

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

Date: October 13, 2009

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

ROLL CALL

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

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

PUBLIC COMMENTS

Mitch Katz, head of the Library bargaining unit, greeted the Board Members and introduced Mark Turpin, noting that Mr. Turpin has been the SEIU 1199 organizer for our bargaining unit for a few months, but this is the first meeting he could attend.

Mark Turpin told the Board that SEIU 1199 has spoken in support of Issue 7 and will continue that support. The Board thanked him.

MINUTES OF THE REGULAR MEETING HELD TUESDAY, SEPTEMBER 8, 2009

Mr. Moran moved that the Minutes of the Regular Meeting held Tuesday, September 8, 2009 be approved as submitted. 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. **(57-2009)**

Mrs. Khoury arrived.

RESOLUTION HONORING THE ANDERSON TOWNSHIP LIBRARY ASSOCIATION

Mrs. LaMacchia read the following Resolution and personally thanked three members of the Anderson Township Library Association present at the meeting:

Honoring the achievements of the Anderson Township Library Association and extending the Board's appreciation for its committed service in raising \$1 million in support of the Anderson Branch Library and the Mt. Washington Branch Library.

Whereas, The Anderson Township Library Association was founded in the late 1970s by a group of public-spirited citizens, to rally behind Library officials' efforts to build a branch in this rapidly growing suburb, and

Whereas, Although the Anderson Branch Library opened for business on June 7, 1981, this small group of dedicated volunteers continues to support the facilities, services, and resources of the both the Anderson and Mt. Washington branch libraries, and

Whereas, For nearly 30 years the Anderson Township Library Association has successfully endeavored to support and strengthen these two branch libraries by working year round to collect, price, and store the books that have been donated to the two libraries for an annual June sale and a smaller one in November, and

Whereas, During this time the Anderson Township Library Association has given or raised funds to purchase hundreds of valuable materials for the Anderson Collection and add many beautiful furnishings and computers to each branch to enrich the Library's reputation as one of the great public libraries in the nation, and

Whereas, Every year the Anderson Township Library Association has sponsored many programs that encourage and foster love of reading for children, teens, and adults, and

Whereas, With the success of its 29th Annual June Used Book Sale that raised \$47,000, the Anderson Township Library Association met a major milestone! The three-day sale brought the 29-year total to more than \$1 million raised to support the Anderson and Mt. Washington branch libraries.

NOW THEREFORE, BE IT RESOLVED by the Members of the Board of Library Trustees that the Board honors three decades of achievements by the Anderson Township Library Association and recognizes the invaluable contributions they have made to the Library during three decades of devoted service.

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.

EXECUTIVE DIRECTOR'S REPORT

Ms. Fender reported that:

55th Annual Veterans Day Program

- the Main Library's 55th Annual Veterans Day Program will be held on November 11. Donald C. Brandt, a World War II veteran who served in the U.S. Naval Air Corps, will present keynote remarks in a program also including music and memorial presentations. A luncheon honoring Mr. Brandt, sponsored by the Friends of the Public Library, will follow the program,

Hamilton County Soil and Water Conservation District Award

- the Hamilton County Soil and Water Conservation District presented a 2009 Education Partnership Award on September 17 to the Children’s Librarians of the Public Library of Cincinnati and Hamilton County. The award recognizes their efforts in hosting Soil and Water Conservation District environmental awareness educational programs – programs with titles such as Edible Soil, the Lorax, Soil Crayons, Cookie Mining, and Wiggly, Squiggly Worms.

Digitization Income

- the University of Cincinnati is applying for a grant to complete digitization of their yearbooks and Xavier University is applying for a grant to digitize a collection of presidential letters. Both grant applications designate the Library’s Digital Services Department as their digitization vendor. If awarded, these grants will earn revenue of \$27,861 for our Library and digitized copies of the letters will be available on the Library’s Virtual Library.

OLC Unconventional Convention

- the Ohio Library Council (OLC) cancelled its 2009 conference since state funding decreases left libraries statewide with neither the staff nor the funds for conference attendance. Instead, OLC will offer a virtual conference called the Unconventional Convention. Six sessions will be offered on October 21 and 22 through a web casting service provided by OCLC. The sessions will be archived for access at any time. There is no charge to attend the Convention.
- two of the sessions will be presented by staff of our Library: *With Friends Like These Who Needs Enemies? Simple Steps to Building a Better Relationship With Your Friends*, presented by Kim Fender and Anne Keller, Executive Director of the Friends of the Public Library and *Beyond Circulation: A New Look at Customer Behavior & How to Use It When Remaking Your Library*, presented by Greg Edwards and Paula Brehm-Heeger.

Ohio House of Representatives Resolution Honoring Kim Fender

- she was honored by a Resolution of the Ohio House of Representatives on October 6. The Resolution, sponsored by Representative Dale Mallory highlighted her work with local organizations and professional associations and congratulated her on being named Ohio Librarian of the Year.

State Leadership Roles

- Paula Brehm-Heeger, Central Region Manager, has been asked to serve on the Ohio Library Council’s Education Committee and its Task Force on Membership Structure/Dues. Library Executive Director Kim Fender has been asked to serve as Chair of the OLC Government Relations Committee.

The report was received and filed.

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORTS

LIBRARY SERVICES

Mrs. Khoury introduced Sandy Bolek, Internet Site Coordinator.

Books by the Banks Book Festival

Sandy Bolek talked about the 3rd annual Books by the Banks: Cincinnati USA Book Festival, which will take place on Saturday, October 17 at the Duke Energy Center. The day-long festival will feature over 80 regional and national authors, book signings, author panels, and activities for the entire family to enjoy. In addition to well-known local names such as Sharon Draper, Ellen Schreiber, Thane Maynard, and Forrest Gregg, a number of nationally-recognized, bestselling authors will participate, including Jennifer Weiner, Barbara Bradley Hagerty, Jeannette Walls, and Garth Stein. A reception for the authors will be held at the Main Library on Friday, October 16.

Mrs. Khoury reported that:

Paula Brehm-Heeger - International Forum on Teen Services

- Library Services Manager Paula Brehm-Heeger was asked by the U.S. Department of State to participate in an international Digital Video Conference on the topic of “Managing Urban Youth Services in Libraries”. Her talk, which took place on September 29 in a Cincinnati studio, was broadcast live in Cairo and Alexandria, Egypt, with librarians from across the Middle East attending.

2010 On The Same Page

- the title selected for both teens and adults to read for the 2010 On The Same Page (OTSP) program is *The Hunger Games* by Suzanne Collins, a story set in a future, postapocalyptic America. OTSP will begin in February and continue through March and will include book discussions and other related programming.

Mr. Edwards reported that:

Buckeye Book Fair Grant

- the Library has applied for grant funding from the Buckeye Book Fair for continuation of our Early Learning Express program, which teaches adult day care providers how to encourage vocabulary and language growth. If awarded, the \$750 grant will be used to purchase more age appropriate children’s books and help continue the project for 40 providers.

Library Services and Technology Act (LSTA) Grants

- the Library is applying for an LSTA grant to purchase twelve Early Literacy Stations, an “all in one” learning station that helps children ages 2 – 10 with their reading, math, geography and other educational skills. The total cost of \$32,590 requires a local match of \$8,590.
- the Library is applying for a second grant to purchase 30 VictorReader Stream devices, an ultra-compact unit that fits in the palm of the hand and allows the user to download books. These readers will be made available to visually impaired Library users through the Outreach Services Department. The total cost of \$11,100 requires a local match of \$2,775, to be paid from the Friedman Fund.

Programs of Note

Mr. Edwards reported on upcoming programs of note, including *Teen Read Week (October 18-24)*, with the theme “Read Beyond Reality @ Your Library”, visits by author Patrick Jones, and a photography contest with the theme “What I Love About Cincinnati.” Other programs include

National Chemistry Week (October 18-24), a partnership with the Cincinnati Chapter of the American Chemical Society to present hands-on chemistry programs to children and visits by children's author *Marcia Jones*.

Library Usage

Mrs. Khoury reported that September's circulation increased 3.9% over the same month last year, an increase of 7.9% for Main and 5.2% for branches. With this month's increase, the Library has now realized 24 straight months of overall increases in circulation, certainly in part reflective of difficult economic times, but also of the initiatives undertaken to promote usage, including OTSP, Summer Reading Program, Featured Book of the Month and other similar programs. Centralizing and streamlining many processes formerly handled by branch and department staff, such as the centralization of telephone renewals, labeling, and collection development, self-service checkouts, also free-up frontline staff to provide more proactive service to customers and have a positive impact on usage.

The top circulating items and statistical reports for the month of September 2009 were submitted.

ADMINISTRATION

Personnel Changes

Mrs. Khoury recommended that the Board approve the following personnel changes effective through October 3, 2009:

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Appointment	Loveland	LSA I	0.50	Brotherton, Katherine E.	09/20/09
Appointment	Loveland	Student Shelver	0.25	Downey, Thomas S.	09/20/09
Appointment	Hyde Park	Student Shelver	0.25	Dubin, Samuel N.	09/06/09
Appointment	Harrison	Student Shelver	0.30	Evans, Sarah M.	09/06/09
Appointment	Circulation Services	Shelver	0.50	Fogle, Cheryl F.	09/06/09
Appointment	Blue Ash	Student Shelver	0.25	Howard, Frederick S.	09/13/09
Appointment	Harrison	Student Shelver	0.30	Johnston, Jonathan C.	09/06/09
Appointment	Covedale	Student Shelver	0.25	Martini, Andrew M.	09/06/09
Appointment	Loveland	Student Shelver	0.25	Nemoto, Saina	09/20/09
Appointment	Materials Retrieval	Page	0.50	Sebring, Tom R.	09/20/09
Appointment	Covedale	Student Shelver	0.30	Shepherd, Jesse D.	09/20/09
Appointment	Mt. Washington	Student Shelver	0.25	Sullivan, Shane H.	09/20/09
Appointment	Delhi Township	Student Shelver	0.30	Thiemann, Molly E.	09/13/09
Appointment	Blue Ash	Student Shelver	0.25	Williams, Amanda M.	09/13/09
FTE Change	Madeira	LSA I	0.50	Pennington, Eric	09/20/09
Departure	Sharonville	Student Shelver	0.30	Abel, Leah S.	09/19/09
Departure	Blue Ash	Student Shelver	0.25	Arling, Zachary N.	09/15/09
Departure	North Central	Student Shelver	0.30	Asmus, Kellie M.	08/31/09
Departure	Loveland	Student Shelver	0.25	Cupito, Lauren E.	09/15/09
Departure	Outreach Services	Shelver	0.50	Grace III, John H.	09/11/09
Departure	Symmes Township	Student Shelver	0.30	Hamel, Kathleen M.	09/14/09
Departure	Anderson	Student Shelver	0.30	Heitzman, Katherine N.	09/17/09

ACTION	AGENCY	POSITION TITLE	FTE	EMPLOYEE NAME	EFFECTIVE DATE
Departure	Groesbeck	LSA I	0.50	Hoffman, Margaret E.	10/03/09
Departure	Harrison	Student Shelver	0.30	McAdams, Cameron M.	10/03/09
Departure	Loveland	Student Shelver	0.25	Mayo, Caroline V.	09/12/09
Departure	Groesbeck	LSA I	0.50	Tyler, Sandra R.	09/05/09
Departure	Computer Services	PC Specialist	1.00	Wall, Jenny L.	10/02/09
Departure	Wyoming	LSA I	0.50	Wilemski, Rebecca L.	09/08/09
Departure	Blue Ash	Student Shelver	0.25	Williams, Amanda M.	09/30/09

Mrs. Khoury 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, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 7 ayes. The motion carried. **(58-2009)**

FISCAL OFFICER'S REPORT

Ms. Schoettker reported that:

Theft at Avondale Branch

- a third theft occurred at the Avondale Branch on October 5, when someone broke into the branch and stole a Wii game package valued at \$584.12 that was purchased with Humana grant funds. The Cincinnati Police responded and an arrest was made the following day.

2010 Budget

- Dusty Rhodes, Auditor and Secretary for the Hamilton County Budget Commission, has notified the Library that the Budget Commission met last month to review the 2010 Budget we submitted in May. Although the tax budget was approved, revenue from the Public Library Fund was certified at \$35,467,904.82 – the most recent state estimate – rather than the \$65.9 million requested in our budget submittal.

Public Library Fund

- the October PLF distribution will be \$3,091,832.48. Total PLF receipts through October reflect a year-to-date drop of 12% compared to 2009 budgeted income, an 18% drop compared to the same period in 2008. We remain on track for a total 2009 distribution of about \$39 million, which along with the gift and capital funds we are using will support 2009 expenses.

Monthly Financial Report

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

Investment Report

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

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

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran (except pass on investment report), Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 7 ayes. The motion carried. **(59-2009)**

FINANCE AND AUDIT COMMITTEE REPORTS

Revisions to 2009 Appropriations

Mr. Moran recommended that 2009 Appropriations be revised as follows:

<u>Fund</u>	<u>Revision</u>
Anderson/Mt. Washington Fund	
Supplies	\$ 11,972.00
Capital Outlay	<u>(11,972.00)</u>
Net Change	\$ 0.00
Hosbrook Fund	
Supplies	\$ 5,000.00
Capital Outlay	<u>(5,000.00)</u>
Net Change	\$ 0.00

These changes shift the appropriations from Capital Outlay to Supplies to properly expense the purchase of additional computers and related items.

Mr. Moran moved that this revision be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mrs. Gettler, Mr. Hendon, Mrs. Khoury, Mr. Moran, Mr. Sittenfeld, Mr. Wright and Mrs. LaMacchia ... 7 ayes. The motion carried. **(60-2009)**

FACILITIES COMMITTEE REPORT

No Report.

DEVELOPMENT COMMITTEE REPORT

Mrs. Gettler reported that:

Library Foundation

- the Library Foundation received a \$5,000 grant from the William & Mary Harrington Fund of the U.S. Charitable Gift Trust, designated for library programs & services.
- the structure of the next Annual Fund Campaign, which will begin around mid-November, will be based on the outcome of the Library's ballot initiative.
- the next meeting of the Foundation Board of Directors is scheduled for October 22.

Friends of the Public Library

- the Friends most recent sale at the Covedale Branch on September 18-19 grossed over \$3,600.

- the next sale will be held at the Clifton Cultural Arts Center, formerly the Clifton School, on October 16-17. A Members Only Preview Sale will be held on October 15.
- the next meeting of the Friends Board of Directors is scheduled for October 23.

Anderson Township Library Association

- a brunch (sponsored by Dee Gettler) celebrating the Anderson Township Library Association reaching \$1 million in book sale proceeds will be held after the meeting today.

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

Video Lottery Terminal Revenue

Mr. Wright reported that HB 1, as passed in August, included about \$800 million in Video Lottery Terminals (VLT) revenue that would be earmarked for the education portion of the state's fiscal year 2010-2011 budget. In September, the Ohio Supreme Court ruled that VLTs are subject to referendum.

Governor Strickland has outlined three options to deal with the latest budget shortfall:

1. A temporary half cent increase in the state sales tax
2. A \$800 million cut in education funding
3. A postponement of the final phase of the state income tax reduction

Of these three proposals, either raising the state sales tax or postponing the final phase of the state income tax reduction could be advantageous to public library funding since they could increase state tax revenues. Governor Strickland recommended to the Ohio General Assembly that they pass legislation that would postpone the final phase of the state income tax reduction.

The report was received and filed.

Mr. Sittenfeld asked for a report from administration on library best practices regarding Board interaction with other community entities.

Mrs. LaMacchia read a thank you note from the family of Bailey Turner.

Mr. Hendon moved that the meeting be adjourned.

The Regular Meeting was then adjourned.

President

Attest: Secretary