	1.00	Freyhof, Robert M	5	12/30/2017
Departure	Safety & Security Services	Security Guard	1.00	Cohn, Steven M	5	12/30/2017
Departure	Service Operations	Chief Library Experience Officer	1.00	Edwards, Gregory A	15	12/29/2017
Departure	Sharonville Branch	Senior Library Services Assistant	1.00	Nieman, Jill N	4	12/08/2017
Departure	Covedale Branch	Shelver	0.30	Quay, Patrick J	1	01/04/2018
Departure	Hyde Park Branch	Library Services Assistant	0.50	Rigel, David N	3	01/02/2018
Departure	Northside Branch	Homework Help Aide	0.30	Kindle, Edward T	1	12/21/2017
Departure	Greenhills Branch	Senior Library Services Assistant	1.00	Mukuda, Julie S	4	12/27/2017
Departure	Clifton Branch	Library Services Assistant	0.50	Atkinson, Mary E	3	12/28/2017
Departure	Popular Library	Senior Library Services Assistant	1.00	Walker, Antuan L	4	01/05/2018
Departure	Circulation Services	Library Services Assistant	0.50	Groeschen, Regina L	3	12/31/2017
Departure	Sharonville Branch	Homework Help Aide	0.30	Osborn, Jodi L	1	12/04/2017
Departure	Teenspot	Teen Librarian	1.00	Thompson, Jami M	7	12/08/2017
Departure	Circulation Services	Library Services Assistant	0.50	Motley, Courtney M	3	12/08/2017
Departure	Delhi Township Branch	Library Services Assistant	0.50	Fluegeman, Mariele Rose	3	01/20/2018
Departure	Madeira Branch	Shelver	0.30	Middlebrooks, Erin Blake	1	12/29/2017
Departure	Information & Reference Dept	Shelver	0.50	Hudson, Hannah J	1	01/25/2018
Departure	Anderson Branch	Shelver	0.30	Ratkey, Grace Elizabeth	1	01/02/2018
Promotion	Marketing	Senior Web Developer	1.00	Becker, Joshua T	11	01/14/2018
Promotion	Circulation Services	Library Services Assistant	0.60	Day, Andrew J	3	12/31/2017
Promotion	Marketing	Graphics/Video Specialist	1.00	Kroninger, Ashley M	7	01/14/2018
Promotion	Maintenance Services	Maintenance Mechanic	1.00	Scholl, Donald W	5	12/03/2017
Promotion	Marketing	Graphics/Video Specialist	1.00	Shakespeare, Simon C	7	01/14/2018

12/3/17 - 1/27/18

- Statistical Report for January 2018.
- Top Ten Circulating Titles for January 2018.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. LaMacchia, Mr. Hendon, Mr. Moran, Mrs. Kohnen, and Ms. Clemons...  
5 ayes. The motion carried. **(05-2018)**.

### ***PUBLIC COMMENTS***

The following individuals read comments from the 2016 Staff Engagement Survey and requested a former employee be re-instated.

Julie Bressler  
Evan Cooper  
Kristy Cooper  
Rose Curtin  
Rachel Dovel  
Dewey Estep  
Amna Fazlani  
Bryan Georgilis  
Patrick Hoffman  
Thomas L. Lynn  
Court Motley  
Hayley Powell  
Simon Powell  
Mary Schartman  
Vince Tafolla  
Jami Thompson

The Regular Meeting was then adjourned.

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President

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Attest: Secretary