

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

Date: October 11, 2016

Meeting: Regular

Place: Loveland Branch Library - 649 Loveland Madeira Rd.

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

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

Trustees Absent: None

Present: Kimber L. Fender, Greg Edwards, Andrea  
Kaufman, and Molly DeFosse

***PUBLIC COMMENTS***

None.

***ACTION ITEMS***

**FINANCE AND AUDIT COMMITTEE REPORT**

Ms. Kohnen moved the Board approve the following resolution:

Hamilton County Auditor Dusty Rhodes has forwarded to all County Fiscal Officers the following resolution for acceptance of 2017 tax levy rates and amounts. The resolution is to be approved by a roll call vote and returned to the Auditor before October 20.

**Resolution Accepting the Amounts and Rates as Determined by the Budget Commission  
& Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor**

Board of Trustees  
Rev. Code, Secs. 5705.34

**WHERE AS,** This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2017; and

**WHERE AS,** The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

**RESOLVED,** By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

**RESOLVED,** That there be and is hereby levied on the tax duplicate of said Joint District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

<b>SCHEDULE A</b> <b>SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION</b> <b>AND COUNTY AUDITOR'S ESTIMATED TAX RATES</b>							
	Amount Approved by Budget Com- mission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
GENERAL FUND	0	17,870,000	0	17,870,000	1.00	0.00	1.00
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
<b>TOTAL</b>	<b>0</b>	<b>17,870,000</b>	<b>0</b>	<b>17,870,000</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**SCHEDULE B  
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

CURRENT EXPENSE LEVIES		PERIOD OF TIME	Mills	Fiscal Year
Authorized on:	November 5, 2013	10 Years	1.00	17,870,000
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	TOTAL		1.00	17,870,000
<b>X8</b>				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Proposed TOTAL		0.00	0
<b>X7</b>				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Election Date TOTAL		0.00	0
<b>X6</b>				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election TOTAL		0.00	0
<b>X5</b>				
Authorized on:		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election TOTAL		0.00	0
Public Library of Greater Cincinnati & Hamilton County			0.00	September 13, 2016

and be it further

**RESOLVED**, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(26-2016)**.

**LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that the Library Operations – Facilities Committee met October 10, 2016. Committee Chairman Robert G. Hendon and Committee members Monica Donath

Kohnen and William J. Moran, as well as Board President Elizabeth H. LaMacchia were in attendance. Staff members Kim Fender, Molly DeFosse, Greg Edwards, and Jeff Gerrein were also in attendance.

It is the Committee's recommendation that the Board take the following action:

- Refer the matter of funding building maintenance/capital improvements to the Finance & Audit Committee for consideration
- Approve the concept of an operations center for the Library including seeking a location to house selected services and consolidating Library Services into the South building
- Authorize staff to explore options to re-purpose the North building

These recommendations are based on the Committee's review of the results of a comprehensive 18-month review of the condition and use of existing Library facilities.

The most surprising of these recommendations center on the Main Library. Since the North Building of the Main Library was built, Library use has changed significantly. Additionally, much of the space at Main is used for services that really don't need to be downtown, things like our call center, materials sorting and our loading dock. Relocating these services to an operations center increases functionality and saves money. Moving all Library services into the same building makes using the Main Library easier for our community without eliminating any services or reducing the collection size. Plus, with a smaller footprint building maintenance and security would be improved.

In summary that review found that:

- Of the 33 branches owned by the Library:
  - 10 are between 85 and 112 years old and 3 of these have never been renovated
  - 10 are between 44 and 58 years old and 7 of these have never been renovated
  - 10 are between 15 and 35 years old and only 1 of these has been renovated
  - The 11 renovations range from 1970-2014 with 7 occurring between 1997-2002
  - 3 are new
  - 3 are not ADA accessible and 3 more are not fully accessible
- Seven facilities are rented or contributed and four of these facilities are sub-standard and need to be replaced. Since the August Committee meeting, plans to relocate Greenhills have moved ahead reducing the number to three.
- Budget reductions at the State level began in 2002 and the Library did not replace that lost revenue with local funding until FY2010. This resulted in deferred maintenance at Library facilities now estimated to cost least \$18 million.
- Total cost for deferred maintenance, making all facilities fully accessible and replacing/renovating sub-standard branches is estimated to be at least \$54 million.

- At our current pace of funding building maintenance and capital improvements, it will take 27 years to complete this work.
- The Main Library comprises more square footage than the 40 branch libraries combined yet has the lowest number of transactions per square foot at 6.9, well below our system wide average of 20.3.
- Additionally, the Main Library houses many back of house services better housed in an operations center.
- A space utilization study conducted by GBBN found that if some services were moved to an operations center, Library services could be consolidated into the South building and the North building could be repurposed.

Benefits of these changes are significant. All Library facilities would be up-to-date, in excellent condition, and fully accessible. In fact, these changes would enhance services at branches and Main by incorporating current technology and design to best serve today's library customer.

Mr. Hendon moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(27-2016)**.

Mr. Hendon also reported the Committee recommended:

- Approve the 2016 Ongoing Maintenance Project Budget including the contingency of 10% as follows:

<i>Project budget:</i>	
Contract:	\$3,896,250.00
Contingency:	\$389,625.00
<hr/>	
Total Construction Budget:	\$4,285,875.00

- 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.
- Approve the relocation of the Greenhills branch to a 2,325 sq. ft. space located in the Greenhills Community Building with a three-year lease at \$500/month. Utilities and ongoing maintenance of the building will be the responsibility of the Winton Woods Schools.
- Approve the easement request for the Blue Ash branch storm sewer received from James M. Ford of Ford Homes, Inc., contingent on the following:

- Detailed engineered drawings are developed of the proposed work and approved by city inspectors.
- Letter from the engineer is received certifying that this change will not result in drainage issues on Library property.
- Drawings and letter are reviewed and approved by Facilities Committee Chairman, Robert G. Hendon.
- Cost of the easement will be \$15,000.

For information only:

- The Reading branch was officially awarded LEED Silver status. The St. Bernard branch was awarded LEED Silver status in late March.

Mr. Hendon moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(28-2016)**.

## ***INFORMATIONAL ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Fender reported:

- The Library was the recipient of Urban Libraries Council's Top Innovator Award in the collections category for the second time. We were one of 10 awards presented and were selected from more than 250 nominations. Our Top Innovation is called "We Have the Hots for You", a grouping of services that personalize Library services to meet individual cardholder's needs. Our first Top Innovator Award was for our Virtual Information Center.
- The Library is working with Hamilton County Jobs and Family Services, the Southwest Ohio Region Workforce Investment Board and Ohio Means Jobs on a series of workshops to support customers in finding new jobs and careers. In September and October three branch locations, Corryville, Reading and Westwood, are hosting weekly workshops with instruction from Ohio Means Jobs staff. Classes will feature leaders and managers from the business community offering attendees feedback and tips.
- We are in the process of updating the Library's Strategic Plan. We have reviewed the progress on action areas from the current plan and gathered input, including staff feedback from several sessions held over the summer. Areas of focus for the new Strategic Plan include customer service, growing users, positively impacting our

neighborhoods, supporting staff to reach their professional potential and achieving financial security. Specifics of the plan will be provided at the December meeting.

- Highlights from our quarterly New Cardholder Survey show 64% of users now access the Library from Mobile Devices compared to 44% 2 years ago and 49% of new cardholders have used our eBranch in their first quarter of having a Library card vs. 34% 2 years ago. We have started doing random customer satisfaction surveys. When a customer uses the Library at a physical location, they have the opportunity to receive a one question survey asking “On a scale of 0 – 10, how likely are you to recommend the Library to others.” To date our running Net Promoter Score is 96%. This is incredibly high and we expect it to drop as more responses are received. Currently the surveys go out once a week to 1% of customers who have had activity in the past 2 weeks. Weekly surveys allow us to better gauge customer satisfaction over time as well as follow-up with any unhappy customers promptly.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mr. Moran reported:

It was reported that:

- The Department of Labor (DOL) issued changes that will increase the minimum salary requirement for certain exemptions under the Fair Labor Standards Act (FLSA). The final rule will take effect on December 1, 2016 (pending Federal legislation may delay implementation by 6 months). Under the new rule, the salary threshold for the executive, computer professional, administrative, and professional employee exemptions was set as \$47,476 per year. As a result, there are five employees within grade 8, our entry level management grade, that fall below the new minimum. For these employees to maintain the exempt status, their salary will be increasing to \$47,486.70 per year. In addition, approximately 137 positions within the grade 7 will be reclassified to Non-Exempt positions due to not meeting the salary threshold. These include positions such as Children’s Librarians, Teen Librarians, and Reference Librarians.
- The fourth annual staff and retiree recognition program will be held on Sunday, October 30 in the Main Library Atrium from 5:30 p.m. – 7:00 p.m.
- The Library will be participating for the third year in the DePaul Cristo Rey High School’s Work Study Program. The purpose of this program is for students to gain work experience and realize the relevance of their education, while providing a service to local businesses and organizations. DePaul has secured donations for up to seven students to be placed with the library.
- Anthem has made a corporate decision to cover transgender benefits for fully insured groups at their renewal date in 2017. Our Benefit Broker, Strategic Employee Benefit Services, provided us with an update from Anthem on August 18, 2016 regarding this

decision. Our 2017 benefit year starts August 1. At this time, we have not received the details around the benefit.

- In September, managers kicked off the annual United in Sharing campaign with four activities. The managers put together and decorated bags for Healthy Snack Packs, Interview Success Kits, Study Kits and Happy Birthday Bags. All the items needed for these kits were donated by our staff. Close to two hundred healthy snack packs were put together and decorated, which we are sending to our branches that have hungry afterschool kids, and/or adults experiencing food insecurity. Forty-two Interview Success Kits were prepared and will be distributed at Workforce Development Programs with Ohio Means Jobs. Over seventy study kits will be going to Upspring. Sixty Happy Birthday Bags were assembled and have been delivered to the Freestore Foodbank. The United in Sharing campaign ends October 21.

### **LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT**

Mr. Wright introduced Karen Davis, Loveland Branch Manager, who expressed the excitement of the Loveland branch staff, users and community over the expansion of the existing Loveland branch. Although Loveland has long been one of the busiest branches in the system, they have also been half the size of branches in the top 10. Once the decision was made to expand the existing Loveland branch by adding the adjacent 3,500 sq. ft. space, branch staff began to develop a plan for how the additional space, and the existing space, would be utilized. The new layout includes more defined spaces for children and adults, and teen users have an area all their own that includes plenty of room for books, computers, and a dedicated gaming area. All customers will now have access to two small study rooms, a group meeting room, a large community meeting room and a MakerSpace equipped with a 3D printer, digital camera, button makers, sewing equipment, and a bike repair kit.

Mr. Wright reported:

*Our Cincinnati – Brought to Us by You* is an initiative where customers contribute to the creation of content through digitization, oral histories and a community authored book of essays. During the initial phase, staff will digitize photos and documents provided by customers at select library locations. The theme throughout the project will be “Neighborhood,” and will kick-off toward the end of 2016.

The Library will collaborate with Xavier University by providing students with a collection of popular reading materials to check out on-site at XU’s McDonald Memorial Library. This service is similar to the service already in place at The University of Cincinnati.

The Library is working with the Free Store Food Bank to pilot a program providing after school snacks at three Library locations beginning sometime in October. Price Hill, Pleasant Ridge, and College Hill Branch Libraries will receive healthy snack foods that will be provided to children attending Homework Help Aide sessions after school.



The Children’s Learning Center is currently being updated with freshly painted walls featuring bolder colors, new children’s chairs throughout the department, the installation of big screen technology in the public area, and the installation of a child-level book drop. Once completed, the department will also begin offering service via the mobile service model.

The 10<sup>th</sup> annual Books by the Banks Cincinnati Regional Book Festival will be held at the Duke Energy Convention Center on October 15 from 10:00 a.m. – 4:00 p.m.

In partnership with Books by the Banks, the Library is hosting children’s book author and educator Zetta Elliott on October 14

From October 23-31, the Library is inviting children, ages 12 and under, to trick-or-treat at the Library for Hallowread Week.

The Library will hold its 62<sup>nd</sup> Annual Veterans Day Commemoration at the Main Library on November 11 at 10:45 a.m.

*New York Times* bestselling author Lee Child will visit the Main Library on November 28 at 7:00 p.m.

The Main Library will celebrate the holidays on the first two Saturdays in December, from 2:00 p.m. – 4:00 p.m. with a variety of holiday activities for the entire family. On December 3, The Know Theatre will present their interactive fairy tale, *The Wildly Witty, Particular Princess and Ingenious Inventor of Floralee*. On December 10, the Cincinnati Northern Model Railroad Club will set up their train display and there will be live jazz with Chris Comer. There will also be a variety of holiday crafts/activities on both dates.

## ***CONSENT AGENDA ITEMS***

Mrs. LaMacchia presented the following items for approval:

- Minutes of the Regular Meeting held August 9, 2016.
- Investment Report (summary of invested balances) as of August 31, 2016 and September 30, 2016.

	Amount 8/31/2016	Amount 9/30/2016
<b><u>Fifth Third Investment</u></b>		
General Fund	\$1,000,000.00	\$1,000,000.00
Building and Repair	1,000,020.55	1,000,020.55
	<u>\$2,000,020.55</u>	<u>\$2,000,020.55</u>
<b><u>Operating Account</u></b>		
General Fund	\$13,051,598.09	\$11,856,485.40
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	328,717.97	345,633.79
Building and Repair	4,132,094.05	4,082,149.27

Permanent Trust Funds	1,406,087.04	1,396,720.92
	<u>\$19,148,497.15</u>	<u>\$17,910,989.38</u>
<b>STAR Ohio</b>		
Building and Repair	1,050,963.66	1,051,450.52
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,740,531.00</u>	<u>\$6,740,531.00</u>
<b>GRAND TOTAL</b>	<b><u><u>\$28,940,012.36</u></u></b>	<b><u><u>\$27,702,991.45</u></u></b>

- Monthly Financial Reports – for the periods ending August 31, 2016 and September 30, 2016.
- Contributions, Gifts and Donations

08/03/2016	LaMacchia Family Foundation	Support for Library Initiatives	\$ 5,000.00
08/08/2016	Library Foundation	Support for Madeira Children’s Area in honor of Shammi Bhati	\$25,000.00
Various	Friends of the Public Library	Support for Programs	\$59,521.00

- Personnel Change Report reflects changes through September 24, 2016.

Action	Agency	Position Title	Employee Name	Effective Date
APPOINTMENT	AVONDALE BRANCH	HOMEWORK HELP AIDE	FREEMAN, KAMILLE D	08/28/2016
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	DAVIS, ABIGAIL M	09/11/2016
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	HUBBARD, BRITTANY N	08/28/2016
APPOINTMENT	BLUE ASH BRANCH	STUDENT SHELVER	KUHL, KENNETH M	08/28/2016
APPOINTMENT	BOND HILL BRANCH	HOMEWORK HELP AIDE	BROWNLEE-HOLBROOK, HANNA E	08/28/2016
APPOINTMENT	BOND HILL BRANCH	STUDENT SHELVER	MARTINI, NICHOLE M	08/28/2016
APPOINTMENT	CHEVIOT BRANCH	TEMP SR LIBRARY SERVICES ASST	THOMAS, KERRIE A	08/14/2016
APPOINTMENT	CHILDREN'S LEARNING CENTER	SHELVER	HRIVNAK, CAYCE A	08/28/2016
APPOINTMENT	CORRYVILLE BRANCH	LIBRARY SERVICES ASSISTANT	CALLAHAN, MICHAEL J	07/31/2016
APPOINTMENT	CORRYVILLE BRANCH	HOMEWORK HELP AIDE	RAUSCH, KAILEY S	08/28/2016
APPOINTMENT	COVEDALE BRANCH	HOMEWORK HELP AIDE	CLARK, NIC A	08/28/2016
APPOINTMENT	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	BEACH, KELLI S	09/11/2016
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	KNOTT, DEVIN M	08/14/2016
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	ZALOT, MARIA H	08/28/2016
APPOINTMENT	GENEALOGY & LOCAL HISTORY	STUDENT SHELVER	ENG, LINDSAY M	09/11/2016
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	ELLERT, FRANCIS J	08/14/2016
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	LONNEMAN, KYLIE T	07/31/2016

APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	RISMA, IDRA A	08/14/2016
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	TANDON, RAVI	08/28/2016
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	BENDER, HEATHER M	09/11/2016
APPOINTMENT	HYDE PARK BRANCH	STUDENT SHELVER	SHAW, WILLIAM E	08/14/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	WIKOFF, BRIAN W	08/14/2016
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	POLLARD, DAVID M	09/11/2016
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	RING, ZOE E	09/11/2016
APPOINTMENT	MT. HEALTHY BRANCH	LIBRARY SERVICES ASSISTANT	BRIDGEMAN, CORRIE C	08/28/2016
APPOINTMENT	MT. WASHINGTON BRANCH	STUDENT SHELVER	CUSTER, EVAN T	09/11/2016
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	SEIFERT, AMANDA J	08/14/2016
APPOINTMENT	OAKLEY BRANCH	HOMEWORK HELP AIDE	WILLIAMS, JOEY K	08/28/2016
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	BARTON, MIRANDA J	09/11/2016
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	LEE, AMANDA J	08/28/2016
APPOINTMENT	SHIPPING & RECEIVING	TRUCK DRIVER	SCHOLL, DONALD W	09/11/2016
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	MOORE, ZACHARY R	08/14/2016
APPOINTMENT	ST BERNARD BRANCH	HOMEWORK HELP AIDE	MOREHEAD, BRIANNA L	08/28/2016
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	WINKLER, JENNIFER L	07/31/2016
APPOINTMENT	WALNUT HILLS BRANCH	HOMEWORK HELP AIDE	PERME, MARGARET L	09/11/2016
APPOINTMENT	WEST END BRANCH	HOMEWORK HELP AIDE	BLYE, STACEE D	08/28/2016
APPOINTMENT	WESTWOOD BRANCH	HOMEWORK HELP AIDE	DIEHM, GAVIN R	09/11/2016
APPOINTMENT	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	RUPP, CHLOE	09/11/2016
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	BROCK, GRACE L	09/11/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	STUDENT SHELVER	HENSLEY, TAYLOR A	08/14/2016
CHANGE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	PERRY, VALERIE S	08/14/2016
CHANGE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	SUTTLES, KAYLIE A	07/31/2016
CHANGE	NORTH CENTRAL BRANCH	SENIOR LIBRARY SERVICES ASST	BROWN, VANESSA	08/28/2016
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	RICHARDS, HADLEIGH G	08/14/2016
CHANGE	MADISONVILLE BRANCH	SENIOR LIBRARY SERVICES ASST	BACK, RYAN	09/11/2016
CHANGE	PROGRAMMING SERVICES	EVENTS & PROGRAMS ASSISTANT	BARNES, ETHAN E	09/11/2016
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	RITCHIE, VICTORIA L	08/14/2016
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	TRAME, MARY	09/11/2016
CHANGE	ST BERNARD BRANCH	STUDENT SHELVER	BASU, ANANYA A	08/14/2016

DEPARTURE	ANDERSON BRANCH	STUDENT SHELVER	ORLECK, KATALYN M	08/16/2016
DEPARTURE	ANDERSON BRANCH	STUDENT SHELVER	KELLER, BRYAN J	08/24/2016
DEPARTURE	ANDERSON BRANCH	LIBRARY SERVICES ASSISTANT	MELL, KURT R	09/21/2016
DEPARTURE	BLUE ASH BRANCH	STUDENT SHELVER	SCHREIBER, SARAH A	09/23/2016
DEPARTURE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	HARTZLER, LYDIA A	09/21/2016
DEPARTURE	BOND HILL BRANCH	STUDENT SHELVER	ASHE, ZAKIYYA S	08/08/2016
DEPARTURE	CHEVIOT BRANCH	STUDENT SHELVER	BONECUTTER, NOAH C	09/03/2016
DEPARTURE	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	RIDEOUT, ANTHONY M	08/25/2016
DEPARTURE	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	ROACH, INDIA A	08/27/2016
DEPARTURE	CORRYVILLE BRANCH	BRANCH MANAGER	WEDIG, BRADLEY J	09/09/2016
DEPARTURE	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	MCAFEE, KALYN L	08/19/2016
DEPARTURE	DIGITAL SERVICES	DIGITAL SERVICES ASSISTANT	DERICKSON II, SHALER O	08/09/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	JONES, RONISHA R	08/20/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	AKIN, NATALIE	08/05/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	MOLLER, HENRY S	08/05/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	SABET, NICOLAS	08/05/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	TABLER, ZACARY MW	08/05/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	WARE, MIKAELA S	08/05/2016
DEPARTURE	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	BAILEY, MATTHEW T	08/13/2016
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	MCCOLLUM, LILIAN	08/11/2016
DEPARTURE	GROESBECK BRANCH	LIBRARY SERVICES ASSISTANT	BUCHERT, CARRIE	09/24/2016
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	HANEY, TAYLOR	08/20/2016
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	ANGE, BRAYDEN A	08/24/2016
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	REEVES, SAVANAH	08/24/2016
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	BERLAGE, EMMA	08/13/2016
DEPARTURE	HYDE PARK BRANCH	STUDENT SHELVER	BROSCIOUS, EVELYN E	08/17/2016
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	LONG, JOANN V	08/16/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	COHEN, NANCY R	08/13/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	WRIGHT, PAUL R	09/20/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SHELVER	WIKOFF, BRIAN W	09/23/2016
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	ORTH, NATALIE B	08/13/2016

DEPARTURE	LOVELAND BRANCH	STUDENT SHELVING	YANKOVSKY, JESSALYN E	08/15/2016
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVING	KOLLMANN, EMILY	08/05/2016
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVING	SCHWEER, ALEXANDER R	08/13/2016
DEPARTURE	MADEIRA BRANCH	LIBRARY SERVICES ASSISTANT	NIEMEYER, KATHRYN R	09/17/2016
DEPARTURE	MONFORT HEIGHTS BRANCH	STUDENT SHELVING	PAUL, HANNAH M	09/15/2016
DEPARTURE	MT. WASHINGTON BRANCH	STUDENT SHELVING	RAY, EMILY J	08/19/2016
DEPARTURE	MT. WASHINGTON BRANCH	LIBRARY SERVICES ASSISTANT	NEAL, NELLIE	09/16/2016
DEPARTURE	NORTH CENTRAL BRANCH	STUDENT SHELVING	BURKE, ANNA K	08/03/2016
DEPARTURE	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	ANDERSON, MARTIN	09/09/2016
DEPARTURE	NORWOOD BRANCH	STUDENT SHELVING	MULLANEY, QUINN T	08/13/2016
DEPARTURE	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	SPENCER, OLIVIA S	08/06/2016
DEPARTURE	PROGRAMMING SERVICES	EVENTS & PROGRAMS ASSISTANT	ILIFF, ARIANNA A	08/12/2016
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVING	PETERS, MADELINE	08/13/2016
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVING	MORGAN, KAYLI R	08/22/2016
DEPARTURE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	ROTH, LAUREN A	08/19/2016
DEPARTURE	ST BERNARD BRANCH	STUDENT SHELVING	PRAMUK, JOHN I	08/05/2016
DEPARTURE	ST BERNARD BRANCH	STUDENT SHELVING	HUNTER-LINVILLE, ISAAC D	08/18/2016
DEPARTURE	ST BERNARD BRANCH	SENIOR LIBRARY SERVICES ASST	OSTERBUR, ANDREA L	08/06/2016
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVING	HAMPTON, DEXTER R	09/07/2016
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	SCHAEFER, PHILLIP W	08/06/2016
DEPARTURE	WALNUT HILLS BRANCH	LIBRARY SERVICES ASSISTANT	PARKS, KELONI	09/03/2016
DEPARTURE	WESTWOOD BRANCH	STUDENT SHELVING	BILL, BRIDGET L	08/13/2016
DEPARTURE	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	BROCK, CARL	08/25/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	SUMMER BRAIN CAMP AIDE	SCHAICH, GLENN A	08/05/2016
DEPARTURE	POPULAR LIBRARY	SHELVING	JACKSON, RYAN D	08/11/2016
PROMOTION	BOND HILL BRANCH	LIBRARY SERVICES ASSISTANT	HOBAN, IAN A	08/14/2016
PROMOTION	MADISONVILLE BRANCH	CHILDREN'S LIBRARIAN	MATTSON II, RICHARD ALLEN	08/14/2016
PROMOTION	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	GABOTERO, CHELSEA R	08/28/2016
PROMOTION	SERVICE OPERATIONS	FLOATER	REED, JESSICA	07/31/2016
PROMOTION	SERVICE OPERATIONS	FLOATER	SUTTON, JULIA B	07/31/2016

- Statistical Report for September, 2016.

- Top Ten Circulating Report for September, 2016.

Mr. Moran moved that the Board approve the report as filed. Mr. Hendon seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright  
Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(29-2016)**.

The Regular Meeting was then adjourned.

### ***EXECUTIVE SESSION***

Mr. Wright moved that the Board go into Executive Session to discuss Pending or Imminent Court Action with our Attorney, Matt Wagner. Mr. Moran seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright  
Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(30-2016)**.

Mr. Moran moved that the Board exit Executive Session. Mr. Hendon seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright  
Mr. Zaring and Mrs. Trauth ...7 ayes. The motion carried. **(31-2016)**.

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President

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Attest: Secretary