

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

Date: May 11, 2009

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

Trustees Present: Mrs. Gettler, Mr. Hendon, Mrs. LaMacchia,
Mr. Moran, Mr. Sittenfeld and Mr. Wright (arrived
after roll call)

Trustees Absent: Mrs. Khoury

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

PUBLIC COMMENTS

No public comment.

MINUTES OF THE REGULAR MEETING HELD TUESDAY, APRIL 14, 2009

Mr. Moran moved that the Minutes of the Regular Meeting held Tuesday, April 14, 2009 be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ...
5 ayes. The motion carried. (29-2009)

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender:

Ohio Center for the Book honors Keith Kuhn

- reported that the Ohio Center for the Book at the Cleveland Public Library honored Keith Kuhn with an Outstanding Achievement Award on April 19. Ms. Fender accepted the award on the family's behalf.

Keith Kuhn Memorial Artists' Book Exhibit

- requested that the Board's May 2008 approval to name the Bookworks Exhibit in memory of Keith Kuhn be changed instead to naming the Library's annual display of artists' books as the Keith Kuhn Memorial Artists' Book Exhibit. This display occurs at the same time as the Bookworks Exhibit sponsored by the Cincinnati Book Arts Society.

Jason Buydos Elected to SWON Board

- reported that Technical Services Director Jason Buydos has been elected to a three-year term on the Southwest Ohio and Neighboring Libraries (SWON) board of directors.

Gates Foundation Hardware Grant

- reported that our eligibility for funding from the Bill and Melinda Gates Foundation Opportunity Online Hardware Grant for the purchase of public computer equipment at 17 branches has grown to \$161,850 with a 25% matching fund requirement of \$53,950. Based on the Gates Foundation timeline, we expect to add the new equipment in late 2009, early 2010.

Peter Cremer Computer Donation

- thanked local business Peter Cremer North America for their donation of used computer equipment that is being configured for placement in Library branches.

Grant for Library for the Blind Merger

- reported that the State Library of Ohio has awarded the Library a \$4,999 LSTA grant to provide additional staffing and computer support during the Library for the Blind merger.

Library Board Minutes Online

- reported that, in response to many requests, minutes of Library Board meetings (beginning with the May 11, 2009 minutes) will be available under the About Us section of the Library web page.

Citizens for Your Library's Future

- reported that Bill Moran has volunteered to chair the Citizens for Your Library's Future political action committee.

Mr. Moran moved that the Executive Director's Report be approved as submitted, including naming the Keith Kuhn Memorial Artists' Book Exhibit. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld and Mrs. LaMacchia ... 5 ayes. The motion carried. **(30-2009)**

Mr. Wright arrived.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

ADMINISTRATION

Mr. Hendon reported that the Library Services and Administration Committee met on May 7, 2009. Committee Chair Tara Khoury and Trustees Robert Hendon, William Moran and Betsy LaMacchia were in attendance, along with Kim Fender, Pat Schoettker and Mary Bennett-Brown.

The Committee reviewed personnel changes, benefits options and a new policy and recommended that the Board take the following action:

Personnel Change Report

- approve personnel change through May 2, 2009. To provide confidentiality for terminated staff when this report is added to the Library website, all terminations and resignations are now listed as departures.

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Retirement	Cataloging Services	Cataloging Assistant II	1.00	Banks, Cynthia A.	04/30/09
Retirement	Processing	Processing Assistant II	1.00	Noak, Jennifer L.	04/30/09
Retirement	Shipping & Receiving	Truck Driver, Light	1.00	Peak, Donald W.	04/30/09
Promotion	Oakley	LSA I	0.50	Barten, Christi A.	04/05/09
Promotion	Shipping & Receiving	Truck Driver, Light	1.00	Ludke, Michael T.	04/05/09
Appointment	Green Township	Student Shelver	0.30	Anneken, Mary C.	04/26/09
Appointment	Greenhills	LSA I	0.50	Gambini, Allison N.	04/05/09
Appointment	Circulation Services	LSA I	0.50	Heim, Mona L.	04/19/09
Appointment	Circulation Services	Shelver	0.50	Ivey, Stacey D.	04/05/09
Appointment	Materials Retrieval	Page	0.50	Weedon, Travis M.	04/05/09
Change	TechCenter	LSA II	1.00	Metz, Michael S.	04/19/09
Change	Walnut Hills	Branch Manager I	1.00	Brestel, Mary B.	04/05/09
Change	Shipping & Receiving	Shipping & Receiving Clerk	1.00	Poock. Gary K.	04/05/09
Change	Blue Ash	LSA I	0.50	Smith, Christopher W.	04/05/09
Departure	Price Hill	LSA I	0.60	Jarrett, Freda G.	04/14/09
Departure	Green Township	LSA I	0.50	Scheidt, Regine	04/18/09
Departure	Mariemont	LSA I	0.50	Spatt, Steve R.	04/17/09
Departure	Outreach Services	LSA I	1.00	Stout, Jeffrey D.	04/20/09

Core Group Benefits

- approve changes to Core Group Benefit HMO and PPO plans and increase the employee premium contribution rate to 15% for HMO and PPO plans, 10% for the HSA plan.
- continue the dental plan with the current 25% employee premium contribution rate.

Expenses of Director and Fiscal Officer Policy

- approve the following policy :

Expenses of Director and Fiscal Officer Policy

The Director and Fiscal Officer are subject to the same internal controls for purchasing as other library employees, specifically the submittal of a requisition and approval by purchase order. In addition, prior to the approval of any personal expense not legally mandated, approval of the Board President is required.

Mr. Moran noted that he requested the development of this policy, not because of any problems or issues, but because it was appropriated to have such a policy in place.

Mr. Hendon moved that the Board approve the Library Services and Administration Committee report as submitted, including personnel changes, core group benefits and new policy. Mrs. Gettler seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 6 ayes. The motion carried. (31-2009)

LIBRARY SERVICES

Mr. Hendon introduce Lisa Salyers, manager of the Madisonville Branch.

Madisonville Branch

Lisa Salyers reported on successful efforts to increase awareness of the branch in the Madisonville community through community outreach, developing relationships with local schools and agencies, a community garden, and increased computer access.

Creature Feature

Mr. Edwards reported on this year's Summer Reading Program – *Creature Feature*, not just for kids and teens, but with preschool and adult components as well. Kickoff events for kids are May 30 at all Library locations and June 5 for teens at selected branch libraries and TeenSpot. He enumerated the prizes to be earned for reading and thanked Summer Reading donors and sponsors.

Mr. Hendon reported:

Additional Programs & Exhibits of Note

- on additional programs and exhibits of note, including *Healthy Kids Zone*, a series of fitness and nutrition programs for kids funded by a grant from the Humana Foundation, a discussion of *The 1976 Cincinnati Reds: Last Hurrah for the Big Red Machine* by author Doug Feldmann, May 23 at the Covedale Branch, and the annual *Cincinnati Book Arts Society (CBAS)* exhibit of regional book artists on view from June 8 – September 6 in the Main Library atrium.

Exceptional Children's Services - 50 Years

- that the Library has been offering programming to children with special needs – developmental and learning disabilities, behavioral problems, mental health issues, and other medical challenges, as well as gifted children – since 1959. Today, staff in Outreach Services provide services and resources (book collections, story times, puppet shows, book talks) to children with special needs in public and private schools throughout Hamilton County.

Catalog-Only Workstations

- that catalog-only computer stations, installed recently at three branches and the Main Library, provide users with direct, walk-up access to the Library's online catalog, without the time limits required at high demand Internet and online database stations. One or two of these new stations are planned for each library location.

Workforce Development Presentation

- that Information & Reference Department Manager Angela Farmer will make a presentation on the Library's workforce development services – GED practice testing, resume workshops, and job search strategies – at a forum entitled “Resources and Strategies for Job Hunting and Career Changes” at the American Library Association Annual Conference in Chicago on July 11.

H1N1 Flu (Swine Flu) Information

- that information on the H1N1 (Swine) Flu outbreak was added to the Library's web page, including a brief statement about the flu and links to the World Health Organization and tri-state area health agencies.

Library Usage

- that April circulation increased 9.6%, (Main 10.3%, branches 9.3%) over the same month last year. Print usage increased 12.5%, compared to a 5.7% increase in A/V circulation. The Library's promotion of books and reading through such programs as Featured Book of the Month, On The Same Page, author visits, and Summer Reading have a significant impact on this increased interest in books. Books are merchandized through creative displays and tie-ins with programs.
- that top circulating items and statistical reports for the month of April 2009 were submitted.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 6 ayes. The motion carried. **(32-2009)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Public Library Fund

- Public Library Fund receipts continue to fall and the May distribution, at \$1.6 million (26%) less than May 2008, is the biggest drop this year. PLF revenue through May is \$3.5 million (16%) less than the same period last year.
- compared to the 2009 estimate, actual receipts are now short \$2 million or 10%, growing from a gap of 5.8% in April. A continuing 10% reduction would result in a \$4.4 million revenue shortfall by year-end. Further, the General Fund cash balance may be insufficient to meet our obligations as early as July or August. Authorization for emergency transfer of capital funds may be requested in June.

Monthly Financial Report

- the financial report was submitted for the period ending April 30, 2009.

Investment Report

- the investment report was submitted for the month ending April 30, 2009.

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 6 ayes. The motion carried. (33-2009)

FINANCE AND AUDIT COMMITTEE REPORTS

Mr. Moran reported that the Finance and Audit Committee met on May 1, 2009. The full committee was joined by Board President Elizabeth LaMacchia, Kim Fender and Pat Schoettker. Tara Khoury participated by telephone.

Fiscal Review

The status report received on May 1 has been updated by the Fiscal Officer's report just presented. However, it remains true that since we already are using gift and special revenue funds as operating revenue this year, additional sources of emergency income are limited. A total of \$2.5 million remains in the St. Bernard and Reading capital funds, about \$566,000 is set aside for the Pleasant Ridge ADA project, another \$400,000 may be available in the Gift Fund, and the Armstrong Fund (for the general use and benefit of the library) has about \$750,000 outside the restricted principal.

The Committee acknowledged that they are open to using capital funds to offset operating revenue shortfalls, as needed.

2010 Operating and Capital Budget

The operating and capital budget prepared for 2010 is constructed on the basis of what is needed to provide full and complete library service, including capital building and improvement projects, regardless of anticipated revenue. Two restored service options are included: Sunday hours at 3 branches and Thursday and Friday evenings at the Main Library. All other categories of expense provide for continuation of current operations.

Six capital projects are included at the following unfunded amounts:

Ongoing Maintenance	2,500,000
Pleasant Ridge ADA Upgrades (Library share)	201,457
St. Bernard Branch	2,950,000
Reading Branch	4,050,000
Woodlawn Branch	6,000,000
Westwood Parking	440,000
TOTAL	16,141,457

The budget reserves two contingencies – a \$1,500,000 operating contingency in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

This budget requires intergovernmental revenue totaling \$65,941,892. The source of that revenue might be the Public Library Fund or a local property tax. The most recent estimate of 2010 PLF revenue for Hamilton County is \$42,384,625. That level of PLF revenue would require \$23,557,267 in local property tax revenue.

This budget includes a new document – an *Alternate Plan if Funding is Insufficient* that shows what may happen if PLF funding is only \$42,384,625 and the Library receives no property tax revenue. This view of one possible plan assumes that capital funds are not spent this year and the \$2.5 million balance in the St. Bernard and Reading funds can be transferred to the General Fund for operating expenses and to the Building & Repair Fund for the Ongoing Maintenance project - the only capital project moving forward. To balance the General Fund, about \$7 million must be deleted from operating expenses. This reduction would require closure of multiple branches, plus significant cuts in other operational expenses.

Mr. Moran moved that the Board approve the Finance and Audit Committee report as submitted, including approval of the 2010 operating and capital budget. Mr. Sittenfeld seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 6 ayes. The motion carried. (34-2009)

FACILITIES COMMITTEE REPORT

2008 Ongoing Maintenance Project

Mr. Hendon recommended confirmation of the following change orders, approved in accordance with the project contingency:

- Change Order No. TC-01-03 in the amount of \$ 2,685.39 to CR& R, Inc. to repair the entry sidewalk at Wyoming Branch.
- Change Order No. TC-01-04 in the amount of \$8,071.26 to CR & R, Inc. for repairs at the Avondale Branch entrance.

2009 Ongoing Maintenance Project

Mr. Hendon recommended that the Board authorize public bidding of contracts for the 2009 Ongoing Maintenance project, through publication of the following Advertisement for Bids:

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administrative Offices of the Main Public Library, 800 Vine St., Cincinnati, Ohio 45202, until, 12:00 Noon, local time, Tuesday, June 2, 2009, for furnishing of labor, materials, equipment, services and supervision necessary to complete the project titled:

2009 ONGOING MAINTENANCE Multiple Branch Locations

Proposals shall be in accordance with the Contract Documents prepared by KLH and GBBN Architects. The Construction Manager for the Project is Messer Construction (513-369-7851). Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bids for trade contract TC-01 through TC- 05 are requested. The estimate for each contract is:

TC-01 General Trades	\$ 454,900.00
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TC-02 Asphalt	\$ 153,350.00
TC-03 Roofing	\$ 223,550.00
TC-04 HVAC/ Controls	\$ 592,150.00
TC-05 Electric	<u>\$ 253,250.00</u>
Total:	\$1,677,200.00

Starting Wednesday, May 13, 2009, bidders may purchase Contract Documents at the cost of Reproduction from Queens City Reprographics Company, 2863 Sharon Road, Cincinnati, OH 45241, (513) 326 2300.

A pre-bid meeting will be held in the Tower Room at 800 Vine Street, on Wednesday, May 20, 2009, at 2:00 p.m.

Bidders shall submit with their bid a bid guaranty in the form of either (1) a combined bid guaranty and contract bond for the full amount of the bid or (2) a certified check, cashier's check drawn on a solvent bank or irrevocable letter of credit in the sum of ten percent (10%) of the bid amount, including base bid and alternates, as bid security. The bid guaranty shall be in strict compliance with Sections 153.54, 153.57, 153.571, as applicable. The Bidder to whom the contract is awarded will be required to furnish a contract bond in the sum equal to 100% of the proposal.

Bidders shall comply with the Prevailing Rates on public improvements in Hamilton County, Ohio as ascertained and determined by the Ohio Bureau of Employment Services Wage and Hour Division as provided in Section 4115 of the Revised Code of Ohio.

Submitted bids shall not be withdrawn for a period of (60) sixty days following the date of bid opening.

The Owner will award contracts to the lowest responsible bidders.

The Board of Trustees of the Public Library of Cincinnati and Hamilton County reserves the right to reject any or all bids and to waive any informalities in bidding.

By Order of: The Board of Trustees of the Public Library of Cincinnati and Hamilton County, Ohio

Le's Cafe

Mr. Hendon presented a recommendation for renewal of the lease with Hau Bui for Le's café in the Main Library. After expiration of the current lease on May 19, 2009, the current monthly lease amount would increase by 2% per year for an additional period of three years.

Pleasant Ridge Branch ADA Project

Mr. Hendon reported that the Library continues to work with DNK Architects and members of the Pleasant Ridge Library Committee. DNK Project Manager Greg Rowe has advised that the design development phase and cost estimate will be complete by mid-June.

Mr. Hendon moved that the Board approve the Facilities Committee Report as submitted, including confirmation of change orders, authorization of public bidding and renewal of the Le's Café lease. Mr. Moran seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 6 ayes. The motion carried. (35-2009)

DEVELOPMENT COMMITTEE REPORT

In response to a question from Mrs. Gettler, Greg Edwards reminded the Board that the Library Foundation is hosting a reception tonight prior to Marcus Luttrell's public lecture on his book *Lone Survivor*.

Mrs. Gettler reported that:

Library Foundation

- at their quarterly meeting on April 23, the Foundation board approved a budget for the next fiscal year beginning July 1, 2009. Prior to the meeting, three new directors attended an orientation session that included a tour of the Library.
- the Zaring Family Foundation is making a \$10,000 gift to the Library Foundation. An unrestricted gift of \$3,000 from an anonymous donor was received through the Johnson Charitable Trust Fund.

Friends of the Public Library

- at the Friends Annual and quarterly meetings on April 24, the following new officers were elected: Jay DeWitt - President, Robert Vitz - Vice President, Tonia H. Moorman - Secretary and James R. Witte - Treasurer. Annual book sales netted almost \$300,000; Library support reached an all time high at \$218,000.
- the latest sale at the Harrison Branch topped \$4,450.
- the Downtown Sale will be expanded this year to six days – from Sunday, May 31 through Friday, June 5.
- the Friends received a \$15,000 grant from the H.B., E.W. and F.R. Luther Charitable Foundation, Fifth Third Bank and Narley L. Haley, co-trustees, that will be used for the Summer Reading program.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

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

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

State Budget Bill

- the House approved an Amendment in the State Budget Bill (HB1) to transfer funds so that no Public Library Fund monies are used to pay for OPLIN or Library for the Blind. Ms. Fender will attend the Senate Finance Committee hearing on the Public Library Fund on May 20.

ALA Legislative Day

- Paula Brehm-Heeger will attend the annual American Library Association’s Legislative Day in Washington D.C. on May 12 and 13.

Library Levy Results Statewide

- of the 7 library levies and bonds across the state on the May 5 ballot, both bond issues failed but all levies passed, including two new levies.

In response to a question from Mr. Moran, Ms. Fender responded that there are currently no indications of pending legislative changes to the Public Library Fund.

Complaint in Foreclosure – Wilkinson Estate

- the Library’s notification of being a beneficiary of the estate of Wayne C. Wilkinson was followed a week later with a Complaint in Foreclosure from the Court of Common Pleas filed by Wells Fargo Bank relative to this bequest. The matter has been forwarded to the Hamilton County Prosecuting Attorney and Roger Friedmann of that office is preparing the Library’s response. No distribution from this estate, monetary or otherwise, has been received.

The reports were received and filed.

The Regular Meeting was then adjourned.

President

Attest: Secretary