

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

Date: November 11, 2009

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

Trustees Absent: Mrs. Khoury, Mr. Sittenfeld and Mr. Wright

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

PUBLIC COMMENTS

Mary Ann Phalen acknowledged the overwhelming community support for the Library's levy, which passed with 73% approval in the county, 83% approval from Pleasant Ridge precincts and 91% approval from her own precinct. Mrs. Phalen recognized the work of Mr. Moran, Kim Fender and the staff. The Board thanked Mrs. Phalen.

Mrs. LaMacchia also recognized passage of levy and gave special thanks to Bill Moran. His family and his assistant Amie joined the meeting for this recognition.

MINUTES OF THE REGULAR MEETING HELD TUESDAY, OCTOBER 13, 2009

Mr. Moran moved that the Minutes of the Regular Meeting held Tuesday, October 13, 2009 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, and Mrs. LaMacchia ... 4 ayes. The motion carried. **(61-2009)**

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

Issue 7 Passage

- on November 3, Issue 7, the Library's property tax levy, received 73% approval by Hamilton County voters, winning in all but one of the County's nearly 700 precincts and in every Hamilton County city, village and township. This 1 mil levy will provide a projected \$20 million annually for the next five years.

She thanked everyone who helped to make the campaign a success and especially Bill Moran, who chaired the campaign to Save Our Public Library. His leadership and dedication were instrumental in achieving this unprecedented victory.

Retiree Recognition

- ten retirees have been invited to attend the December meeting of the Board.

Jason Buydos - OPLIN Executive Board

- Jason Buydos, Technical Services Director, has been appointed to serve on the Ohio Public Library Information Network Executive Board for a term that expires in June 2012.

Gates Grant

- West End Branch was the first branch to receive new computer equipment and technology funded by the Bill and Melinda Gates Foundation Opportunity Online Hardware Grant. On October 20, seven new computers, a printer and print release station and a flat bed scanner were installed in the branch using a wireless network.

The grant award is \$161,850 this year plus \$97,500 in 2010. The successful model piloted at West End will be deployed to another 16 branches over the two years of the grant program:

BRANCH	COMPUTERS		
		Northside	10
Avondale	16	Norwood	9
Clifton	9	Pleasant Ridge	7
Corryville	18	Price Hill	12
Covedale	7	St. Bernard	2
Deer Park	5	Walnut Hills	12
Elmwood Place	14	West End	14
Forest Park	7	Westwood	9
Greenhills	3	Wyoming	4

The branch locations and computer quantities were determined by the Gates Foundation, based on the percent of residents in poverty and the age of existing computer equipment. In addition to increasing the number of computers available at these locations, the grant improves the quality of computer access with additional software.

Worch Memorial Library Proposal

- the Library's Processing Department submitted a proposal to Worch Memorial Public Library located in Versailles, Ohio, to repair materials in their collection. If accepted and successful, this contractual agreement could be a model for the Library to use in assisting other small libraries, while earning additional revenue for our Library.

Meents Family Donation

- the Meents family again donated funds to provide a luncheon for Main Library Services staff – an annual tradition since 2006. As in past years, administrative staff donations and Friends of the Public Library funding will be added to the Meents gift to provide lunch for all staff throughout the system, including branches. She thanked Mrs. Meents for her thoughtful and generous gift.

MVP Award

- Reference Librarian Carrie Dressman, Information & Reference Department at the Main Library, received an MVP award.

Strategic Plan Update

- throughout the levy campaign, members of the community expressed opinions on our policies, facilities and collection. These issues can best be addressed through the development of a new Strategic Plan, incorporating input from all communities served by the Library. Although our staff can do much of the work, some assistance from planning professionals will be needed.

She requested that an Ad Hoc Planning Committee be formed to oversee the development of this plan. The Committee would consist of the three chairs of the Finance & Audit, Library Services & Administration and Facilities Committees. This process was used in the development of the 2004 plan and resulted in widespread community input and the achievement of many of the goals outlined in the plan.

Mr. Moran noted that a new Strategic Plan would be important for levy renewal in five years. Mrs. LaMacchia recommended the inclusion of a Community Advisory Committee. Mrs. Gettler noted the importance of publicizing the process and keeping it open.

United Way Campaign

- after many years of declining United Way contributions from Library staff, this year total contributions were up slightly, to just under \$14,000, and the number of contributors increased to 39. In the Community Shares campaign, held over the same period, 21 staff contributed just over \$2,500, a slight decrease from 2008. The Library Foundation's annual fund campaign was postponed this year.

League of Women Voter's Who and What of Elections

- although Cincinnati no longer houses a regional library for the blind and physically handicapped, the Library remains committed to serving our local residents with visual impairments. To address the concern of local residents, staff at the Ohio Library for the Blind and Physically Handicapped prepared audio versions of state and county election issues from the League of Women Voters Who and What of Elections guide, while our Library staff read the local issues. These were made available by tape and on the Library's website as an audio file.

Mr. Moran moved that the Executive Director's Report be approved as submitted, including the formation of an Ad Hoc Planning Committee. Mrs. Gettler seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, and Mrs. LaMacchia ... 4 ayes. The motion carried. **(62-2009)**

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mr. Hendon introduced Jennifer Korn, manager of TeenSpot.

Teen Services

Jennifer Korn spoke to the Board about Teen Read Week (October –24), an ALA sponsored event to highlight the importance of serving teens. Branches across our system hosted sci-fi and fantasy book clubs, created otherworldly crafts and invaded local schools, all following the theme of “Reading Beyond Reality”. She reported that the “center” of teen activity for the Library is the Main Library’s TeenSpot. Created as part of the ML/21 project, TeenSpot offers a wide variety of dynamic teen programs and services.

Mr. Edwards reported that:

Playaway Pilot Project

- as a pilot project, the Library will begin offering a new audiobook format called Playaway. Playaways are portable, durable self-contained digital audiobooks that can be listened to using ear buds or by connecting the device to an MP3 jack in a car or home stereo. In a 90-day trial, about 100 titles will be available for circulation from five branches and the Main Library, providing an opportunity to gauge the interest and demand for the new format and selected titles.

The loan period (21 days), quantity limits (10) and fines structure (.20 per day) for a Playaway will be the same as other audiobook formats. The *Library Card and Circulation Policy* and *Table of Fines and Fees* will be updated to reflect these changes if the pilot is deemed successful and Playaways become part of our available formats. If the pilot is unsuccessful, the Playaways can be returned to the vendor at no cost to the Library.

Main Library Drive-up Window - Pick-Up Location for Holds

- customers may now select *Main Library’s Drive-up Window* from the drop down menu of possible pick-up locations for holds and the item will be at that window without need to call ahead, nor park and enter the building.

Cincinnati Museum Center - Tutoring Services at West End

- qualified staff from the Cincinnati Museum Center Center’s Early Childhood Program will tutor school-age children who visit the West End Branch on Wednesdays afternoons. The branch will provide space in the public area for this new service and the Library will work with the Museum Center to develop an effective promotional campaign.

Programs and Exhibits of Note

- the 100th anniversary of the Price Hill Branch will be celebrated with special events over Thanksgiving weekend. A volunteer and neighborhood teens are constructing a float and on November 26 will march in the annual Price Hill Thanksgiving Parade. On November 28, the branch will host a special program to celebrate the centennial.
- a new exhibit in the Cincinnati Room, *Rivalries, Championships and Legends: 100 Years of Cincinnati High School Football*, highlights our community's rich football heritage with memorabilia from the area schools. The exhibit runs October 24th through January 24.

Library Usage

- Circulation for October was up almost 3% over the same month last year. Year-to-date the Library has circulated 758,406 more items than last year at this time, of which 708,888 items are print materials. Some additional statistics of note:
 - Print circulation was up 6.2%
 - 165,335 holds were checked out in October
 - 256,245 active library cards (highest year-to-date)
 - *The Art of Racing in the Rain*, October's featured book of the month, was the top circulating adult book title with 728 circulations
 - Online Resource usage was up 21.2%

- the top circulating items and statistical reports for the month of October 2009 were submitted.

ADMINISTRATION

Personnel Changes

Mr. Hendon recommended that the Board approve the following personnel changes effective through October 31, 2009:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Materials Retrieval	Page	1.00	Calhoun, Jeff	10/31/09
Retirement	Circulation Services	Circulation Team Leader - Days	1.00	Hendricks, Molly A.	10/31/09
Retirement	Circulation Services	LSA I	1.00	Reynolds, Dorothea L.	10/30/09
Promotion	Corryville	LSA I	0.50	Beckemeyer, Holly M.	10/18/09
Promotion	Westwood	LSA II	1.00	Brockmeyer, Michelle	10/18/09
Promotion	Genealogy & Local History	LSA II	0.50	Davenport, Julia C.	10/04/09
Promotion	Green Township	LSA I	0.50	Davidson, Janet K.	10/18/09
Promotion	Mariemont	LSA II	1.00	Haverland, Amanda M.	10/04/09
Promotion	Price Hill	LSA I	0.60	Uhlenbrock, Christine	10/04/09
Promotion	Information & Reference	LSA II	0.50	Vorobok, Adam D.	10/18/09
Appointment	Green Township	Student Shelver	0.30	Alford, Emily M.	10/18/09
Appointment	Sharonville	Student Shelver	0.30	Barton, Meredith L.	10/04/09
Appointment	Westwood	Student Shelver	0.35	Dole, Sarah A.	10/04/09
Appointment	Monfort Heights	LSA I	0.50	Doxsey, Curtis L.	10/18/09
Appointment	Anderson	Student Shelver	0.30	Drott, Andrea J.	10/18/09
Appointment	Westwood	Student Shelver	0.35	Fluegeman, Mariele	10/04/09
Appointment	Oakley	Student Shelver	0.30	Griffin, Taryn L.	10/04/09
Appointment	Green Township	Student Shelver	0.30	Kahny, Carli J.	10/18/09
Appointment	Miami Township	LSA I	0.50	Kerley, Patricia M.	10/04/09
Appointment	TechCenter	LSA II	0.50	Kosta, Kateri L.	10/18/09
Appointment	Blue Ash	Student Shelver	0.25	Kuderer, Emily M.	10/18/09
Appointment	Loveland	Student Shelver	0.25	Mayo, Cynthia J.	10/04/09
Appointment	North Central	Student Shelver	0.30	Netherly, Ellen	10/04/09
Appointment	Materials Retrieval	Page	0.50	Osborn, Jodi L.	10/04/09
Appointment	Sharonville	Student Shelver	0.30	Palcic, Jacob T.	10/04/09
Appointment	Walnut Hills	LSA I	0.50	Shannon III, Lester B.	10/18/09
Appointment	Oakley	LSA I	0.50	Simeonova, Marieta A.	10/18/09
Appointment	Monfort Heights	Student Shelver	0.25	Starkey, Zachary	10/04/09
Appointment	Blue Ash	Student Shelver	0.25	Thomas, Stacy C.	10/18/09

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Groesbeck	Student Shelver	0.30	Tonnis, Rachel E.	10/04/09
Appointment	Mt. Healthy	LSA I	0.50	Wood, Kathleen M.	10/18/09
Change	Anderson	LSA I	1.00	Burdette, Marlietta K.	10/04/09
Departure	Outreach Services	Shelver	0.50	Turner-Bodenstein, Amy	10/16/09
Departure	Mt. Healthy	LSA I	0.50	Wagers, Angela F.	10/06/09
Departure	College Hill	LSA I	0.50	Jost, Laura J.	10/12/09

Mr. Hendon also reported that:

Decertification Petition

- as previously reported, a Decertification Petition was filed on September 4 by Jane M. Rosenfeld, Reference Librarian at the Anderson Branch. On September 11, SERB determined that the Petition appeared supported by an adequate showing of interest and the Union was given until September 25 to file Objections to the Petition. As of October 29, no objections were filed. The Library has been advised that the election will not be scheduled until after the expiration date of the current Collective Bargaining Agreement on December 31, 2009. Given the uncertain continuing nature of the Union’s representation rights and until the question of the Union’s certification has been resolved, on October 20 the Library filed an Order staying obligation to engage in Collective Bargaining with the Union.

Unfair Labor Practice Charge

- based on that motion to stay negotiations, on November 3 the Union filed an unfair labor practice charge. This charge has been referred to Robert S Brown, who will respond to the SERB Board.

Mr. Moran asked that the Library Services and Administration Committee make a recommendation regarding charging a library card fee for non-Hamilton County residents. Mrs. Gettler supported this request.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, and Mrs. LaMacchia ... 4 ayes. The motion carried. **(63-2009)**

FISCAL OFFICER’S REPORT

Ms. Schoettker reported that:

Agreement with Hamilton County Board of Commissioners

- the Hamilton County Office of Budget and Strategic Initiatives has informed us that recipients of county property tax revenue must enter into a written agreement with the Board of County Commissioners. One element of that agreement is a requirement to pay audit and treasurer fees of 1.5% of levy proceeds – or about \$300,000 annually on our 1 mill levy. This is in addition to payment of about \$200,000 for election costs. An opinion has been requested from the Hamilton County Prosecuting Attorney regarding the Library’s obligations in this matter.

Public Library Fund

- the November PLF distribution will be \$2,933,039.11. Total receipts through November reflect a year-to-date drop of 12.2% compared to 2009 budgeted income, an 18.2% drop compared to the same period in 2008. The last 2 month's distributions have been slightly below estimate and unless this trend reverses in December, we may be about \$200,000 short of the annual estimate of \$39 million. However, gift and capital funds should still be sufficient to make up the shortfall.

Mr. Moran suggested that an inquiry be initiated with the bank about getting a line of credit, if needed, next year.

Mrs. LaMacchia asked that emphasis be given in future reports to the measures taken by the Library that have resulted in reduced costs.

Monthly Financial Report

- the financial report was submitted for the period ending October 31, 2009.

Investment Report

- the investment report was submitted for the month ending October 31, 2009.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran (except pass on investment report), and Mrs. LaMacchia ... 4 ayes. The motion carried. (64-2009)

FINANCE AND AUDIT COMMITTEE REPORT

No Report.

FACILITIES COMMITTEE REPORT

No Report.

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that:

Anderson Township Library Association

- the Anderson Township Library Association will hold its Holiday and Nearly New Used Book Sale from November 12-14 at the Anderson Library Branch.

Friends of the Public Library

- the Friends most recent mini-sale, held at the Clifton Cultural Arts Center on October 16- 17, grossed \$6,600. The next sale will be held at the Madeira branch from November 13-14.

- at their quarterly meeting on October 23, the Friends Board agreed to partner with the Library Foundation in underwriting the cost of a digital printer to print items to be sold in the Friends Shop.
- following the December 8 meeting of the Library Board, a brunch will be held for the Friends of the Public Library of Cincinnati and Hamilton County in the Huenefeld Tower Room to honor their accomplishments and dedication in support of the Library.

Library Foundation

- the Library Foundation held its quarterly meeting on October 22. To capitalize on the awareness of Library funding and visibility of the Library levy campaign, the Foundation Board approved a new development initiative which will include traditional annual fund components, naming opportunities and online donation techniques.
- the Foundation received a \$10,000 gift from the LaMacchia Family Foundation. A \$10,000 check from The Zaring Family Foundation fulfilled a pledge made earlier in the year.
- a nominating committee was selected to present a slate of candidates for Foundation Directors to the Foundation Member in January.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

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

Mrs. LaMacchia emphasized the importance of publicizing Library partnerships.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Library Election Results Statewide

Mrs. Gettler reported that Libraries across the state had a total of 37 levy issues and one bond issue on the November 3 ballot and 81% were approved.

Mrs. Gettler asked what the legal requirement is for meeting attendance by Library Trustees. Ms. Fender told her no legal requirement existed, but Mr. Moran noted that those who appoint the trustees review prior attendance records.

The report was received and filed.

COMMUNICATIONS

Mrs. LaMacchia presented two thank you notes, (1) from Anderson Township Library Association Co-Chairs Lindsay Danahy and Mary Sue Kamphaus and (2) from Anderson Township Library Association member Jackie Weist.

The communications were received and filed.

The Regular Meeting was then adjourned.

President

Attest: Secretary