

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

Date: February 12, 2019

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden

Trustees Absent: Ms. Clemons

Present: Carl Allison, Paula Brehm-Heeger, Molly DeFosse, Staci Dennison, Maria Sferra, and Beth Yoke

PUBLIC COMMENTS

None.

ACTION ITEMS

Mr. Moran moved the following:

- Confirm that children's book author/illustrator Rosemary Wells has generously offered us the opportunity to exhibit some of her original art (approximately thirty pen and ink drawings with watercolor, gouache, acrylic ink, India ink, colored pencil and pastel from *Noisy Nora*, approximately 10 x 12 inches) on long-term loan in the Children's Library giving children the opportunity to see original art and encourage children to create their own art. Ms. Wells has specific terms that stipulate the conditions of this long-term loan. We are reviewing these terms.

- Confirm that Josh Stout, a local Over-the-Rhine resident and artist whose artwork can be seen throughout downtown, has offered to create artwork for the brick wall along the perimeter of the Main Library's Walnut Street side. Mr. Stout has offered to donate his time and necessary materials. We anticipate this project being completed in the spring.
- Approve the updated policy on Petitioning on Library Premises and Distribution and Posting of Non-Library Material policies. These updates have been reviewed by the Hamilton County Prosecutor's office.

Proposed Policy: Petitioning on Library Premises

Individuals circulating petitions on Library property must follow all pertinent legal guidelines and Library policy. Petitioners are permitted to solicit names on Library property such as, walkways and parking lots, but must not interfere with ingress/egress to the Library property. Petitioners are not permitted to solicit names inside any Library building, lobby area, or immediately outside any entrance doors.

Campaign material is only permitted to be distributed outside of Library buildings which serve as a polling location. Individuals distributing campaign material must: i) do so at least 100 ft. from the entrance of the Library building serving as a polling location; and ii) not block or interfere in any way with ingress/egress to the Library property.

Proposed Policy: Distribution and Posting of Non-Library Material Policy

The Public Library of Cincinnati and Hamilton County only posts and distributes posters, flyers, brochures, and other miscellaneous announcements that publicize community events of a civic, cultural, educational, or recreational nature that are open to everyone and presented by non-commercial groups located in Hamilton County. No items, including surveys of any nature, may be posted or distributed without approval from the Library's Eva Jane Romaine Coombe Director. Items to be considered for posting or distribution should be submitted to the Management at the appropriate location who may review the material for further consideration with the Marketing Department and/or the Eva Jane Romaine Coombe Director as needed. The display and distribution of non-library materials does not constitute endorsement of the materials' content by the Public Library.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(03-2019)**.

Mr. Moran moved the following:

- Confirm that on January 30, 2019, bids for the 2018 Main Library Roof – North Building were received. The lowest responsible bidder was Imbus Roofing Co, Inc.
- Approve the 2018 Main Library Roof – North Building Project Budget including a contingency of 10%:

<i>Project budget:</i>	
Contract:	\$1,099,500
Contingency:	\$ 109,950
<hr/>	
Total Construction Budget:	\$1,209,450

- Authorize the Eva Jane Romaine Coombe 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.
- Authorize the following bid advertisements for HVAC upgrades. Furthermore, authorize the Library’s Eva Jane Romaine Coombe Director to review the bids with the Chair of the Facilities and Finance and Audit Committee and enter into a contract with the lowest responsible bidder.

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Board of Trustees of the Public Library of Cincinnati and Hamilton County at the Third Floor Administration Offices of the Main Public Library, 800 Vine Street, Cincinnati, Ohio 45202, until 12:00 noon, local time Thursday, April 4, 2019 for furnishing all labor, materials, equipment, services, and supervision necessary to complete the project titled:

PLCH MAIN LIBRARY – 2018 ENERGY RETROFIT PROJECT (HVAC UPGRADES)

Proposals shall be in accordance with the Contract Documents prepared by Motz Engineering, 447 Morgan Street, Cincinnati, Ohio 45206, phone (513) 621-5400. Bids received after the stated deadline will not be accepted. Bids by facsimile transmission will not be accepted. Proposals will be publicly opened and read aloud. All interested parties are invited to attend.

Individual lump sum bid for trade contract TC- 05 is requested. The estimate for the contract is:

TC-05 HVAC Upgrades.....	\$2,735,000
Total:	\$2,735,000

The summary of work for the proposal in TC-05 is:

Remove existing steam boilers and associated steam and condensate return piping, finned pipe, heaters, and all associated accessories and controls. Install new pre-purchased high-efficiency hot water boilers and hot water piping, finned pipe, heaters, controls, and electric as indicated on the plans.

Remove existing AHUs and install new pre-purchased AHUs. Replace associated ductwork, coils, electric, controls, and accessories as indicated on the drawings. Make modifications to existing return air and energy recovery systems. Bid shall include all general, HVAC, controls, and electric work.

Make modifications to existing return air system, controls, and energy recovery ventilator.

Starting Friday, March 15, 2019, bidders may purchase Contract Documents (full sets only) at the cost of reproduction from Phipps Reprographics, 6920 Plainfield Road, Cincinnati, Ohio 45236, phone (513) 793-1030.

A pre-bid meeting will be held at the Main Library, 800 Vine Street (Third Floor – Tower Room), Cincinnati, Ohio 45202 on Thursday, March 21, 2019 at 1:00 P.M.

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

Bidders shall comply with the Prevailing Wage Rates on public improvements in Hamilton County, Ohio, as ascertained and determined by the Ohio Department of Commerce Bureau of Labor & Worker Safety as provided in Section 4115 of the Ohio Revised Code.

Submitted bids shall not be withdrawn for a period of sixty (60) days following the date of the bid opening. The Owner shall award contracts to the lowest responsible bidder.

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

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

This notice is posted on the Public Library of Cincinnati and Hamilton County website and can be found by a link on the home page at: www.cincinnati.library.org.

- Authorize waiving the pre-audit conference. The audit for 2018 will be performed by the Auditor of State's Office. The audit is scheduled to begin the first week of March. The auditors have extended an offer for a pre-audit conference with the Board.
- Approve the license agreement with the Mariemont School Board for temporary use of part of Library property, to be used for a construction trailer and construction parking.

In working through this request the Library discovered that the property that the Mariemont Branch sits on was given to the Library by the Village of Mariemont. The deed included a reverter clause that stated the property would revert to Mariemont if it was used for anything other than Library purposes. The Hamilton County Prosecutor's Office worked with the Village of Mariemont to resolve this so that the Library could grant the temporary use. The execution of the license agreement is subject to satisfactory review by the Prosecutor's Office on action to be taken by the Mariemont Village Council in the matter of the reverter clause. The agreement has otherwise been approved by the Prosecutor's Office.

LICENSE AGREEMENT

This License Agreement is made as of February 12, 2019, between The Public Library of Cincinnati and Hamilton County (Licensor), 800 Vine Street, Cincinnati, Ohio 45202-2009 and Mariemont School District (Licensee), 2 Warrior Way, Cincinnati, Ohio 45227.

1. Subject to the terms and conditions set forth in this Agreement, Licensor grants Licensee a nonexclusive license (the "License"), to enter upon and use the real property of Licensor (the "Licensed Premises") consisting of approximately 0.766 acres of undeveloped land (Auditor's parcel number 527-0020-0521-90) located immediately east of the paved parking lot of the Mariemont Branch of the Public Library of Cincinnati and Hamilton County, 3810 Pocahontas Avenue, Cincinnati, Ohio 45227. The Licensed Premises may be used by Licensee only for purposes of ingress, egress, temporary office space, and parking on the Licensed Premises to facilitate Licensee's improvement of its real property located at 2 Warrior Way, Cincinnati, Ohio 45227. The proposed use of the Licensed Premises shall conform to the plan proposed by the Licensee, attached hereto and marked Exhibit "A." Licensee shall not be permitted to commit any waste, cause any other damage to the Licensed Premises, or use the Licensed Premises for purposes other than those specified above.
2. The License will commence on the date first written above and shall terminate automatically at 6:00 p.m. on December 31, 2021. Prior to the termination date, either Licensor or Licensee may terminate this License Agreement effective upon 30 days written notice to the other party. Upon termination of the License, whether at the expiration of the term or by notice of intent to terminate by either party, Licensee's right to enter upon and use the Licensed Premises shall cease.
3. Licensee shall restore and repair the Licensed Premises to the same condition it was in at the time the License commenced, unless otherwise agreed to by the parties in writing. Any repair and restoration shall be pursuant to the approval of the Licensor. Licensor's approval shall not be unreasonably withheld. Licensee shall maintain the Licensed Premises in a good, safe, and clean manner and in compliance with all applicable local and state laws and regulations of the appropriate governmental authorities, all at Licensee's sole cost and expense.
4. Licensee shall indemnify and hold Licensor harmless from and against all damages, losses, judgments, costs, and expenses, including attorneys' fees, incurred by or imposed upon Licensor or the Licensed Premises directly or indirectly in connection with any entry upon or activity conducted on the Licensed Premises by Licensee or its employees, agents, contractors, invitees, and/or trespassers. Without limiting the foregoing, Licensee shall not suffer or permit any mechanics' or materialmen's liens to be filed against the Licensed Premises by reason of any work, labor, services, materials, or equipment supplied or claimed to have been supplied to Licensee or any contractor or subcontractor of Licensee. If any mechanic's or materialman's lien is filed against the Licensed Premises, then Licensee shall, promptly after notice of filing, either i) cause the same to be discharged of record by deposit in court or bonding or ii) furnish Licensor with indemnification or other security against loss or damage arising from the lien in form and substance reasonably satisfactory to Licensor. If Licensee learns of any claim or action

pertaining to mechanic's or materialmen's liens, Licensee shall give prompt notice of the same to Licensors.

5. Licensee shall procure and maintain at Licensee's sole expense a policy of liability insurance covering the Licensors and naming the Licensors as an additional insured (the Public Library of Cincinnati and Hamilton County) with policy limits of not less than \$2,000,000.00 per occurrence for bodily injury or death, and \$2,000,000.00 per occurrence for property damage. Licensee shall deliver to Licensors a certificate of this insurance upon execution of this Agreement.
6. This Agreement is not assignable by Licensee. Any assignment shall be void and of no force and effect.
7. Licensee shall have full right and privilege to use the Licensed Premises for the purposes as stated in Paragraph 1 herein. Licensors shall not unreasonably interfere with the rights granted to Licensee hereunder.
8. Any notice to be given by either party to the other pursuant to the provisions of this Agreement shall be deemed to have been given when deposited in the U.S. Mail, registered or certified, return receipt requested, addressed to the other party at the address stated above or at such other address as each may designate by written notice to the other in the foregoing manner.

Signed and Acknowledged:

The Public library of Cincinnati and Hamilton County

By: _____

Paula Brehm-Heeger
Eva Jane Romaine Coombe Director

State of Ohio
County of Hamilton

The foregoing instrument was acknowledged before me this ____ of ____, 2019 by Paula Brehm-Heeger, Eva Jane Romaine Coombe Director, on behalf of the Public Library of Cincinnati and Hamilton County

Notary Public State of Ohio

By: _____

Signed and Acknowledged:
The Mariemont Board of Education

By: _____

Tom Golinar
Chief Financial Officer

State of Ohio
County of Hamilton

The foregoing instrument was acknowledged before me this ____ of ____, 2019 by Tom Golinar, Chief Financial Officer, on behalf of the Mariemont Board of Education

Notary Public State of Ohio

By: _____

State of Ohio
County of Hamilton

The foregoing instrument was acknowledged before me this ____ day of _____, 2019 by

Notary Public State of Ohio

- Approve the additional request from the Mariemont School Board for a permanent easement of a small portion of Library property for a newly constructed sidewalk. The easement has been approved by the Hamilton County Prosecutors' Office.

DEED OF EASEMENT

Know All Men by These Presents: That **THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY**, whose tax mailing address is 800 Vine St, Cincinnati, OH 45202 for valuable consideration the receipt of which is hereby acknowledged, has granted, bargained, sold, conveyed, and by these presents does grant, bargain, and convey, to the **MARIEMONT CITY SCHOOL DISTRICT BOARD OF EDUCATION**, located in the County of Hamilton,

State of Ohio, as Grantee, a non-exclusive easement for purposes of installing of a sidewalk (the "Sidewalk Easement"), as well as a temporary easement for purposes of constructing the same (the "Construction Easement") on, over, and through land owned by Grantor and being more particularly shown on the drawing attached hereto as Exhibit A and described as follows (the "Property"):

The Sidewalk Easement:

Situated in Section 3, Town 4, Fractional Range 2, Village of Mariemont, Columbia Township, Hamilton County, Ohio, and being part of a tract of land conveyed to the Public Library of Cincinnati and Hamilton County in D.B. 3733 Pg. 508, the boundary of a sidewalk easement being more particularly described as follows:

Beginning at the northeast corner of said Public Library tract of land;

Thence along the east line of said Public Library tract of land, S36°33'51"W a distance of 11.46 feet;

Thence through said Public Library tract of land, N14°00'29"W a distance of 17.74 feet to a point in the north line of said Public Library tract of land;

Thence along said north line, S54°13'10"E a distance of 13.71 feet to the point of beginning.

Containing 0.002 acres, more or less and being subject to easements, restrictions and rights of way of record.

Bearings are based on Hamilton County Monument Nos. 2235 Pg. 2236A.

The Temporary Construction Easement (Termination upon the earlier of i) the date of completion of the sidewalk, or ii) on 9/1/2021):

Situated in Section 3, Town 4, Fractional Range 2, Village of Mariemont, Columbia Township, Hamilton County, Ohio, and being part of a tract of land conveyed to the Public Library of Cincinnati and Hamilton County in D.B. 3733 Pg. 508, the boundary of a construction easement being more particularly described as follows:

Beginning at a point in the east line of said Public Library tract of land, said point being S36°33'51"W a distance of 11.46 feet from the northeast corner of said Public Library tract of land;

Thence along said east line, S36°33'51"W a distance of 24.73 feet;

Thence through said Public Library tract of land, N11°16'03"W a distance of 53.10 feet to a point in the north line of said Public Library tract of land;

Thence along said north line, S54°13'10"E a distance of 25.66 feet;

Thence through said Public Library tract of land, S14°00'29"E a distance of 17.74 feet to the

point of beginning.

Containing 0.015 acres, more or less and being subject to easements, restrictions and rights of way of record.

Bearings are based on Hamilton County Monument Nos. 2235 Pg. 2236A.

If the Property or adjoining premises is disturbed or damaged by Grantee, its employees, agents or invitees when utilizing the Easement, Grantee, upon the written request of Grantor, shall repair the damage and restore the Property to the condition in which it was found prior to such use; and Grantee, its agents or contractors may, upon written request of Grantor, enter upon the Property for the purpose of repairing and restoring the Property and / or adjoining premises as aforesaid. Grantor shall otherwise maintain the Property.

IN WITNESS WHEREOF, the said Grantor, has caused its name to be subscribed hereto by representatives authorized to execute the within Deed of Easement, this ____ day of _____, 2019.

GRANTOR

By _____

Title

By _____

Title

STATE OF OHIO:

SS:

COUNTY OF HAMILTON:

Be It Remembered, that on the ____ day of _____ 2019, before me, the subscriber, a notary public, in and for said county and state, personally came _____, (Title) _____, of the Grantor in the foregoing Deed, and acknowledged the signing thereof on behalf of the Grantor to be its voluntary act and deed, pursuant to authority of the Public Library of Cincinnati and Hamilton County.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my notarial seal, on the day and year last aforesaid.

Notary Public

STATE OF OHIO:
SS:
COUNTY OF HAMILTON:

Be It Remembered, that on the ____ day of _____ 2019, before me, the subscriber, a notary public, in and for said county and state, personally came _____, (Title) _____, of the Grantor in the foregoing Deed, and acknowledged the signing thereof on behalf of the Grantor to be its voluntary act and deed, pursuant to authority of the Public Library of Cincinnati and Hamilton County.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my notarial seal, on the day and year last aforesaid.

Notary Public

This instrument prepared by:
Ryan M. LaFlamme, Esq.
Ennis Britton Co, L.P.A.
1714 W. Galbraith Rd.
Cincinnati, OH 45239

- Authorize the release of the Fiscal Officer of personal liability related to the theft of a laptop from the Price Hill location at the Community Recreation Center on January 25, 2019. The laptop is valued at \$709.80. A police report has been filed.

Through the work of Library Security and Branch staff, the suspect was identified and subsequently arrested when he attempted to take another laptop. The Library will continue to work with the police and seek restitution.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(04-2019)**.

Ms. Allen moved the following:

- Approve the new policy of relocation reimbursement for physical moving expenses in those situations when it is needed to secure a top candidate.

Reimbursement of Relocation Expenses

Providing reimbursement of relocation expenses for senior-level leadership candidates is, at times, used to attract and secure a preferred candidate. The Library will provide reimbursement for physical moving expenses only (defined as assistance with expenses associated with relocating one's personal belongings). No other expenses are applicable for reimbursement

(including, but not limited to: travel expenses of any nature including but not limited to mileage and/or airfare, property transactions such as commission, costs to turn on and off utilities, cost to move a vehicle, childcare/eldercare assistance, home sale assistance, temporary housing, etc. – not intended to be all inclusive).

Physical moving expense reimbursements are available for senior-level leadership positions (salary grades 12 and above). The Library will gross-up any reimbursement amount to account for any taxes on the amount the Library is paying back to the employee. The total amount of reimbursement a candidate can be offered is \$5,000. This will cost the Library a maximum of \$8,000 after the tax gross-up. Eligibility requirements also require the candidate to be relocating more than 50 miles from their current residence.

When a candidate is receiving reimbursement for relocation expenses Human Resources will contact the Library’s Fiscal office and notify them of the agreed upon amount. The Fiscal office will then calculate the amount to pay the candidate in order for the candidate to receive the agreed upon amount after taxes.

In order to receive reimbursement for qualified expenses the candidate must provide an itemized receipt for expenses covered by this policy to the Human Resources Director within 90 days of incurring the expense. If the candidate voluntarily resigns from the Library within 18 months of being hired they will be required to repay the full amount (100%) of reimbursed expenses they received from the Library.

Offering an expense reimbursement should be considered as a last resort during negotiations with a potential candidate.

Approved: 3/01/2019
Effective: 3/01/2019
Reviewed: 1/30/2019

Mr. Moran seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(05-2019)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR’S REPORT

Ms. Brehm-Heeger reported that:

- In 2018, the Library continued to demonstrate its excellence by again achieving impressive ratings in national metrics for public libraries, including the Library Journal (LJ) index, which rates libraries according to per capita circulation, visits, program attendance, and Internet use, awarding us a five-star rating for the sixth year in a row. This is the highest rating possible, and for libraries with budgets of \$30 million or more, we ranked second in the country. Our number

of items borrowed in 2017 was so high we ranked third in the nation.

- The Library received a vote of confidence in May 2018 with taxpayers generously supporting a 1-mill levy that will support much needed facilities improvements and accessibility projects including Price Hill, a project that is already under way and which demonstrates our commitment to community engagement as we plan for future facilities and service needs.
- In the fall, the Library worked with Group 4 Architecture, Research + Planning to gather community input and feedback about the Main Library atrium as well as options for the Price Hill location. We established six planning principles at that time: Maximize Access; Transparency; Customer Focus; Operational Sustainability; Industry-leading Excellence, Diversity, and Inclusion. These principles will guide our work throughout the Facilities Master Plan project and ensure we build next generation libraries that are flexible, adaptable, and sustainable.
- The Library's success in serving young users continued with the 2018 Summer Adventure program seeing a 12% increase over last year. Through partnerships with UMC Food Ministry and Mt. Healthy City Schools, the Library was able to serve 18,248 summer meals and snacks in June and July. Ninety mini-Brain Camps were attended by 1,401 children, and 2,165 children and teens participated in twenty-nine week-long Brain Camps at the Main Library and Library branches. Another new and successful element to this year's program was Summer Reading Tutoring, with children at ten branches receiving weekly one-on-one tutoring sessions with an educator. In the fall, the Library worked with the YMCA to offer Pop-Up Preschool at Deer Park and St. Bernard.
- The Library expanded its laptop kiosk initiative, placing kiosks at three additional branch locations and the Main Library, and introduced Krayola Kiosks for children, an initiative which has proven very popular and will be implemented at additional locations in 2019.
- Last year was also a year of transition for the Library. Our long-served leader, Kimber L. Fender, retired at the end of June and the Board undertook an extensive, national search for a new Eva Jane Romaine Coombe Library Director. This search engaged the community and staff with an emphasis on collaboration and communication, an ideal foundation for all of the exciting work we will be undertaking in 2019 and beyond! Thank you to the Library's amazing, supportive community, staff, volunteers, and Board for making 2018 another outstanding year.
- On February 1st, approximately forty community leaders and stakeholders attended an early morning presentation outlining the Library's 2019 plans and priorities. Board members Monica Donath Kohnen and Diane Cunningham Redden reviewed the Board of Trustees-adopted Planning Principles developed in the fall of 2018. Community partners Daniel Betts, Cincinnati Recreation Commission Executive Director, and Jorge Perez, YMCA Executive Director, spoke about the partnerships each organization has with the Library. Foundation Board President Scott Richards emceed and Paula Brehm-Heeger highlighted the Facilities Master Plan and other focus areas including workforce development, services for young people, and extending our reach through technology innovation.
- Invitations have been sent to fifty community, business, and government leaders and stakeholders to participate in the Facilities Master Plan Community Advisory Committee. The

first meeting of this group will be on February 26th as part of the overall kickoff for the Facilities Master Plan project. The intention of this group is to provide feedback about planning activities and to communicate with the larger Hamilton County community about the Library's engagement, progress, and planning process. A staff engagement group consisting of approximately 40 staff members representing a variety of agencies and positions will meet on February 25th and will likewise provide feedback from a staff perspective.

- In late January, Paula Brehm-Heeger attended the American Library Association's Midwinter Meeting. She had the opportunity to attend two pre-conferences: Equity, Diversity and Inclusion in Public Libraries and Advancing Racial Equity in Public Libraries. Additionally Ms. Brehm-Heeger met with publisher representatives about effective options for libraries and publishers to work together in the evolving eBook market in order to maximize public library users' access to eBooks and eAudiobooks.
- The Ohio Library Council's (OLC) annual legislative day will be held April 9th in Columbus.
- Paula Brehm-Heeger has been appointed to the Southwest Ohio Regional Workforce Investment Board (SWORWIB). This appointment supports the Library's continuing workforce development activities with community and government agencies, including OhioMeansJobs and Hamilton County Department of Jobs and Family Services. This is a two-year appointment.
- In 2018, the Library's circulation through Overdrive reached 2.3 million checkouts. The Library is also celebrating its ten-millionth Overdrive checkout this month. The Library's circulation of more than two million last year through Overdrive, which holds a very large market-share of public library e-material offerings, is among the highest (non-consortium) in North America.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Moran reported that:

- Price Hill Branch Accessibility Project

The final decision to renovate and build an addition to the existing building was very well received by the community members in attendance at the January 29th Price Hill public meeting. There was additional discussion about access to the parking lot. Library staff is investigating options while the project moves forward.

Price Hill Architect Project milestone dates:

- | | |
|--|----------|
| ○ Selection of the Conceptual Design by Library | 3/6/19 |
| ○ Schematic Design and Design Development conclude | 6/26/19 |
| ○ Board approves Bid Advertisement | 8/13/19 |
| ○ Construction Documents complete | 9/18/19 |
| ○ Bids Due – no later than | 10/16/19 |
| ○ Construction begins – no later than | 11/13/19 |

The construction is expected to be completed in fifteen to eighteen months. The project will be designed to meet LEED certification. The architect will provide us with options and cost

estimates to meet the various designations during the design process with decisions made based on a variety of factors including budget availability and overall payback.

- Madisonville and Walnut Hills Branches' Accessibility Projects

Design Impact will be holding listening sessions at both Madisonville and Walnut Hills as the first step in the community engagement process. The session at Walnut Hills is scheduled for March 18, 2019 and the session at Madisonville is scheduled for April 23, 2019.

We plan to close on the Walnut Hills property prior to the end of March. The acquisition of the property provides for a variety of addition options. The current building has 6011 square feet on both the first (lower) and second (main) level.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- The Library has created six additional shelver positions at the following locations: Avondale, Corryville, Mount Healthy, Northside, Walnut Hills, and West End. This is part of an effort to help create a talent pipeline for individuals within the various communities we serve.
- Carl Allison, HR Director, announced that he will leave the Library to pursue other opportunities. His last day at the Library will be February 22nd.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- The Library's annual cardholder survey launched on January 17th and runs through February 22nd. As of February 6th, over 4,500 cardholders have taken the survey. This year's survey focuses on satisfaction and awareness in order to provide baseline information to use as we further the strategic plan. Prior surveys were focused on differentiating usage and types of usage and the results have remained consistent for several years.
- The Library is working with Hamilton County Job and Family Services (HCJFS) to plan, implement, and evaluate a series of eight workshops targeting HCJFS clients in the Millvale community who need help obtaining employment and/or help with wrap-around supports, like child-care and transportation, needed to make employment possible. The workshops will run in March and April at the Northside Branch and will include an adult literacy component.
- *Cincinnati Works* is piloting an effort at the Main Library, which will embed *Cincinnati Works* staff in Main's TechCenter. These embedded staff will provide point-of-need support for individuals who need job-related help, such as resume writing or applying online for work. The goal is for *Cincinnati Works* staff to establish initial contact with job seekers through the Library, and then follow up with the individual as needed for more extensive job coaching.

- Ohio will celebrate In-Demand Jobs Week May 6–10. The Office of Workforce Transformation (OWT) promotes this statewide celebration of jobs, industries, and skills that are in-demand in our state. The Library has received early positive attention from the state with OWT flyers highlighting our Library’s “Tiebrary” initiative.
- The Library has been selected to be a part of the Urban Libraries Council (ULC) Partners for Middle School STEM library cohort. More than 50 libraries submitted applications. We were one of only ten libraries selected. The initiative is centered on best practices for developing middle schoolers’ STEM skills to meet the needs of a next generation workforce. Staff will participate in multiple learning experiences and the cost of associated travel will be covered as part of our selection for participation. The kickoff meeting is March 13–14, 2019 in Chicago.
- In partnership with the YMCA of Greater Cincinnati, the Library will continue the popular Pop-Up Preschool pilot at the Deer Park Branch this spring. The Library anticipates that with the conclusion of the Pop-Up Preschool pilot this coming spring, considerations will be given to expanding the service to additional locations in the fall.
- Students often struggle in school because of issues beyond their control in their personal or family life. In January, the Lighthouse Youth Advisory Council partnered with the Library’s Youth Outreach Program to have a presence in the TeenSpot. On the day they visited, the Council interacted with 54 young people between the ages of 18-24, connected 6 to the Council’s Youth Outreach Program to receive assistance in obtaining housing, shelter and other services, and collected contact information on 10 more youth sleeping in unstable situations.
- The Talbert House Behavioral Health Resources will provide training to managers in February related to the opioid crisis that is designed to increase knowledge of community partner resources, how to better engage people with resources who may be in crisis, and techniques for staff to reduce their own compassion fatigue. Additionally, an Opioid Crisis Community Forum was held at the Main Library on February 2nd. The Forum had more than 80 attendees and featured a discussion with panel experts from PreventionFIRST!, Talbert House, Hamilton County Public Health, and the Hamilton County Heroin Coalition.
- The Library is partnering with Soapbox Cincinnati to present a Civics Essential Game Hour on March 28 at the Sharonville Branch. Designed to improve the civics knowledge of Ohio adults, attendees will engage in an hour of fun to out-compete one another with basic civics knowledge, as well as see where they sit among the civics knowledge spectrum of fellow Ohioans. They will also receive a local civics resource list prepared in collaboration with the State Library of Ohio.

TECHNOLOGY COMMITTEE REPORT

Ms. Kohnen reported that:

- The holds pick-up lockers at the Main Library became available for customer use on January 10. We will begin promoting this new service and have already had eleven checkouts from the lockers in January.

- Staff, in coordination with our consultant John Huber, has completed the planning work for the layout, work processes, and new delivery routes for the Distribution Center. Next steps include planning for the transition of work from the Main Library to the Distribution Center.

Mr. Moran inquired about the target date of opening the Distribution Center. Paula Brehm-Heeger stated that the goal was to have the renovation completed by August 31, 2019 and the Distribution Center to be operational by the end of 2019.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced TechCenter/MakerSpace Manager Bill Hyden and Team Leader Nate Pelley.

Bill and Nate presented the following information:

- With over 71 public access computers, a thirty bay laptop kiosk, and 25 computer and technology related classes per month, the TechCenter is a crucial service for job seekers, students, small business owners, and many other members of the community.

Opened in 2007, the TechCenter provides Library customers with access to PCs, Macs, and scanners. Staff members assist customers with virtually any technology related concern they might have – from general computer assistance, to downloading eBooks, to formatting a resume. In 2018, the TechCenter underwent the most significant changes since its inception. We reduced the number of PCs from 106 to 71, added a 30 bay laptop kiosk, four dedicated “Workforce Development” stations, two dedicated stations for blind and visually impaired customers, and a station for video conferencing.

Celebrating its 4th anniversary on January 26, 2019, the MakerSpace provides users of all ages and skill levels with access to technology and equipment that they may not otherwise have access to – things like 3D printers, a laser cutter, vinyl printers, Adobe software, and more. Many small businesses and nonprofits rely on the MakerSpace to create promotional materials and entrepreneurs use the MakerSpace to create videos, art, audio book recordings, and prototypes of ideas. The MakerSpace added an additional vinyl printer in 2017 and unveiled a UV printer in early 2019.

Ms. Redden reported that:

- The Main Library has been a U.S. Passport Application Acceptance Facility since 2003. In the spring of 2018, service was expanded to both the Anderson Branch and the Harrison Branch as staff completed training to be Passport Agents. The expanded service has proven popular enough that two additional locations will be added this spring. Corryville Branch and Symmes Township Branch will begin service as soon as they receive their designation from the U.S. Department of State. Service at the branch locations is Saturdays only by appointment.
- Casey Titschinger, Covedale Branch Manager, has been accepted into the 2019 Public Library Association (PLA) Leadership Academy. PLA is a division of the American Library Association. Casey has been selected as one of 28 exceptional librarians to participate in the spring 2019 PLA Leadership Academy, which will be held March 25–29 in Chicago.

- The Career Online High School program, administered through the Education and Homework Support Department, continues to assist many non-traditional adult students with the completion of their high school coursework in pursuit of earning a High School Equivalency credential. A graduation event will be held for several of the graduates and their families on Wednesday, February 20th in the evening at the Main Library.
- In partnership with the Talbert House, the St. Bernard Branch Library will provide support with a recent grant Talbert House received to improve safety and safety-awareness for seniors in the neighborhoods of St. Bernard and Elmwood Place. The Library’s role will be to assist in staging informational sessions to hear concerns from seniors in the community and to pass on safety information via a “coffee chat” forum.
- As part of the National Youth Foundation’s Youth Writing Workshop program, students from Bond Hill Academy and Winton Hills Academy wrote original biographies of prominent Cincinnatians Oscar Robertson and Judge Nathaniel Jones, with forewords by Magic Johnson and President Jimmy Carter. Students presented copies to Mr. Robertson and Judge Jones on Saturday, January 19 at a well-attended Main Library program.
- Upcoming events and exhibits:
 - Throughout February, the Library will continue to celebrate Black History Month. Highlights include:
 - Performances of *Jackie Robinson* and *Freedom Songs: The Music of Black History* by the Bright Star Touring Theater
 - A series of panel discussions and lectures about African-Americans and their legacy of service to the local community
 - Each year, the Library partners with the Cincinnati Museum Center to celebrate Read Across America, and the tradition will continue this year on Saturday, March 2, from 10 a.m. to 4 p.m. This celebration of reading and literacy, which began in honor of Dr. Seuss' birthday, will include story times, crafts, games, Library card sign-ups, and other hands-on activities. Cincinnati Museum Center will also be presenting programs at the Madisonville, Price Hill, and West End Branches during the week prior as part of the Library’s celebration of Read Across America.
 - The Library is partnering with OhioMeansJobs Cincinnati-Hamilton County to present a series of career advancement workshops at the Oakley, Anderson, and Westwood branches beginning in March. Each series will consist of three sessions, covering such topics as tailoring a resume to the current job market, perfecting an elevator speech, preparing for an interview, and organizing a job search.
 - The Main Library will host its 37th Annual St. Patrick’s Day Celebration. This year’s program will feature Celtic music by Dark Moll and a performance by the McGing Irish Dancers. The program will be held on Friday, March 15 at 11:45 a.m.
 - The Cincinnati Public Schools City Wide Art Exhibition will showcase artwork from Cincinnati Public School students in kindergarten through 12th grade. The exhibit will be on display on the 2nd floor connector of the Main Library from March 2 – April 7.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library Foundation's fall appeal generated 5% more in individual donations and contributions than the previous year. Donations are still being received because of the mailer and online efforts surrounding the appeal.
- The Johnson Foundation has renewed their support of the Library with a gift of \$10,000 to purchase an additional 50 seats for the very popular Treehouse program. Treehouse is an online training platform that offers individualized advanced workforce development learning tracks.
- On January 30, the Library Foundation welcomed the 5th Writer-in-Residence, Jessica Strawser, with a small reception to celebrate the growth of the program and honor all the past Writers-in-Residence, the 2018 selection committee, and primary funder of the program, Naomi Tucker Gerwin.
- To better facilitate organizational coordination and communication, the Library has initiated a single-point of contact approach with the Friends and Library leadership. The Chief Development Officer is serving as the Library's liaison to the Friends.
- The Winter Warehouse Sale was held January 17–20 and despite harsh weather hosted more than 1,600 shoppers, with revenues 11% higher than in 2018. Given the success of the Winter Warehouse Sale and the relocated June 2018 Sale at the Warehouse (previously held at the Main Library), the upcoming June 2019 sale will be hosted at the Friends Warehouse June 1–8.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held January 22, 2019.
- Investment Report (summary of invested balances) as of December 31, 2018 and January 31, 2019.

Investment Report

	<u>Amount</u> <u>12/31/2018</u>	<u>Amount</u> <u>1/31/2019</u>
<u>Fifth Third Investment</u>		
General Fund	\$2,000,000.00	\$2,000,000.00
Building and Repair	<u>250,000.00</u>	<u>250,000.00</u>
	\$2,250,000.00	\$2,250,000.00
<u>Operating Account</u>		
General Fund	\$17,239,727.71	\$7,233,269.59
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	542,722.39	554,786.05
Building and Repair	3,549,811.76	9,890,521.78
Permanent Trust Funds	<u>1,368,217.51</u>	<u>1,363,101.70</u>
	\$22,930,479.37	\$19,271,679.12
STAR Ohio		
Building and Repair	1,083,856.61	1,086,045.10
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,752,501.00</u>	<u>\$6,752,501.00</u>
GRAND TOTAL	<u>\$33,016,836.98</u>	<u>\$29,360,225.22</u>

- Monthly Financial Reports – for the periods ending December 31, 2018 and January 31, 2019.
- Marketing Board Report – December 2018 and January 2019.
- Contributions, Gifts, and Donations – December 2018 and January 2019.

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000

December 1, 2018 - January 31, 2019

Various Friends of the Public Library	Support for Programs	\$ 26,016.06
1/8/2019 Library Foundation	The Johnson Foundation - Support for Treehouse	\$ 10,000.00
1/8/2019 Hamilton County Genealogical Society	Abell Fund	\$ 1,720.00

- Personnel Change Report reflects changes through January 26, 2019.

Personnel Change Report

Action	Full Name	Agency	Job Title	FTE	Grade	Eff. Date
Appointment	Bour, Peter T	Forest Park Branch	Library Services Assistant	0.50	03	12/2/2018
Appointment	Chimenti, Anne M	Deer Park Branch	Homework Help Aide	0.30	01	12/2/2018
Appointment	Glemaker, Jacob M	Popular Library	Library Services Assistant	0.60	03	12/2/2018
Appointment	Inskeep, McKenna K	Popular Library	Library Services Assistant	0.50	03	12/2/2018
Appointment	Cohn, Sasha E	Deer Park Branch	Shelver	0.30	01	12/30/2018
Appointment	Fisher, Caitlin M	Anderson Branch	Shelver	0.30	01	12/30/2018
Appointment	Johnson, Melinda N	Delhi Township Branch	Shelver	0.30	01	12/30/2018
Appointment	Marshall, Justin M	Fiscal Office	Fiscal Specialist - Asset Management	1.00	05	12/30/2018
Appointment	McQueen, Breana N	Groesbeck Branch	Teen Librarian	1.00	07	12/30/2018
Appointment	Mechley, Abigail N	St Bernard Branch	Library Services Assistant	0.50	03	12/30/2018
Appointment	Necessary, Robin R	HVAC Services	HVAC Technician	1.00	06	12/30/2018
Appointment	Pancheri, Joseph S	Information Technology	PC Support Specialist	1.00	06	12/30/2018
Appointment	Saylor, Shelby E	Monfort Heights Branch	Library Services Assistant	0.50	03	12/30/2018
Appointment	Schultz, Juli L	Sharonville Branch	Shelver	0.30	01	12/30/2018
Appointment	Sullivan, Sean D	Pleasant Ridge Branch	Shelver	0.30	01	12/30/2018
Appointment	Tye, Madison R	West End Branch	Homework Help Aide	0.30	01	12/30/2018
Appointment	Wires, Jamie L	Blue Ash Branch	Library Services Assistant	0.50	03	12/30/2018
Appointment	Gartner, Melissa L	Elmwood Place Branch	Children's Librarian	1.00	07	1/13/2019
Appointment	Han, Andrew M	Sharonville Branch	Homework Help Aide	0.30	01	1/13/2019
Appointment	Ivy, Maris A	Clifton Branch	Library Services Assistant	0.50	03	1/13/2019
Appointment	Liu, Edward	Clifton Branch	Library Services Assistant	0.50	03	1/13/2019
Appointment	Paff, Christina A	Green Twp. Branch	Library Services Assistant	0.50	03	1/13/2019
Appointment	Porter, Gabrielle A	Forest Park Branch	Shelver	0.30	01	1/13/2019
Appointment	Bodenstein, Shannon M	Loveland Branch	Shelver	0.30	01	1/27/2019
Appointment	Bryant, Emma-Rose K	Walnut Hills Branch	Library Services Assistant	0.60	03	1/27/2019
Appointment	Heindel, Kim C	Hyde Park Branch	Shelver	0.30	01	1/27/2019

Appointment	Jaafari, Leila A	Youth Services	Shelver	0.60	01	1/27/2019
Appointment	Toft, Anne C	North Central Branch	Library Services Assistant	0.50	03	1/27/2019
Appointment	Bay, Melissa A	Monfort Heights Branch	Shelver	0.30	01	1/27/2019
Appointment	Hogue, Lemuel J	Youth Services	Shelver	0.60	01	1/27/2019
Change	Dierker, Olivia G	TechCenter / MakerSpace	Senior Library Services Assistant	0.60	04	12/2/2018
Change	Ellis, Justin L	Groesbeck Branch	Library Services Assistant	1.00	03	12/2/2018
Change	Tyree, Brian C	TechCenter / MakerSpace	Senior Library Services Assistant	0.50	04	12/2/2018
Change	Hartlaub, Elizabeth V	Mt. Healthy Branch	Mid-Size Branch Manager	1.00	09	12/16/2018
Change	Hodges, Jessica R	Popular Library	Shelver	1.00	01	12/16/2018
Change	Hartley, Megan R	Anderson Branch	Senior Children's Librarian	1.00	08	12/30/2018
Change	Deschler, Donna D	Westwood Branch	Library Services Assistant	0.50	03	1/13/2019
Change	Grayson, Thomas A	Sorting & Mat. Retrieval	Sorter	1.00	01	1/13/2019
Change	Jones, Alia R	Youth Services	Senior Library Services Assistant	1.00	04	1/13/2019
Change	Stenz, Bradford G	Westwood Branch	Library Services Assistant	1.00	03	1/13/2019
Demotion	Toren-Jones, Katheryn	Norwood Branch	Children's Librarian	1.00	07	12/2/2018
Departure	Lee, Brenda J	Safety & Sec. Services	Security Guard	1.00	05	12/3/2018
Departure	Bodenstein, Isabella G	Monfort Heights Branch	Shelver	0.30	01	12/5/2018
Departure	Rieder, Rachel H	Green Twp. Branch	Library Services Assistant	0.50	03	12/5/2018
Departure	Watts, Deja	Price Hill Branch	Senior Library Services Assistant	0.50	04	12/5/2018
Departure	Hughes-Gartin, Jacob	Sorting & Mat. Retrieval	Sorter	1.00	01	12/14/2018
Departure	Leja, Marek M	Sorting & Mat. Retrieval	Resource Sharing Specialist	1.00	05	12/14/2018
Departure	Smith, Veronica N	Marketing	Content Specialist	1.00	07	12/14/2018
Departure	Tuchfarber, Riley	Symmes Twp. Branch	Student Shelver	0.30	01	12/17/2018
Departure	Valerius, Cassidy H	Madeira Branch	Library Services Assistant	0.60	03	12/19/2018
Departure	Cleary, Margaret E	Northside Branch	Library Services Assistant	0.60	03	12/29/2018
Departure	Raney, Lisa A	Ed. & Hw. Support	Ed. & Homework Support Assistant	0.60	04	1/4/2019
Departure	Salyers, Lisa M	Blue Ash Branch	Senior Branch Manager	1.00	10	1/4/2019
Departure	Sparks, Sydney M	Information & Reference Dept.	Senior Library Services Assistant	0.50	04	1/4/2019
Departure	Hunt, Tyler J	North Central Branch	Student Shelver	0.30	01	1/5/2019

Departure	Wilson, Tamaiya J	Bond Hill Branch	Homework Help Aide	0.30	01	1/10/2019
Departure	Fontaine, Amy L	Anderson Branch	Library Services Assistant	0.50	03	1/11/2019
Departure	Stierwalt, Annette N	Loveland Branch	Library Services Assistant	0.50	03	1/11/2019
Departure	Olinger, Chris A	Information & Reference Dept.	Senior Library Services Assistant	0.50	04	1/18/2019
Promotion	Callon, John M	Popular Library	Popular Library Team Lead	1.00	08	12/2/2018
Promotion	Miller, Jordan M	College Hill Branch	Senior Library Services Assistant	1.00	04	12/2/2018
Promotion	Thompson, Michelle M	Popular Library	Library Services Assistant	1.00	03	12/2/2018
Promotion	Presley, Sondra A	West End Branch	Branch Manager	1.00	08	12/16/2018
Promotion	Ross, Ronald P	Maintenance Services	Maintenance Supervisor	1.00	07	12/16/2018
Promotion	Scholl, Donald W	Maintenance Services	Maintenance Supervisor	1.00	07	12/16/2018
Promotion	Schroeder, Claire M	Madeira Branch	Children's Librarian	1.00	07	12/16/2018
Promotion	Sullivan, Jennifer E	Clifton Branch	Senior Library Services Assistant	0.60	04	12/16/2018
Promotion	Hartley, Megan R	Anderson Branch	Senior Children's Librarian	1.00	08	12/30/2018
Promotion	Pearson, Whitney C	Genealogy & Local History	Digital Services Assistant	1.00	05	12/30/2018
Promotion	Stegall, Lucas	Sorting & Mat. Retrieval	Resource Sharing Specialist	1.00	05	12/30/2018
Promotion	Zigelmier, Kourtney K	Harrison Branch	Senior Library Services Assistant	1.00	04	1/13/2019

12/02/18 - 01/26/19

- Statistical Report for January 2019.
- Top Ten Circulating Titles for January 2019.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(06-2019)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary