

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

Date: April 9, 2013

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mr. Sittenfeld, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran

Trustees Absent: None

Present: Kimber L. Fender, Greg Edwards, Mary Bennett-Brown and Molly DeFosse

PUBLIC COMMENTS

None.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

STAFF SERVICE RECOGNITION PROGRAM HELD APRIL 9, 2013

The annual Staff Service Recognition Program was held at the Main Library on April 9. Staff service recognition pins were presented and Board President Bill Moran announced Leah Larkin as the winner of the Rookie of the Year Award and Dave Menninger as the winner of the President's Award and Bunny Dehner Prize.

LIBRARY FINALIST FOR NATIONAL AWARD

In February, we learned that our Library is a finalist for the Institute of Museum and Library Services National Award. The National Medal is the nation's highest honor conferred on museums and libraries for service to the community and celebrates institutions that make a difference for individuals, families, and communities.

Medal finalists are selected from nationwide nominations of institutions that demonstrate innovative approaches to public service, exceeding the expected levels of community outreach. This year's finalists exemplify the nation's great diversity of libraries and museums from across the country. We are one of only 16 libraries nationwide to be named a finalist.

Award winners will be announced later in April with the actual medal and a \$5,000 prize presented to the winning libraries and museums at an award ceremony in Washington D.C. on May 8. Winning libraries and museums will also receive a visit from Storycorps, an oral history project that records the stories of people from all backgrounds and preserved them in the American Folklife Center at the Library of Congress.

In hopes that we receive this recognition we are planning celebrations for our community and staff. First, to thank our community, we're planning a fine amnesty day. While there is some loss of fine income from this, we believe the value of overdue items returned, cards re-activated and community goodwill are worth the cost. We are also planning a staff friends and family cookout at the Main Library for a Sunday evening in May. Our first friends and family event in December was well-attended and we think staff will enjoy this second event.

We are also planning a press conference for the date of the announcement – if we win the award.

EBOOKS WORK CONTINUES

In February I reported that Pat Losinski, Zack Space and I would be traveling to Washington to meet with members of Ohio's Congressional delegation concerning the publishers who refuse to sell or license eBook content to libraries. A brief powerpoint of information communicated at those meetings and the results of our visit can be viewed online and will be reviewed at the meeting.

Mr. Sittenfeld inquired about the details of the collected effort to make changes. Kim explained the specifics of copyright laws and plans to involve authors.

DCI, UC HEALTH, CHILDREN'S HOSPITAL, GIRL SCOUTS

At the April 11 annual meeting of DCI, I will be elected to a 3-year term on its Board of Directors. The Board meets every other month for approximately 1.5 hours. The Main Library is a significant part of downtown and our participation in this organization will be beneficial.

At the invitation of Sylvia Hendon, I am serving as a UC Health Champion. This informal group of community leaders meets quarterly at lunch to discuss how to make the region more aware of the excellent services provided by UC Health.

I have been asked to serve on the Advisory Board of the Discovery Center at Cincinnati Children's Hospital Medical Center. The first meeting is April 12 so I have few details about the frequency of

meetings at this time. At that meeting I have been asked to provide an overview of the services to children provided by the Library.

For the past 3 years I have served on the Girl Scouts of Kentucky Wilderness Road Council. This month I will begin serving on the Girl Scouts of Western Ohio Council instead. This Council serves the western half of Ohio from Cincinnati to Toledo. Service on this Council will provide better opportunities for collaboration with the Girl Scouts.

UNITED WAY AWARD

I have been selected for a Community Service Award from the United Way of Greater Cincinnati. I am being honored in the Improving Our Community category. The award will be presented at the United Way's Leaders and Legends luncheon on April 30.

Mr. Moran stated that he received a letter from the United Way commending Ms. Fender for the award.

BOARD DOCS IMPLEMENTED

With the implementation of online Board reports two additional changes will follow. First, after the meeting the reports can be made public through a link on our website. This change also means that it is no longer necessary to create Administrative Update since all reports are immediately available online.

The report was received and filed.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

2012 AUDIT

Baslestra, Harr & Scherer, CPAs, has started the field work for the audit of fiscal year 2012.

2014 BUDGET

The Hamilton County Budget Commission has allowed the Library to file modified tax budgets since fiscal year 2005, with the understanding that ongoing approval is subject to annual review. A request to submit a modified 2014 budget was submitted to the Budget Commission on March 18.

INSURANCE

The Library's insurance policies expire annually on March 31. With the help of our consultants, we bid the insurance policies. Much of the work in gathering the necessary information was done by the Fiscal Office in November/December 2012. Below is a summary of the new policies. The overall savings from last year's premiums is approximately \$60,000.

Policy	Agent	Company	Premium
D&O	Wells Fargo	Philadelphia	\$29,406.00
Excess D&O	Wells Fargo	Chubb	\$15,000.00
Gen Liability Pkg-installment	Wells Fargo	Great American	\$21,187.00
Automobile	Wells Fargo	Great American	\$16,150.00
Comm Umbrella	Wells Fargo	Great American	\$11,932.00
Property	Wells Fargo	Firemen's Fund	\$53,417.00
Equipment Breakdown (Boiler & Machinery)	Wells Fargo	Firemen's Fund	\$6,922.00
Electronic Data Processing	Wells Fargo	Firemen's Fund	\$3,778.00
Library Materials	Wells Fargo	Firemen's Fund	\$52,723.00
Fine Arts and Rare Books	Wells Fargo	AXA Art	\$20,438.00
Crime	Wells Fargo	Travelers /3yr policy	\$14,806.00
Excess Liability	Wells Fargo	Chubb	\$20,600.00
		TOTAL	\$266,359.00

PUBLIC COPIERS AND PRINTERS

In conjunction with Library Operations, the Fiscal Office has been working to replace the current equipment, which is almost 10 years old. We recently sent out a request for pricing to several of the local copier/printer vendors in the area. The equipment will be installed as part of the improved pay for print model.

The report was received and filed.

DEVELOPMENT COMMITTEE REPORT

Mrs. Trauth reported that:

LIBRARY FOUNDATION

The Library Foundation has received the following grants, in addition to the previously announced \$5,000 Weaver grant, in support of expanding the Brain Camp program:

- \$25,000 from the P&G Fund of the Greater Cincinnati Foundation
- \$20,000 from the Duke Energy Foundation

Cincinnati Bell has once again donated 50 tickets for a staff outing to the ballpark. The Foundation sells the tickets netting about \$2,000 for the Foundation.

On February 20, the first distribution of the Eva Jane Romaine Coombe Endowment was made in support of the Executive Director. The distribution of \$15,946.77 was based on actual income on the gift's principal in accordance with the gift agreement.

In its ongoing effort to secure funding for Summer Reading, the Foundation has received a donation from Kroger of \$5,000 in \$100 gift certificates for our Adult age reading prizes.

The Foundation has signed an agreement with Western & Southern and completed documents for its Charitable Gift Annuity.

The next meeting of the Library Foundation Board of Directors will be April 24.

FRIENDS OF THE PUBLIC LIBRARY

Proceeds from the Friends participation in the Radio 1 Book Fair on February 23 at the Sharonville Convention Center were \$1,158, up slightly from 2012.

Proceeds from the Friends sale at the Avondale Branch 100th Anniversary Celebration on March 9 were \$177.

The Friends netted over \$7,200 at the Green Township Branch book sale in March. With the gross from the Green Township sale, the Friends exceeded their budgeted branch book sales by about 9%.

The next book sale is scheduled at the Blue Ash Branch Thursday, May 2 through Saturday, May 4.

The Friends Annual Downtown Sale will be held from Saturday, June 1 through Friday, June 7. This is the first time the sale has included Saturday.

The combined quarterly and annual meeting of the Friends Board of Trustees is scheduled for May 10.

Mr. Sittenfeld asked Ms. Fender to explain the details about the less than expected earnings from the Eva Jane Romaine Coombe gift. Ms. Fender indicated she was working with the bank to gain more information on the investment fees and the earnings.

The report was received and filed.

COMMUNITY AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Sittenfeld reported that:

UPCOMING MARKETING EFFORTS

In addition to press releases to print, radio, television and online media outlets, social media activities, as well as traditional in-house promotion, the following major programs have been slated to receive additional promotional activity.

AUTHOR VISITS

Vickie Stringer, April 28

To maximize coverage of this Columbus author who started her career as CEO of Triple Crown publications, coverage was sought by *The Herald*, Radio One (The Buzz & The Wiz), writers groups including Women Writing for (a) Change as well as business publications due to the entrepreneurial aspect of her books. Cross promoting via social media channels will be sought with Radio One.

Patricia Schultz, May 11

Coinciding with this well-known travel writer's visit, a mini travel fair highlighting the Library's extensive travel collection, passport service, and travel related to genealogy (along with top places to see in your own hometown) will be the focus. Staff met with the Downtown Cincinnati Inc. marketing

group as well as the Regional Tourism Network to brainstorm ideas. A social media campaign is also planned.

Khaled Hosseini, May 31

Marketing for this event is being spearheaded through Joseph-Beth Booksellers, who brought the event to the Main Library. All marketing is to be coordinated with them and meetings are underway to discuss the roles of each organization in promoting the event.

PROGRAMS/SERVICES

Random Acts of Poetry

FOX 19 and Radio One's "The Buzz" Sister Speak featured TeenSpot Manager Jennifer Korn talking up the annual April poetry contest for teens. The Sister Speak hosts invited the winners to read their poems on the air. Educators were notified of the contest via an eBlast. A press release was also distributed to parent magazines and blogs. Young Women Writing for (a) Change was also notified.

Comic Con

The national website www.comicsreporter.com linked to the Library's Comic Con webpage detailing all the events. Social media is key to promoting the event and will be optimized by spreading the hashtag #CLCC13 on Twitter and Tumblr and posting all the news and programs to Facebook events, as well as featuring two blog posts, and numerous tweets. Cross-posting with attending authors and event partners to spread the word has provided additional coverage.

Summer Reading

This year's Summer Reading Program theme, *Power Up...READ!* lends itself well to attracting community and media partners. Local 12 is being solicited to provide a 15 and / or 30 second spot promoting the program and the Library's graphic artists will be producing a 30 second video for digital signage and YouTube. *The Enquirer/Community Press* is being approached as a partner again and discussion is already underway to secure a new media partnership with Radio One. The Library's full SRP web page will go-live May 1.

Zinio

The Library's new digital magazine service Zinio was promoted via a press release to all media outlets, posts on Facebook and Twitter a few times a week since its introduction to our Library customers, and the Library's digital slides. Additionally, a video produced in-house featuring the most popular digital magazines has generated over 1,000 views in less than two months.

Mrs. LaMacchia inquired about the attendance at the Alexander McCall Smith program recently. Ms. Fender stated that it was very well attended and appeared to be very successful.

LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT

Mr. Wright reported that:

STATE BIENNIUM BUDGET UPDATE

Testimony continues on the state's biennium budget (House Bill 59) which makes substantial, controversial changes to state taxes, by reducing income taxes and adding a sales tax to services previously untaxed. Although the budget as introduced includes an increase in library funding,

changes to the revenue side of the budget could impact library funding. Other items including a proposed Medicaid expansion required for the federal funding support for the Affordable Care Act, if not approved would also reduce revenue the State receives.

Ms. Fender stated that she and Mr. Moran would be meeting with legislators on April 10, 2013 regarding the importance of maintaining Library funding.

OPERS CHANGES

The recent OPERS reform bill, discussed in the October Legislative Affairs & Law Committee Board Report, included a “notification of employment eligibility” requirement for employers. This requires employers, including libraries, to have all independent contractors providing services to the employer to complete an acknowledgement form concerning their OPERS eligibility and to notify all former independent contractors, without a time limit, that they may be eligible. These requirements have created challenges for all employers in the OPERS system and exposes public libraries to potential liability. Legislation was recently passed delaying the implementation of the notification for six months. Work is underway by the Ohio Library Council in connection with representatives of the local government associations, Ohio State University, Inter-University Council, and Department of Administrative Services to recommend changes to this statute.

ALA LEGISLATIVE DAY

Once again, our Library will be participating in the American Library Association’s annual legislative day in Washington D.C. on May 8.

OLC LEGISLATIVE DAY UPDATE

The Ohio Library Council's 2013 Legislative Day was a success. The Library’s delegation was able to meet with 9 of the Library’s 10 Representatives and Senators. Library Board President and Ohio Library Council Board member William J. Moran presented the Ohio Library Council’s Andrew Carnegie Award to State Senator Bill Beagle.

DRAFT COMPLAINT SETTLED

As reported at the February Board meeting the Library received a draft complaint on behalf of former employee Melanie Young. On the advice of our attorney Robert S Brown a settlement has been reached.

The report was received and filed.

ACTION ITEMS

FINANCE AND AUDIT COMMITTEE

The Finance & Audit Committee met on March 28. Committee Chair Allen Zaring, committee member Paul Sittenfeld and staff members Molly DeFosse and Kim Fender were in attendance. Committee member Bob Hendon participated via conference call.

It is the recommendation of the Committee that the Board take the following action:

Approve the 2014 Operating and Capital Budget as detailed below.

The Library is required to submit its annual budget to Hamilton County by May 31, 2013. The proposed 2014 operating budget balances current funding expectations, current operating costs and capital project plans. The capital budget has been constructed on the basis of need – that is, what’s needed to fund top priorities for capital building and improvement projects.

OPERATING BUDGET

The proposed operating budget of \$55,967,140 is 3% more than 2013 appropriations. It provides allowances for increases in salary rates, employer-paid insurance benefits and other categories of expenditure in support of the strategic plan of the organization.

CAPITAL BUDGET

The capital plans approved by the Board on February 11, 2013 are included in the capital budget.

The budget also includes future plans for a branch in western Hamilton County and ongoing accessibility projects. Based on population data, western Hamilton County is growing more than any other area in the county.

PROJECT	COST ESTIMATE
Ongoing Maintenance 2013-2015	2,500,000
Clifton Branch	3,200,000
St. Bernard Branch & Reading Branch	7,000,000
Western Hamilton County	5,000,000
Branch Accessibility	3,306,675
TOTAL	21,006,675

CONTINGENCIES

The budget reserves two contingencies – a \$1,650,000 operating contingency (3%) in the General Fund and a \$2,000,000 capital contingency in the Building and Repair Fund.

FUNDING – CARRYFORWARD & REQUIRED NEW FUNDING

The General Fund started the year with \$10.975 million in available funding (a result of steps taken to reduce ongoing operating costs) and all of that funding should remain at year-end and be available for use in 2014. To fund this budget, the Library will need intergovernmental revenue totaling 62.1 million. The source of that revenue is the Public Library Fund and local property taxes. For budget purposes, property tax receipts for 2014 are estimated at the same amount as the 2013 estimate. The balance of the revenue, \$44,597,125, is being requested from the PLF.

TOTAL BUDGET COMPARISON

The following chart compares 2013 appropriations with the 2014 Budget for the General Fund.

**The Public Library of Cincinnati and Hamilton County
2014 BUDGET**

General Fund

	<u>2013 Budget</u>	<u>2014 Budget</u>	<u>Change</u>
Beginning Balance	10,975,000.00	10,975,000.00	
Public Library Fund	36,380,660.57	44,597,125.00	23%
Local Tax Levy	17,484,390.00	17,484,390.00	
Subtotal	<u>53,865,050.57</u>	<u>62,081,515.00</u>	
Other Library Revenue	2,524,949.43	2,410,625.00	
Total Receipts	<u>56,390,000.00</u>	<u>64,492,140.00</u>	14%
Operating Expenditure	54,390,000.00	55,967,140.00	3%
Transfers Out	2,000,000.00	17,850,000.00	
Total Expenditure	<u>56,390,000.00</u>	<u>73,817,140.00</u>	31%
Ending Balance	10,975,000.00	1,650,000.00	
Less Contingency	-	1,650,000.00	
Available Balance	<u>10,975,000.00</u>	<u>-</u>	

Mr. Zaring moved that the Board approve the budget as proposed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...7 ayes. The motion carried (05-2013).

LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORT

Mrs. LaMacchia introduced Lisa Soper.

Lisa Soper joined the Library in 2010 as a Children’s Librarian in the Children’s Learning Center, and was awarded the Rookie of the Year Award for her work as a valuable new member of the CLC team. In 2012 she was appointed to the position of Reference Librarian at the Groesbeck Branch, and was promoted to her current position of Senior Children’s Librarian at the Harrison Branch in 2013. Before joining the Library Lisa was a Children’s Librarian at the Lawrenceburg Public Library District, in Lawrenceburg, Indiana, where she also served on the Executive Committee of the Indiana Library Federation’s *Children’s and Young People’s Division*. She received her MLS in 2006 from Indiana University. Lisa is the Leader for the 2013 Summer Reading Team.

Ms. Soper reported:

POWERING UP FOR 2013 SUMMER READING PROGRAM

Staff throughout the system are preparing for the Library’s 40th annual Summer Reading Program – *Power Up...READ!* The super hero theme was chosen by the 2013 planning team because of its appeal to customers of all ages, from preschool through adult. Throughout the summer participants will be encouraged to develop their own super power...reading! The fun will begin on June 1st with a system-

wide kickoff activity and will continue through July 31st with many great programs for all ages. As participants complete their reading, they will earn prizes, including a free book for each child and teen. We are again partnering with Gold Star Chili and the Cincinnati Reds and Kroger has generously donated \$5,000 in \$100 gift cards as a prize for adult readers.

The Harrison Branch specifically, is planning several fun activities including a Super Hero Party, Super Hero Scavenger Hunt, Brain Camp, a visit from Honey Hill Farm and the annual Harrison 500 Hot Wheels Tournament.

SUMMER ENRICHMENT PROGRAMS

In addition to our traditional Summer Reading Program, the Library is implementing a new initiative in support of the *Read On!* Early-Grade Level Reading Campaign. This campaign is working to improve the third grade reading success of students. The project team worked to develop programs that target communities with low third grade test scores by offering additional programming, including Brain Camps, at the Branches serving the target schools.

First, we will coordinate with Cincinnati Public Schools' 5th Quarter program to provide deposit collections during the summer at the targeted schools and/or 5th Quarter community partner sites; and work with these community partners, like the YMCA, to provide additional summer programming.

Second, with the funding secured by the Library Foundation this year for Brain Camps, that program will expand and target these communities as well. Brain Camp, a weeklong summer educational program, will take place at multiple branch locations along with the sessions traditionally held at the Main Library. The week-long STEM-based Brain Camps run for three hours per day and have themes such as, *G'Day Matey*, *All Things Australian*, and *The Wild Kingdom*.

Finally, the Library has recently confirmed a partnership with Cincinnati Public Schools for this summer to again bring nutritious meals for children at a number of Library locations, including many of those locations targeted by Read On! Discussions with other organizations to provide lunches at additional branch libraries are also underway.

While providing these programs and activities is great, measuring their impact is critical. To better gauge their success, we will do pre/post testing at each of the Brain Camps, track increases in the number of students who participated in and completed SRP from the targeted schools, track the number of items checked out from the deposit collections, and track the number of children from these schools who signed up for a library card.

Mr. Edwards reported that:

TECHNICAL SERVICES REORGANIZATION UPDATE

As reported at the February Board meeting, the Library's Technical Services department is being reorganized. Since February, meetings have been held with all Technical Services staff informing them of the reorganization plan, and all impacted staff has been offered a position. John Huber, a consultant, was brought in to do an analysis of Technical Services operations and provided a detailed plan for the reorganization.

Ms. Fender stated that all staff impacted by the reorganization has been offered positions within the Library.

LIBRARY EXPANDING BANDWIDTH AT MULTIPLE LOCATIONS

To further the Library's Strategic Plan goal of exceeding customer expectations, Internet bandwidth will be increased by July 1 at ten locations. These locations consistently utilize their bandwidth at very high levels. This increase will enable customers to have better and faster connections both on library devices and with their personal devices.

SEARCHOHIO AND OHIOLINK

The Library is set to launch its involvement with SearchOhio and OhioLINK on April 23. As reported at the December Board meeting, these services allow customers access to over 17 million items from public and academic libraries throughout the state of Ohio. Customers who search the Library's catalog and do not find a copy of an item available can simply search the SearchOhio or Ohiolink catalogs and if a copy is available at one of the participating libraries, customers can request it and it will be routed to the pick-up library in three to five days. Customers from other participating libraries can also request our materials as well.

Mrs. LaMacchia reported that:

UNITED WAY BOARD ORIENTATION AND LEADERSHIP DEVELOPMENT

Service Operations Regional Manager for the Central Region, Angela Farmer, has been accepted into United Way of Greater Cincinnati's Board Orientation and Leadership Development (BOLD) training. Angela will join a class of twenty five at United Way, attending sessions Thursday mornings March 28-May 2. More than 500 BOLD graduates serve on Greater Cincinnati and Northern Kentucky's nonprofit boards and committees.

Mr. Moran asked if Ms. Farmer currently served on any Boards. Ms. Farmer indicated she was currently not on any Board but has served on two in the past.

MAJOR UPCOMING PROGRAMS AND EXHIBITS

Comic-Con

This program will feature a panel discussion with writers and illustrators working in the field, free comic books, a comic book swap, artist and writer's booths, the opportunity to take pictures with your favorite comic book/movie characters. The program will be held at the Main Library on Sunday, May 5 from 1-4pm.

Flying Pig Marathon/Hog Log 26th Mile Celebration

Through monthly programs led by guests from the Flying Pig Marathon, kids have been tracking their healthy behaviors that are helping them to "Be Smart, Eat Well, and Move More!" Special 26th Mile events in mid-May for these kids will celebrate their efforts as they cross the Finish "Swine."

Children's Book Week

Children's Book Week, the national celebration of books and reading for youth, will take place during the week of May 13-19. Various Library locations will offer special story times with visits from some of their favorite storybook characters.

Cosplay

The TeenSpot is bringing back the popular annual Cosplay (costume play) event on Saturday, June 1.

Ohioana 2013: Connecting Readers with Hamilton County Writers

The 2013 Ohioana celebration, recognizing nearly 120 Hamilton County authors, will be held on Sunday, April 21 from 2-4pm. A panel of local authors, moderated by Chuck Sambuchino of *Writer's Digest*, will discuss their experiences in publishing. All recognized authors will also have the opportunity to promote their featured books.

Patricia Schultz Author Visit

Bestselling travel writer, Patricia Schultz, will be at the Main Library on Saturday, May 11 at 2pm. She is the author of the international #1 bestsellers, *1,000 Places to See Before You Die* and *1,000 Places to See in the United States and Canada Before You Die*.

Khaled Hosseini Author Visit

Thanks to our partners, Joseph-Beth Booksellers, the Library will present bestselling author Khaled Hosseini, who will speak at the Main Library on Friday, May 31 at 7pm. Hosseini has had two international bestsellers: *The Kite Runner* and *A Thousand Splendid Suns*, both remained on the bestseller list for over a year. Hosseini's much-awaited third novel, *And the Mountains Echoed*, will be published on May 21, 2013.

Books for both author events will be available for sale, courtesy of Joseph-Beth Booksellers, and a signing will follow each presentation.

Exhibits

Artists Reaching Classrooms

The Taft Museum of Art's annual Artists Reaching Classrooms (ARC) exhibition will be on view in the Reading Garden Lounge from April 24 to May 16. Students from 12 area high schools will exhibit a variety of artwork, including painting, photography, digital design and ceramics.

Inventing an American Style: Prints from the Library's Collection 1880-1910

From May 10 to August 20, the richness and variety of the Library's original American prints collection will be showcased in the Joseph S. Stern, Jr. Cincinnati Room. With views of 19th century Cincinnati, fine examples of the American Etching Revival movement, Currier & Ives lithographs, and full-color commercial prints, these images depict the birth of an American style. The exhibit coincides with the American Historical Print Collectors Society annual meeting, which will be held May 15-18 in Cincinnati.

Bookworks 14

This fourteenth annual Cincinnati Book Arts Society (CBAS) exhibit of books crafted by regional book artists will be on view from June 11 – August 18 in the Main Library's Atrium. The handmade books will demonstrate a wide variety of techniques and approaches used in traditional and contemporary bookmaking.

ADMINISTRATION

CORE GROUP BENEFITS

We have received the renewal for group medical benefits for 2013-2014. Premiums will increase 9.75%. Because we made significant changes to our benefits last year offering only a HDHP/HSA plan and increasing the employee contribution, we are recommending no change to the plan for the upcoming benefit year. The renewal for the dental plan has not yet been received, but we are also requesting that the employee share remain the same for this plan.

The actual contribution rates will be communicated to the staff as soon as Administration has finalized the agreement with Anthem and MetLife.

Mrs. LaMacchia moved that the Board approve the benefits as proposed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...7 ayes. The motion carried **(06-2013)**.

NATIONAL LIBRARY WORKER'S DAY

April 16, we will celebrate and recognize all Library workers as part of National Library Workers' Day. National Library Workers' Day focuses on how library services depend on the important work done by *each and every* library staff member and department. Again, this year staff will be wearing red along with their service pins. The Library Foundation is once again providing a treat for the staff on the 16th.

In conjunction with National Library Week and this year's theme of "Communities Matter @ Your Library", the Library will partner with the Hoxworth Blood Center to host a blood drive. The Hoxworth Bloodmobile will be at the Main Library on Saturday, April 13, 2013 in the North Lot from 10:00 a.m. to 4:00 p.m. Parking will be available in the North Lot.

FACILITIES COMMITTEE REPORT

A meeting of the Facilities Committee was held on April 2. Committee member Ross Wright and Board President Bill Moran were present. Staff members Kim Fender, Greg Edwards and Pat Lance were also in attendance.

Mr. Hendon presented Committee recommendations that the Board:

STATEMENTS OF QUALIFICATIONS FOR THE CLIFTON & ST. BERNARD/READING BRANCH PROJECTS

From among the seventeen Statements of Qualifications received from firms interested in providing architectural and design services for the St. Bernard/Reading Branch project, and the nineteen Statements of Qualifications received from firms interested in providing architectural and design services for the Clifton Branch project, rank the top three firms for each project as follows:

St. Bernard/Reading

1. Champlin Architecture
2. GBBN Architects
3. KZF Design

Clifton

1. McClorey & Savage, Architects, LTD.
2. Glaserworks
3. Emersion Design

Further, authorize the Director to enter into a contract with Champlin Architecture as the firm most qualified for St. Bernard/Reading, and authorize the Director to enter into a contract with McClorey & Savage, Architects, LTD. as the firm most qualified for Clifton.

ST. BERNARD/READING CONSTRUCTION MANAGEMENT SERVICES

Approve publishing the following request for Construction Management Services for the St. Bernard/Reading project:

CONSTRUCTION MANAGEMENT SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ a construction manager to provide construction management services for the St. Bernard and Reading construction project. The project will construct two branch libraries: St. Bernard at approximately 8,000 square feet and Reading at approximately 12,000 square feet. The project budget for both buildings is \$7,000,000.

Design, consulting, construction management 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. Bidding is anticipated in January 2014 for a construction startup in March 2014.

The construction manager will provide services during the bid and construction phases of the project. Services will include value engineering, scheduling, construction logistics, supervision and coordination of all construction operations under the direction of Library staff.

Construction management firms interested in being considered for a contract to provide full services should submit one copy of a Statement of Qualifications no later than 4:00 p.m. Friday, May 3. 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 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, The 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 9.33.2, Statements will be evaluated and ranked on the basis of qualifications and the Library will enter into contract negotiations with the firm ranked most qualified.

CLIFTON CONSTRUCTION MANAGEMENT SERVICES

Approve publishing the following request for Construction Management Services for the Clifton project:

CONSTRUCTION MANAGEMENT SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ a construction manager to provide construction management services for the Clifton Branch construction project. The project will construct a branch library approximately 10,000 square feet. The project budget is \$3,500,000.

Design, consulting, construction management 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. Bidding is anticipated in January 2014 for a construction startup in March 2014.

The construction manager will provide services during the bid and construction phases of the project. Services will include value engineering, scheduling, construction logistics, supervision and coordination of all construction operations under the direction of Library staff.

Construction management firms interested in being considered for a contract to provide full services should submit one copy of a Statement of Qualifications no later than 4:00 p.m. Friday, May 3. 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 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, The 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 9.33.2, Statements will be evaluated and ranked on the basis of qualifications and the Library will enter into contract negotiations with the firm ranked most qualified.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...7 ayes. The motion carried **(07-2013)**.

ROOF REPLACEMENTS PROJECT

1. Confirm the contract with Imbus Roofing as the low bidder at \$219,328; \$30,672 below the estimate.
2. Authorize the Director to approve change orders that do not increase the overall budget and to execute the Certificate of Substantial Completion. All change orders will be reported to the Board for confirmation.
3. Establish the Project Budget, including a 10% contingency, as follows:

Project Budget:

Contract:	\$219,328.00
Contingency:	\$21,900.00
Total Budget:	\$241,228.00

STANDARDS OF LIBRARY BEHAVIOR POLICY CHANGES

Approve these changes to the *Standards of Library Behavior Policy* effective May 6, 2013:

- Remove “harassment or threatening behavior.” Use “disruptive behavior” for lower level violations and Any Violation of the Ohio Revised Code for higher level occurrences.
- Remove smoking in a Library facility and consumption of alcoholic beverages on Library premises as separate violations. Both will now be addressed under Any Violation of the Ohio Revised Code.
- Insert “wheeled devices” and “moving equipment” into the violation addressing interfering with access or egress.

- Add the violation “Posing a threat to the safety of persons or property through possession of excessive personal items, luggage and bags; the combined volume of all personal luggage and bags is not to exceed 5 cubic feet.”

CAPITAL PROJECT PLANNING

Approve including these projects in the Library’s 2014 budget:

- Funding at a total of \$3.3 million to make Madisonville, Price Hill and Walnut Hills branches handicapped accessible.
- Funding at \$5 million for the acquisition of land, and the construction of a larger facility to replace the current Miami Township branch library in the growing North Bend/Cleves community.

We do not expect to have the funds for these projects in 2014.

Mr. Hendon moved that the Board approve the approve the recommendations as proposed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...7 ayes. The motion carried **(07-2013)**.

For information only:

DEMOLITION OF THE BROOKLINE PROPERTY CARRIAGE HOUSE

In preparation for the upcoming renovation, the Brookline property’s carriage house will be demolished. The cost for the demolition is estimated to be well under the formal bid threshold of \$50,000, but three informal bids are being sought.

There was some discussion as to the value of the stone in the garage structure. Ms. Fender stated she was approached a while back by an individual interested in the stone. After a brief discussion it was determined that Ms. Fender would notify the individual after the demolition purchase order was issued and suggest he contact the demolition company.

MT. HEALTHY LEASE UPDATE

A follow up letter is being sent to the Mt. Healthy branch landlord, McMakin Lodge #120 F&AM asking for a resolution on the lease, which expires July 31, 2013.

NATURAL GAS TO BE DELIVERED BY ENERGY ALLIANCE TO REDUCE COSTS

The Library signed an agreement with Energy Alliances for Integrys Energy Services – Natural Gas, LLC to begin supplying natural gas to all Library locations. It is estimated that this change will result in approximately a 12% reduction in natural gas costs annually.

Mr. Hendon inquired if the Library had a similar agreement for the electric supply. Mr. Edwards stated that the Library does.

BADGE ACCESS EXPANDED AT MAIN LIBRARY TO SECURE STACKS

The badge access system that restricts access to only authorized staff is being expanded to include doors leading to the closed stacks at the Main Library. While there will still be a few doors leading to closed stacks without badge access, those will either be locked or are located behind a service desk making it very difficult for an unauthorized person to enter without being stopped by staff. The project is scheduled for completion by early summer.

COMMUNITY FORUMS TO BE HELD

To provide an opportunity for community engagement in the design of the renovated and new branch libraries, our staff will hold community forums in each of the four communities. Input from the community will be considered throughout the design and construction process.

Ms. Fender stated that 25 to 30 people attended the Clifton community forum upon an inquiry from Mr. Hendon.

CONSENT AGENDA ITEMS

Mr. Moran presented the following items for approval:

- Minutes of the Regular Meeting Held February 12, 2013.
- Monthly Financial Reports – for the periods ending February 28, 2013 and March 31, 2013.
- Investment Report (summary of invested balances) as of February 28, 2013 and March 31, 2013.

	<u>Amount</u> As of 2/28/13	<u>Amount</u> As of 3/31/13
<u>Operating Account</u>		
General Fund	\$12,423,453.69	\$10,870,308.37
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	174,467.92	169,892.34
Building and Repair	5,555,949.49	5,802,292.05
Permanent Trust Funds	<u>1,664,650.57</u>	<u>1,658,251.54</u>
	\$20,048,521.67	\$18,730,744.30
STAR Ohio		
Building and Repair	1,046,364.84	1,046,424.57
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,728,176.00</u>	<u>\$6,728,176.00</u>
GRAND TOTAL	<u>\$27,823,062.51</u>	<u>\$26,505,344.87</u>

- Personnel Change Report reflects changes through March 30, 2013.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
APPOINTMENT	BOND HILL BRANCH	HOMEWORK AIDE	0.30	MILLER, KILEY K	03/03/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	KEELER, KAROLYN	03/17/2013
APPOINTMENT	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1.00	PADGETT, JOSHUA	03/17/2013
APPOINTMENT	COVEDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ABBATIELLO, AMY L	02/17/2013
APPOINTMENT	DEER PARK BRANCH	HOMEWORK AIDE	0.30	FLETCHER, KAMYIA	02/17/2013
APPOINTMENT	MADISONVILLE BRANCH	CHILDREN'S LIBRARIAN	1.00	GEIGER, CYNTHIA	03/03/2013
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	CUSTODIAN	0.50	GREEN, ROBERT A	03/03/2013
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	CUSTODIAN	0.50	HARRIS, AIRIAL A	03/03/2013
APPOINTMENT	MAINTENANCE & CUSTODIAL SRV	CUSTODIAN	0.50	WHITE, CHENELL M	03/03/2013
APPOINTMENT	NORTH CENTRAL BRANCH	STUDENT SHELVER	0.30	FOSTER, ANTHONY M	03/03/2013
APPOINTMENT	NORTHSIDE BRANCH	HOMEWORK AIDE	0.30	KINDLE, EDWARD T	02/17/2013
APPOINTMENT	PLEASANT RIDGE BRANCH	HOMEWORK AIDE	0.30	TUBB, SHARON	03/03/2013
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.50	TUCKER, SARA	03/17/2013
APPOINTMENT	READING BRANCH	HOMEWORK AIDE	0.30	STURGILL, BESS	03/03/2013
APPOINTMENT	SHIPPING & MATERIALS RETRIEVAL	SHIPPING TEAM LEAD	1.00	WASHINGTON JR, THOMAS	03/17/2013
APPOINTMENT	TECHCENTER	TECHCENTER MANAGER	1.00	HYDEN, WILLIAM P	02/03/2013
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.30	FINK, EDWARD	03/17/2013
APPOINTMENT	MATERIALS RETRIEVAL	PAGE	0.50	AMMON, MELANIE	02/17/2013
APPOINTMENT	NORTHSIDE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	DAVIS, BARBARA J.	02/17/2013
APPOINTMENT	TECHCENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	WISE, ANDREW	03/17/2013
CHANGE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MARTINI, ANDREW M.	03/17/2013
CHANGE	MONFORT HEIGHTS BRANCH	BRANCH MANAGER	1.00	CAPPEL, LISA M.	03/17/2013
CHANGE	NORWOOD BRANCH	CHILDREN'S LIBRARIAN	1.00	ANDERSON, DEBORAH A.	02/03/2013
CHANGE	WALNUT HILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	THOMAS, SONGHAY	03/17/2013
CHANGE	NORTH CENTRAL BRANCH	SENIOR CHILDREN'S LIBRARIAN	1.00	ECK, SHANNON A	02/03/2013
DEMOTION	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SELICKMAN, ELIZABETH L.	02/17/2013
DEMOTION	READING BRANCH	CHILDREN'S LIBRARIAN	1.00	HEATON, KELLY	02/03/2013
DEMOTION	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.60	BERTKE, DOROTHY A.	02/17/2013
DEPARTURE	GENEALOGY & LOCAL HISTORY	SENIOR LIBRARY SRVS ASSISTANT	0.50	DWERTMAN, BENJAMIN C.	03/02/2013
DEPARTURE	INFORMATION & REFERENCE	GRANTS RESOURCE LIBRARIAN	1.00	COLEMAN, ROBIN J.	03/16/2013
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BECKER, KATHERINE B.	03/30/2013
DEPARTURE	POPULAR LIBRARY	SHELVER	0.50	LECKRONE, ALISON S.	03/30/2013
DEPARTURE	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.70	CARTER, TIFFANI N.	03/08/2013
DEPARTURE	ACQUISITIONS	ACQUISITIONS SPECIALIST	1.00	BASS, SHIRLEY	02/18/2013

DEPARTURE	DELHI TOWNSHIP BRANCH	SENIOR CHILDREN'S LIBRARIAN	1.00	BORN, KATHLEEN C	03/29/2013
DEPARTURE	EDUC & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	1.00	WINCH, KATHLEEN A.	03/29/2013
DEPARTURE	HUMAN RESOURCES	COMP & BENEFITS SPECIALIST	1.00	FOWLER, KATHLEEN A	03/29/2013
DEPARTURE	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.60	JAMISON, JAMES M.	02/22/2013
PROMOTION	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	MARTIN, SUSIE D.	03/17/2013
PROMOTION	DEER PARK BRANCH	TEEN LIBRARIAN	1.00	CHATTERJEE, SAGOREE	02/03/2013
PROMOTION	ELMWOOD PLACE BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	BOWMAN, JESSICA L.	02/17/2013
PROMOTION	HARRISON BRANCH	SENIOR BRANCH MANAGER	1.00	ELLIOTT, MICHELLE L	02/03/2013
PROMOTION	HARRISON BRANCH	SENIOR CHILDREN'S LIBRARIAN	1.00	SOPER, LISA M.	03/17/2013
PROMOTION	HUMAN RESOURCES	HUMAN RESOURCES COORDINATOR	1.00	SMITH, NICHELLE M.	02/03/2013
PROMOTION	MARIEMONT BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	STARR, MARGARET E.	03/17/2013
PROMOTION	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MACKEY, MADALYN E.	03/17/2013
PROMOTION	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.60	CROSBY, DARREN E.	02/17/2013

- Statistical Report for February 2013 and March 2013
- Top Ten Circulating Titles.

Mrs. LaMacchia moved that the Consent Agenda Items be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Sittenfeld, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran (except pass on investment report)...7 ayes. The motion carried **(08-2013)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary