

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

Date: May 31, 2018

Meeting: Regular

Place: Price Hill Branch - 3115 Warsaw Ave, Cincinnati, OH

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Clemons

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

OATH OF OFFICE

On May 24, 2018, Ms. Kohnen swore in Ms. Diane Cunningham Redden to fulfill the unexpired term ending October 2023.

ACTION ITEMS

RESOLUTION HONORING MS. KIMBER L. FENDER

Mr. Moran presented the following resolution:

Whereas, Kimber L. Fender began as Director on January 1, 1999, and served for 19 years as Director and more than 30 years as an employee of the Public Library of Cincinnati and Hamilton County; and

Whereas, Ms. Fender received numerous awards throughout her tenure, including: the Improving our Community Award from the United Way of Greater Cincinnati, Career Woman of Achievement from the YWCA, a 2011 Woman of Distinction from the Girl Scouts of Western Ohio, a Bridge Builder Award from the Cincinnati Hamilton County Community Action Agency, and Ohio Library Council's:

Librarian of the Year in 2009, and the A Chapman Parsons Award and Hall of Fame Librarian in 2017; and

Whereas, Ms. Fender saw the Library through its first successful Library Levy campaign in 2009 followed by a successful renewal in 2013 and an additional levy in 2018; and

Whereas, As the Eva Jane Romaine Coombe Director, Kimber L. Fender worked to help make the Public Library of Cincinnati and Hamilton County one of the largest, busiest, and best public libraries in the country, with tremendous growth over nearly 20 years including increases of 50% in circulation and more than 20% in the number of cardholders; and

Whereas, During her tenure, the Library received the 2013 National Medal for Museum & Library Service from the Institute of Museum and Library Services, five consecutive Five-Star ratings from Library Journal – one of only five libraries nationwide in the \$30+ million expenditure category to receive this distinction as well as Urban Libraries Council Top Innovator Awards in 2012 & 2016; and

Whereas, Ms. Fender helped see the Library through the Main Library for the 21st Century Plan and new construction and renovation projects at 15 branch libraries, including renovations/expansions of the Avondale, Cheviot, Delhi, Loveland, Mariemont, Northside, Norwood, Pleasant Ridge, and Westwood branch libraries and new construction at the Groesbeck, Harrison, Bond Hill, Clifton, Reading, and St. Bernard branch libraries along with facilitating the creation of our strategic plan and the largest facilities plan in Library history; and

Whereas, Through her continued interest, not only in the Library, but also working in the region by serving on boards and councils such as the Success by 6 Regional Leadership Council, the Southwest Ohio Region Workforce Investment Board, the Girl Scouts of Western Ohio Council Board, the Downtown Cincinnati, Inc. Board, the CET Community Advisory Council, the YMCA Board, and the Ohio Library Council Government Relations Committee, Kimber L. Fender has helped improve the quality Library service in our community; and

Whereas, Kimber L. Fender is an avid reader, lover of literature, and an outspoken and enthusiastic advocate for the Library, its services, and employees.

NOW THEREFORE, BE IT RESOLVED in recognition of her more than 30 years of continued service to the Public Library of Cincinnati and Hamilton County, the Members of the Board of Trustees commend Kimber L. Fender

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.

Ms. Kohnen moved that the Board adopt the resolution as it is written.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(10-2018)**.

Mr. Hendon moved the following:

- That the cost for eligible non-residents for a one-year Library card increase to \$90 from \$45, effective January 1, 2019. This amount is based on the increased taxes that would be paid on the average home value in Hamilton County of \$143,700.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(11-2018)**.

Mrs. LaMacchia moved the following:

- Appoint Paula Brehm-Heeger as interim Eva Jane Romaine Coombe Director, effective June 30, 2018 at an annual salary of \$200,000. Ms. Brehm-Heeger will have all the authority of the Director while serving in this capacity.
- Authorize a national search for a new Director.
- Approve providing Ms. Fender with a parking space in Library lots and access to her email.
- Approve an annual stipend of \$5,000 for the duties of the Fiscal Officer. Ms. DeFosse currently serves as Fiscal Officer.
- Approve revisions to the following policies:
 - Attendance and Punctuality Policy
 - Term disciplinary action replaced with corrective action.
 - Family and Medical Leave Act Policy
 - Currently employees who were hired prior to January 1, 2003 are treated differently than all other employees in how the Family Medical Leave Act is applied. These revisions will align all employees as to how the Family and Medical Leave Act is administered.
 - Overtime Policy
 - Added wording stating that work activity includes computer activity, email, and phone calls.
 - Paid Time Off (PTO) Policy
 - Currently the policy permits PTO use after 26 weeks of employment. As revised the policy would permit employees to use PTO after 13 weeks of work, as well as receive PTO payout after 13 weeks instead of 26 weeks. This aligns with our Orientation Period, which is 13 weeks (three months) in duration.
 - Re-employment of Retirees Policy
 - Clarifies that a former staff member can be rehired on a temporary or part-time basis.
 - Sick Leave Policy
 - Changed the word disability to condition.
- Approve the following new policies:
 - Flexible Work Arrangement Policy
 - Although most of our positions do not lend themselves to working remotely, others do. This policy documents when staff may use flex time or telecommute.
 - Performance Evaluations Policy
 - This policy replaces the Wage and Salary Guidelines, with revisions to the Guidelines stating that employees hired between October 1 and December 31 will not be eligible for an annual performance evaluation for the year in which they were hired.
 - Workplace Expectations and Corrective Measures Policy
 - This policy replaces the Discipline Policy, adds language regarding inappropriate behavior and misconduct, and changes the use of the word “discipline” to the more appropriate phrase “corrective measures.”

- Approve eliminating the following policy:
 - Discipline Policy
 - Replaced by the Workplace Expectations and Corrective Measures Policy.

Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(12-2018)**.

Mr. Moran moved the following:

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

General Fund

Expenses

Capital Outlay - increase by		\$ 500,000.00	
	<i>Appropriations net change</i>	\$ 500,000.00	

Gift Fund

Revenues

Contributions, Gifts, and Donations - increase by		\$ 5,000.00	
	<i>Estimated resources net change</i>	\$ 5,000.00	

Expenses

Library Materials & Information - increase by		\$ 5,000.00	
	<i>Appropriations net change</i>	\$ 5,000.00	

Kersten Fund

Expenses

Purchased & Contracted Services - increase by		\$ 10,000.00	
	<i>Appropriations net change</i>	\$ 10,000.00	

The General Fund increase in appropriations is to purchase an additional larger capacity sorter. The current 20 bin material sorter was purchased in 2011 for \$271,760 with an estimated useful life of seven years. The machine is at the end of its useful life and with the upcoming move to the Distribution Center we will be able to purchase and utilize an adequately sized sorter. The changes to the Gift Fund are needed to account for an unanticipated gift to purchase library materials. The increase in the Kersten Fund is to utilize available funding to provide programming support

- Waive the post audit meeting. The auditors will still send out a draft opinion/GAGAS opinion to each board member with the option to request a meeting within 5 days of receiving the email. The audit is almost complete and Library staff is working to complete the Comprehensive Annual Financial Report. The auditors expect to issue a clean opinion and clean GAGAS opinion and there are no management letter comments.
- Approve publishing the following bid advertisement for engineering services for the third phase of the Main Library energy retrofit project. The need for this project was identified in 2011. Much of the equipment being replaced is over 60 years old.

ADVERTISEMENT FOR ENGINEERING SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ an engineer to provide engineering services for the 2018 – Energy Retrofit Project – Phase 3 – Main Library.

The project will consist of replacing and retrofitting major HVAC mechanicals and controls at the Main Library. Bidding is anticipated in October 2018 for a construction startup in November 2018. The preliminary project estimate is \$2,500,000.

The engineer will provide services during the design, bid and construction phases of the project. Services will include value engineering, scheduling, construction logistics, supervision and coordination of all construction operations.

Engineering firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Friday, June 29, 2018. Proposals received after this deadline will not be considered. Statements of Qualifications should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for this type of project; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; availability of staff; and client and contractor references. Proposals should be transmitted to Kimber L. Fender, Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2009.

As required by Ohio Revised Code 153.65-153.71, Statements of Qualification will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

- Approve publishing the following bid advertisement for design services for three branches (two of which are Carnegie Branches) which are currently not handicap accessible.

ADVERTISEMENT FOR DESIGN SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to contract for design services for the 2018 Branch Accessibility for Walnut Hills, Price Hill, and Madisonville.

The preliminary project description includes the design and construction of necessary modifications to make each facility handicap accessible. The project budget is established at \$6,600,000. Design, consulting and permit fees are included as part of this budget. The source of funding is from the capital improvement budget of the Public Library of Cincinnati and Hamilton County. The anticipated date for commencing design is August 2018. Bidding is anticipated in February 2019 with a construction startup in May 2019.

The architect will provide full architectural services for design of the completed facilities, including any civil, structural, mechanical, plumbing and electrical engineering, and design for all interior furnishings, signage, equipment and shelving. The design architect will be involved during all phases of the project, from programming through schematic design, design

development, bidding, and application for permits. The architectural firm also will be required to provide construction observation and management services.

Design firms interested in being considered for a contract to provide full services should reply with a Statement of Qualifications no later than 4:00 p.m. Friday, June 29, 2018. Statements received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical and design expertise of the firm's staff for this type of project; previous library projects completed by the firm; availability of staff; and client and contractor references. Statements of Qualification should be transmitted to Kimber L. Fender, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, The Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2009.

As required by Ohio Revised Code 153.65-153.71, Statements of Qualification will be evaluated and ranked on the basis of qualifications. The Library will enter into contract negotiations with the firm ranked most qualified.

- Authorize staff to work with a broker(s) to identify available properties for possible new rental facilities for the Elmwood Place Branch and the Miami Township Branch.
- Approve an addendum extending the lease term of the Miami Township Branch, 8 N. Miami Avenue, for an additional five (5) years through March 31, 2023, at the same rental payment of \$1.00 per year. This is the final renewal period on the current agreement.

Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(13-2018)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

- On May 8, Hamilton County voters approved the Library's 1 mill levy for 10 years with a 63% approval rate. Over the next 10 years, the levy will provide an estimated \$19 million in funding per year and play a crucial role in the Library's continued operation. Our deepest appreciation to Citizens for Your Library's Future for the many volunteer hours toward fundraising, yard signs, canvassing, phone banking and the numerous other activities they undertook on our behalf and to our many generous donors who supported the campaign. Thanks also to our Board for supporting the levy as a Board and individually. Finally, thanks to our Campaign Co-Chairs J.B. Buse, Jr., Eric Kearney, Monica Donath Kohnen, William J. Moran, H.C. Buck Niehoff, Gwen L. Robinson-Benning and Treasurer Todd Neumann for their leadership throughout the levy campaign. In reviewing the precinct map, it is important to note that the levy passed with very strong support, 72%, in the precincts in the City of Cincinnati. The levy failed in many precincts in Green Township, Miami Township, and other areas primarily in the western part of the county

with only 43% voting in favor of the levy. This is important to note as we plan for a levy renewal.

- The Public Library of Cincinnati and Hamilton County was one of 10 libraries across Ohio to be on the ballot this May. All of the library levies passed. Our 63% approval tied for the highest threshold of support achieved among the 4 new (non-renewal) levies. Most also had lower millage and shorter terms than our 10 years. The one with both more millage and a longer term passed with only 52% of the vote.
- Nine of the Library's 40 branch locations are currently open 44 hours a week, the lowest number of open hours we offer. Seventeen locations offer 48 open hours (42%) which is the next tier of open hours offered at branches. We will work toward increasing our 44-hour locations to 48 hours in a fiscally prudent manner. To position these locations to support the increased hours of service, we have begun making changes to their staffing levels. Price Hill and Walnut Hills—two of 44 hour per week locations—recently added full-time teen librarian positions in response to staff input about community needs. We anticipate adding a small number of FTEs to these locations in the next few months as well as a teen librarian position at the Avondale Branch.
- The Annual Friends of the Library Book Sale will be held at the Friends Used Book Store in Hartwell June 2 – June 9.
- The Anderson Township Library Association's (ATLA) Annual Used Book Sale will be held June 22 – June 24 at Nagel Middle School.
- Paula Brehm-Heeger, Chief Strategy and Technology Officer and Chief Library Experience Officer, graduated in late May from the most recent class of the Cincinnati Regional Chamber's 2017 *Leadership Action* program. This hands-on leadership development experience for senior leaders provided Paula the opportunity to work closely with business and nonprofit leadership peers and staff from the City of Cincinnati on a project related to transportation and car share options for the city.
- Staff from the Greenwood Public Library recently visited our Main Library as did staff from the Evansville Vanderburgh Library. Greenwood staff took inspiration from our MakerSpace and Outreach efforts while Evansville staff focused on learning more about our automated sorting machine and process. Staff from both libraries was very appreciative and impressed with our Library, with an administrator from Greenwood noting that the visit provided a fresh perspective on how to approach priorities and services for years to come.
- Ms. Fender made the following statement, "As previously announced I am retiring on June 29, 2018. I am very proud of the Library's many successes over the past two decades and am especially pleased that there will finally be sufficient funding for both facilities and services. Thank you to our wonderful staff, community and Board. It has been a privilege to serve as the Eva Jane Romaine Coombe Director."

HUMAN RESOURCES COMMITTEE REPORT

Mrs. LaMacchia reported that:

- Carl Allison, Human Resources Director, will conduct a feasibility study to determine if the Library can resume providing educational assistance to its staff members.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen reported that:

- Library management and facilities staff will be updating the Facilities Plan that was compiled in 2016 and prioritizing the work by location and by type. We will have a draft of this plan for the October 2018 board meeting.
- During the Main Library first floor renovation projects, Circulation has been relocated to the Popular Library. Upon completion of the project, Library management and staff will evaluate the configuration before service points are installed. In addition, the Library will seek input from staff and customers about the location of services. It is the goal to have the plan finalized for presentation at the October 2018 Board meeting. In the meantime, furniture and equipment that is flexible will be placed in the space upon completion of the project.
- The roof on the North Building is well past its life. The design fee for this project is estimated at under \$50,000 so we will not advertise for services. We hope to have the bid ready for the August board meeting.
- The 2018 Main Library Flooring and Bathroom Renovation Project is underway. The project start was delayed because of delays in the contractor receiving the materials. The bathroom has been demolished and all tile removed from the exhibit space area. The tile removal with carpet replacement on the third floor has started and upon completion the contractors will move to the second floor. Steps are being taken to minimize the impact on customers and staff as much as possible. The work is expected to be completed mid-summer.
- The 2017 Roofing Projects are expected to be completed at the end of May.
- Upon Motz Engineering's completion of the commissioning report for five branches as part of the 2016 ongoing maintenance project, Library staff met with Motz and KLH Engineers. As a result, Library staff will work with KLH to obtain necessary reports from DeBra Kuempe. KLH and the Library will also meet with the manufacturer of the boiler systems to make sure they are operating as expected. KLH will also review the system specifications for the system installed at Cheviot. All three parties will work together to develop a plan to make sure the systems are operating to expectations.
- OCRC Claim: The Library has been notified that we are a Respondent in the case of Andre Blasingame v. Main Library. The case involves an incident which occurred in the Tech Center involving a customer sitting at an unused computer that was being requested by another customer (it was one of the limited number of computers attached to a scanner). The Library is working with the Hamilton County Prosecuting Attorney's office on the response.

STRATEGY AND TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen introduced Ryan Bley, Technology Strategist.

- Ryan Bley spoke about replacing all public copiers, printers, and some staff multi-function printers system-wide. He has recently completed successful deployments of laptop dispensers to the Mt. Healthy, Pleasant Ridge, and North Central branches and at The Carnegie Center of Columbia Tusculum. He is tasked with figuring out how to reduce costs, increase efficiency, and provide more services to customers and staff through new and innovative technology solutions.

Ms. Kohnen reported that:

- The Library continues its effort to serve residents of the Cincinnati Metropolitan Housing Authority sites. As we did last summer, we are partnering with the Cincinnati Metropolitan Housing Authority (CMHA) in support of the national Book Rich Environment (BRE) Initiative. Library staff will be visiting three “Community Barbecues” to distribute 20,000 books donated to the BRE initiative. Staff will also provide a hands-on STEM activity and access to Summer Adventure materials. This partnership has grown to include other activities throughout the year such as a staff member from Outreach Services meeting with a group of CMHA property managers in mid-April to promote the Library’s services to older adults and homebound residents.
- We currently provide a courtesy item renewal to customers at the end of their first loan period. The next version of Sierra, our integrated library system software, will offer the ability to automatically renew eligible items up to eight additional times. We will continue to provide the current courtesy renewal to customers for the first loan period, and then items will be auto-renewed at the end of each successive loan period if there are no holds or other account blocks. We hope to implement the new auto-renewal service this summer.
- This summer we will move our internal communication to Office 365, Microsoft’s cloud-based productivity software. This transition to a new email platform will impact all staff; however, we will offer robust training to help lead our staff through this change. Office 365 features include video conferencing, team document sharing, and chat.
- The Google Expeditions, described in the February Board report, have been a great addition to our resources. Staff members have used these unique teaching tools for a variety of activities including programs for homeschoolers as part of the NASA @ My Library grant programming and demonstrations at Girl Scout Career Day. We plan to use the Expeditions at more than 40 Mini Brain Camps this summer.
- As noted in the April Board report, we have been working with an area vendor to develop the option for Library customers to simply use their voice and their Amazon Echo to find information about programs and events. We expect to implement this technology in June.

LIBRARY EXPERIENCE COMMITTEE REPORT

Ms. Redden reported that:

- On May 2, 2018, the Delhi Branch was awarded the Delhi Middle School's "Partners with PTA" award for their work with children and teenagers that attend Delhi Middle School. The branch regularly has 40 or more middle school children visit the branch each afternoon following school to use the branch and its resources. Delhi Branch Manager, Kathy Bach, has helped found a *Friends on Foley* group including middle school staff and other Delhi community members working cooperatively to help keep middle school students engaged in productive activities.
- The Library will be participating in the Fifth Annual World Refugee Day Cup. This event brings area refugees and their supporters together for a soccer tournament on the campus of Xavier University. Library staff will have a booth in the Resource Fair and Family Fun Zone to provide activities and promote Library resources and services.
- The Main Library has implemented a new management and department structure in two popular service areas. First, the Children's Learning Center and the TeenSpot are being merged into one Youth Service Department that will offer consistent, coordinated service to young people birth through age 18. One manager will oversee this important new department. Likewise, the Circulation Department and the Popular Library are being merged. These two departments will also be managed by one manager and will offer streamlined, efficient service on the first floor of the south building.
- The sixteen-session Pop-Up Preschool provided by the Library at the Deer Park Branch concluded on April 26 with consistent attendance from 10 preschoolers each week. The sessions, taught by a certified teacher from the Blue Ash YMCA, offered parents an affordable preschool option in a familiar setting building important skills such as sharing, turn-taking and fine motor skills. Library and YMCA staff are meeting in early June to assess the program and determine next steps and future Library locations for similar Pop-Up Preschool series.
- Upcoming events and exhibits:
 - In June and July, the Library is partnering with The Carnegie Center of Columbia Tusculum to provide classes and workshops for all ages. Topics include genealogy, stop motion animation, coding and basic computer skills. Library staff will utilize laptops from the laptop kiosk that was installed there in April. Library staff will also present two Mini Brain Camps for children. The programming is part of the Library Services and Technology Act (LSTA) funded partnership that also recently brought the Carnegie Center a laptop kiosk.
 - *index.* is a new group for young professionals formed to increase their engagement with the Library. Participants will receive a monthly email newsletter and invitations to exclusive Library events. *index.* is expected to launch in mid-June and staff will provide outreach at community locations throughout the summer to register customers for the group.
 - The Library will celebrate Summer Learning Day on July 12. Summer Learning Day is a national advocacy day aimed at elevating the importance of keeping kids learning, safe and healthy every summer, and ensuring they return to school in the fall ready to succeed. Customers will be invited to visit any Library location on July 12 to contribute to a special collaborative coloring banner to commemorate the day.

- The Library will participate in the Girl Scouts of Western Ohio’s *Bridge to the Future* event on July 28 at the Purple People Bridge and Sawyer Point. The event will bring girls and families from all over western Ohio together to celebrate their successes in Girl Scouting.
- National Book Award winner Ron Chernow will talk about his latest book, *Grant*, on October 15 in the Aronoff Center’s Procter & Gamble Hall. Chernow won the Pulitzer Prize for his *New York Times* bestselling biography, *Washington: A Life* and was also the historical adviser for the Pulitzer Prize-winning musical *Hamilton*, which was inspired by his bestselling biography. He is a recipient of the 2015 National Humanities Medal and is a distinguished commentator on politics, business and finance.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held April 9, 2018.
- Investment Report (summary of invested balances) as of April 30, 2018.

Investment Report

	Amount 4/30/2018
<u>Fifth Third Investment</u>	
General Fund	\$1,000,000.00
Building and Repair	250,000.00
	<u>\$1,250,000.00</u>
<u>Operating Account</u>	
General Fund	\$21,023,250.87
Insurance/Indemnification	230,000.00
Special Revenue Funds	420,825.61
Building and Repair	3,175,765.87
Permanent Trust Funds	1,293,226.41
	<u>\$26,143,068.76</u>
STAR Ohio	
Building and Repair	1,069,045.51
Managed Investments (Trust Funds):	
Permanent Trust Funds	\$6,749,211.00
	<u>\$35,211,325.27</u>

- Monthly Financial Reports – for the period ending April 30, 2018.

- Marketing Board Report – May 2018.
- Contributions, Gifts, and Donations – April 2018 and May 2018.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000

April 1, 2018 - May 25, 2018

4/17/2018	C. Leroy Heinlein Estate	Support for the Westwood Branch	17,376.44
Various	Friends of the Public Library	Support for Programs (April 2018)	91,290.60

- Personnel Change Report reflects changes through May 5, 2018.

Personnel Change Report

<u>Action</u>	<u>Agency</u>	<u>Position Title</u>	<u>FTE</u>	<u>Employee Name</u>	<u>Grade</u>	<u>Effective Date</u>
Appointment	Madeira Branch	Shelver	0.30	Murauskas, Lena	1	03/25/2018
Appointment	Covedale Branch	Shelver	0.30	Belletti, Madison	1	03/25/2018
Appointment	Miami Township	Library Services Assistant	0.50	Maloney, Brittany R	3	03/25/2018
Appointment	Branch Education & Homework Support	Education & Homework Support Assistant	0.60	Swartzendruber, Tammy L	4	03/25/2018
Appointment	Groesbeck Branch	Library Services Assistant	0.60	Easterling, Sheridan K	3	03/25/2018
Appointment	Greenhills Branch	Library Services Assistant	0.60	Cheek, Heidi L	3	04/08/2018
Appointment	Sharonville Branch	Library Services Assistant	0.60	Hojem, Benjamin	3	04/08/2018
Appointment	Delhi Township	Shelver	0.30	C	3	04/08/2018
Appointment	Branch	Shelver	0.30	Buschle, Olivia D	1	04/22/2018
Appointment	Reading Branch	Library Services Assistant	0.50	Ertel, Darlene R	3	04/22/2018
Appointment	Sharonville Branch	Library Services Assistant	0.60	McFadden, Joseph M	3	03/25/2018
Change	Walnut Hills Branch	Library Services Assistant	0.60	Williams, Joey K	3	04/22/2018
Change	Mt. Washington Branch	Mid Size Branch Manager	1.00	Burch, Paul D	9	04/22/2018
Change	Maintenance Services	Maintenance Mechanic	1.00	Scholl, Donald W	5	04/22/2018
Departure	Loveland Branch	Children's Librarian	1.00	Sentney, Sharon	7	03/31/2018
Departure	Harrison Branch	Library Services Assistant	1.00	Arthur, Lillian G	3	04/13/2018
Departure	Human Resources	Human Resources Representative	1.00	D	9	04/30/2018
Departure	Bond Hill Branch	Senior Library Services Assistant	0.50	Hoban, Ian A	4	05/05/2018
Departure	Safety & Security Services	Security Guard	1.00	Williams, Dante	5	04/18/2018
Departure	Sorting & Materials Retrieval	Page	0.50	Kelly, Margaret K	1	04/22/2018
Departure	Circulation Services	Library Services Assistant	0.50	Kurlansky, Amy L	3	04/02/2018

Departure	North Central Branch	Homework Help Aide Senior Library Services	0.30	Vandernaald, Lewis J	1	03/29/2018
Departure	St Bernard Branch	Assistant	0.50	Bridgeman, Corrie C	4	03/27/2018
Departure	Groesbeck Branch	Library Services Assistant	0.60	Seth, Shivani Barrow, Brianna	3	05/05/2018
Departure	Forest Park Branch	Shelver Senior Library Services	0.30	Marie	1	05/04/2018
Departure	Popular Library	Assistant	0.50	Scott, Jasmine R	4	04/14/2018
Departure	Anderson Branch	Shelver	0.30	Saksith, Celina	1	04/20/2018
Departure	Blue Ash Branch	Shelver	0.30	Gettins, Marisa A	1	04/14/2018
Departure	Sorting & Materials Retrieval	Sorter	0.50	Van Fleet, Jennifer N	1	03/30/2018
Promotion	Elmwood Place Branch	Senior Library Services Assistant	1.00	Powell, Megan Nicole	4	04/08/2018
Promotion	Clifton Branch	Library Services Assistant	0.50	Wilson, Ella B	3	04/08/2018

03/25/18 - 05/05/18

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

Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(14-2018)**.

PUBLIC COMENTS

The following individuals read comments from the 2016 and 2017 Staff Engagement Surveys and spoke about the accessibility of branches, the potential sale of the North Building, and the search for a new Director:

Megan Anderson
 John Bell
 Paul Breidenbach
 Evan Cooper
 Naomi Cowan-Barkley
 Rose Curtin
 Mike Jasko
 Mary O'Connell
 Franklin Ridgway
 Craig Rozen
 Mary Schartman
 Amanda Stegemiller
 Dario Sulzman

EXECUTIVE SESSION

Mrs. LaMacchia moved that the Board enter Executive Session under ORC 121.22 G 2 to consider the purchase of property for public purpose.

Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(15-2018)**.

Mrs. LaMacchia moved that the Board exit Executive Session.

Ms. Kohnen seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(16-2018)**.

ACTION ITEMS

Ms. Kohnen moved that the Board approve the purchase of property at 1130 Findlay St. to be used as the Distribution Center at a price of \$1,735,000 (\$1,750,000 less the \$15,000 deposit assumed in the assignment fee) upon satisfactory completion of due diligence.

In addition, approve an assignment contract with Terrex for up to \$678,500 for the above noted deposit and their incurred due diligence and design costs.

Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(17-2018)**.

Mrs. LaMacchia moved the following:

- Authorize the following revisions to the 2018 Estimated Resources and Annual Appropriations to accommodate the real property purchase discussed in the Executive Session:

General Fund

Expenses

Other Financing Uses - increase by	\$ 1,500,000.00
<i>Appropriations net change</i>	<u>\$ 1,500,000.00</u>

Building and Repair Fund

Revenues

Other Financing Sources - increase by	\$ 1,500,000.00
<i>Estimated resources net change</i>	<u>\$ 1,500,000.00</u>

Expenses

Purchased and Contracted Services - increase by	\$ 1,000,000.00
Capital Outlay - increase by	<u>\$ 1,000,000.00</u>
<i>Appropriations net change</i>	<u>\$ 2,000,000.00</u>

Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, Ms. Redden, and Mrs. Trauth... 6 ayes. The motion carried. **(18-2018)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary