

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

Date: October 08, 2019

Meeting: Regular

Place: Green Township Branch Library – 6525 Bridgetown Rd.

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Ms. Kohnen, and Ms. Redden

Present: Paula Brehm-Heeger, Molly DeFosse, Staci Dennison, Kyla Hardin, Holbrook Sample, and Beth Yoke

ACTION ITEMS

RESOLUTION FOR TRUSTEE WILLIAM J MORAN

Mr. Hendon presented the following resolution:

Whereas, Ohio’s public libraries currently serve more than 8.4 million individuals; and the Public Library of Cincinnati and Hamilton County has over 500,000 cardholders; and

Whereas, Ohio’s public libraries have the highest use per capita in the nation; and the Public Library of Cincinnati and Hamilton County is the third busiest public library system in the nation, with over 2.5 million checkouts in 2018 for eBooks and eAudiobooks, which is a 110% increase from 2014 checkouts; and

Whereas, 514,800 (19.8%) young Ohioans live below the poverty line in families where eBooks are an unaffordable luxury, and rely on libraries to provide them with e-content to support acquisition of literacy skills, complete school assignments, and pursue interests; and

Whereas, The “Community Reading Event Impact Report,” released by the Panorama Project has shown that access to eBooks through libraries led to increased eBook sales; and

Whereas, The US publishing industry earned \$25.83 billion in revenue in 2018, with downloaded audio seeing 28.7% growth over 2017; and

Whereas, The major publishers have recently announced new policies for eBooks and eAudiobooks that severely limits public libraries' ability to purchase, or delays the purchase of, digital copies of materials and information; and

Whereas, These restrictive policies directly impact the ability of Ohio's public libraries to serve the 11.6 million people of Ohio and adequately provide access to materials and information; and

Whereas, the new eBook and eAudiobook policies represent a significant financial burden impacting taxpayer supported public libraries' overall operations and services; with the Public Library of Cincinnati and Hamilton County spending over \$2.7 million in 2018 on eBooks and eAudiobooks, a 170% spending increase compared to 2014.

NOW THEREFORE, BE IT RESOLVED on this day of August 13, 2019, that we, the Board of Trustees of the Public Library of Cincinnati and Hamilton County call upon Blackstone Audio, Hachette, Macmillan, and Simon & Schuster to 1) reconsider these recently announced restrictive and onerous policies; and 2) engage in a meaningful and direct dialogue and exchange of information with libraries, library consortia, library associations, authors, executives from Overdrive, and other relevant stakeholders for the purpose of devising new policies that ensure equitable access to Ohio's 8.4 million library users.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mrs. LaMacchia moved that the Board adopt the resolution as it is written.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5 ayes. The motion carried. **(20-2019)**.

Mr. Moran commented that he has served on many Boards over the years and the Library Board of Trustees has been the most rewarding Board he has served on. He will miss working with the fellow Board members and the senior leadership team of the Library.

Ms. Allen moved the following:

CORE GROUP BENEFITS

- Approve the decision to remain with Anthem for our medical plans for 2020, as rates were the lowest, at a 5% increase for our current HSA and PPO plans.

The Human Resources team and benefits broker, Strategic Benefits, conducted medical carrier reviews of the most competitive major carriers. Each of the carriers submitted quotes and plans, which were reviewed.

Based on staff feedback and input from our Benefits Committee, one of the goals this year was to provide our staff with the option of a lower premium plan. We received an additional PPO plan design from Anthem that will achieve this goal. This plan will offer a lower per-pay premium cost with a higher deductible to our employees.

We are recommending that the premium cost share remain the same, employee 16% and employer 84%, for both the current HSA and PPO medical benefit plans and a cost share for the new higher deductible PPO plan of employee 5% and employer 95%, which will not increase the Library's contribution cost when compared to the plans currently offered. In addition, we

recommend that the dental plan cost share remain the same; employee 35% and employer 65% and that the Library continue to contribute 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account for staff participating in the HSA plan.

The benefits open enrollment begins November 4, 2019.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5 ayes. The motion carried. **(21-2019)**.

Mr. Moran moved the following:

ENERGY RETROFIT 3 UPDATE

- Approve a change order not to exceed \$275,000 for The Geiler Company which has been approved and is being submitted for confirmation. The change order is to account for abatement and demolition work that was more extensive than originally planned. The change order is within the project contingency.

The boilers have been delivered and are set. The piping is being installed and we are anticipating having one of the boilers operational by the end of October. The new air handlers will be arriving by the end of October. The work in the Tower room is complete.

The fire suppression installation has begun and the work is being done in phases on the public floors with fill in work on non-public floors.

Some preliminary electrical work has started. The new switch gear will be arriving in November with installation to follow shortly thereafter.

REVISION OF THE 2019 ESTIMATED RESOURCES AND ANNUAL APPROPRIATIONS

- Approve the following revisions is requested:

General Fund

Expenses

Salaries - decrease by	\$ (250,000.00)
Purchased and contracted services - increase by	\$ 250,000.00
<i>Appropriations net change</i>	<u>\$ -</u>

The decrease in salaries is the result of position vacancies during the year primarily in the Facilities and Human Resources departments. The increase in Purchased and Contracted Services is the result of contracting services due to the vacancies in Facilities and accelerated projects in Human Resources.

RESOLUTION ACCEPTING TAX LEVY AMOUNT AND RATE

- Approve the following resolution by a roll call vote:

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 1st, 2020; 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:

**SCHEDULE A
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

	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	37,211,623	0	37,211,623	2.00	0.00	2.00
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
TOTAL	0	37,211,623	0	37,211,623	2.00	0.00	2.00

**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	18,261,623
May 8, 2018	10 Years	1.00	18,950,000
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
	0	0.00	0
Proposed TOTAL	0	0.00	0
		2.00	37,211,623
X8			
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
	0	0.00	0
Proposed TOTAL	0	0.00	0
		0.00	0
X7			
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
	0	0.00	0
Election Date TOTAL	0	0.00	0
		0.00	0
X6			
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
	0	0.00	0
Enter Date of Election TOTAL	0	0.00	0
		0.00	0
X5			
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	0.00	0
		0.00	0

Public Library of Greater Cincinnati & Hamilton County

September 10, 2019

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.

PRICE HILL BRANCH ACCESSIBILITY PROJECT

- Approve modification of the bid advertisement for the Price Hill Branch Accessibility Project that was approved at the August 13, 2019 meeting to change the bid opening date from Wednesday, November 6, 2019 to Tuesday, November 19, 2019, change the date that Contract Documents will be available from Friday, October 18, 2019 to Thursday, October 31 and change the pre-bid meeting from Thursday, October 24, 2019 to Wednesday, November 6, 2019.

The Library recently requested a perpetual nonexclusive easement for purposes of ingress/egress and building utility connection to utilities served under Purcell Avenue (Water, Storm, Sanitary, FDC pit, Driveway and Pedestrian Sidewalk) from the City of Cincinnati for the construction of the Price Hill Branch. The easement process can take up to 12 months but we are hopeful we can work with the City to expedite it. We are modifying the bidding timeline in hopes of receiving a conditional permit prior to the completion of the easement process.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5 ayes. The motion carried. (22-2019).

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- David Schnee, Director of Planning and Design with Group 4 Architecture, Research + Planning, Inc. and the Principal on our Building the Next Generation Library Facilities Master Plan project discussed draft project recommendations. He reviewed the methodology, vision, evaluations, need assessments, system design, engagement and implementation planning topics while highlighting key findings.
- Paula Brehm-Heeger will be attending the 2019 ULC Forum in Salt Lake City, October 16th - 18th along with Chief Operating Officer Brett Bonfield and Internal Communications Coordinator Libby Scott. This year's forum topic, *Preparing to Lead on AI + Digital Citizenship* will feature expert-led discussions and activities to elevate understanding of the economic and social implications of emerging technologies. The 2019 Innovations Winners and honorees will also be announced.
- More than 600 library staff from across Ohio attended the OLC Convention held at the Duke Energy Center September 25th – 27th with 500 attendees stopping by the Main Library reception that we hosted after hours on Thursday, September 26th. Thanks to The Library Foundation and the Friends for their support of the reception and to Regional Manager Kathy Bach who served as the Local Arrangements Chair. Presentations featured many of our staff, including:
 - *Building a Bridge to Kindergarten*, Rachele Shells, Children's Librarian, Avondale Branch and Caitlin Snyder, Senior Children's Librarian, Harrison Branch
 - *Service in a Support Role*, Michael Christian-Budd, Cataloging Team Lead

- *What Does It Mean to Not Settle for the Status Quo*, Paula Brehm-Heeger, Eva Jane Romaine Coombe Library Director
 - *So You Want to Be a Manager*, Denise Scretchen, Manager, Anderson Branch
 - *Making Staff Morale Positively Pervasive*, Tara Kressler, Manager, Symmes Branch, Sierra McKenzie, Floater, Jen Rusche, Staff Development Coordinator, Katheryn Toren-Jones, Children's Librarian, Norwood
 - *Digitization Options in Ohio*, Katrina Marshall, Digital Services Supervisor
 - *Neighborhood Architectural Walking Tours – Engaging the Community to Develop Unique Local Content*, Julia Gardiner, Senior Library Services Assistant and Lisa Hamrick, Manager, Clifton Branch
 - *Non-Traditional Librarian Panel Discussion*, Kent Mulcahy, Reference Librarian and Linda Kocis, Reference Librarian, Information & Reference Department
 - *Email Marketing: What Works and What Doesn't Work for Libraries*, Angela Hursh, Content Team Leader
 - Former Eva Jane Romaine Coombe Library Director Kimber Fender also presented, *From Shelves to Hall of Fame Librarian in only 39 Years!*
- From October 10th – 13th, the Library will participate in BLINK Cincinnati – one of the largest light, art and projection mapping events in the nation. This year we will have a float in the parade, host three 6-foot tall inflatables that glow (Glow Globes) on the Walnut Street side of the Main Library, and keep Main Library (south building, 1st floor) open until 10 p.m. Thursday - Saturday of BLINK.
 - The Library is currently recruiting for a Data Analyst. This position will support aligning the significant amount of statistics and data that has been and can be collected in order to drive strategic decisions that impact community and Library needs. Additionally, a Social Worker position will be posted in the next several weeks. This position has been created to assist and provide resources to those facing challenges so that we are better able to serve our communities. Both were created by repurposing existing staff resources.
 - Paula Brehm-Heeger has been selected as a member of the USA Regional Chamber's Leadership Cincinnati Class 43. On September 4, she began this highly selective year-long program that is the region's flagship community leadership development program designed for established leaders passionate about making a difference in the Cincinnati community.
 - After many years of distinguished service this is Mr. Moran's last Board meeting. He was first appointed to the Board on May 15, 1996 by the Board of County Commissioners of Hamilton County. He served as President of the Board in 2000, 2006, 2011, 2013, and 2018; as Vice President in 1999, 2005, 2009, and 2010; and Secretary in 2004 and 2017. In addition to serving on the Library's Board, Mr. Moran chaired the Library's successful 2009 and 2013 Levy campaigns and co-chaired the successful 2018 Levy campaign that has launched our Building the Next Generation Library initiative. A retired Senior Vice President at Fifth Third Bank; during his more than two decades of dedicated, passionate leadership on the Board Mr. Moran initiated and supported change, improvement and innovation that have had a far-reaching and lasting impact on our Library and community. His legacy will be felt by hundreds of thousands of community members for years to come and we thank him for his service.

OPERATIONS COMMITTEE REPORT

Ms. Clemons introduced Renée Robertson Tecco, Senior Library Services Assistant.

- Renée Roberson Tecco is a Senior Library Services Assistant in the Youth Services department at the Main Library and the 2019 recipient of the Baker & Taylor-sponsored Black Caucus of the American Library (BCALA) Support Staff Award, a national honor. Renée joined the Library in 1986 as a Student Assistant at the Northern Hills Branch (now the College Hill Branch). Renée left in 1987 and rejoined the Library in 1994 as a Shelving Assistant in the History Department at the Main Library and later that year, was promoted to part-time Library Assistant in the History Department. Renée accepted a new assignment in 1996 as a Library Assistant in the Science and Technology Department. In 2007, Renée was promoted to the position of Library Services Assistant II in the Teen Center. Renée continues to serve our teens and youth today as a Senior Library Services Assistant in Youth Services.

This year Renée received the prestigious Baker & Taylor-sponsored Black Caucus of the American Library (BCALA) Support Staff Award. BCALA serves as an advocate for the development, promotion, and improvement of library services and resources to the nation's African American community and provides leadership for the recruitment and professional development of African American librarians. Renée was nominated by a co-worker and was honored for her many accomplishments and commitment to library service. These accomplishments include supporting the Main Library's new teen area by contacting high school teachers to create summer reading lists, helping teens and tweens create a podcast called "Brain Pizza," working to create a Mock Coretta Scott King Awards event to accompany our Mock Caldecott, Newbery and Printz events, and engaging rapper Pxxce to initiate a popular teen music program.

Renee Roberson Tecco traveled to Washington, DC to receive the award in person at the American Library Award Annual Conference. Renee shared her path to working at the Library, her experiences in working with Teens and her reflections on the ALA experience.

Ms. Clemons reported that:

- From September 9-12, the Cincinnati Metropolitan Housing Authority (CMHA) opened its wait list for the Housing Choice Voucher Program. The program helps low to moderate income families, as well as the seniors and residents with qualifying disabilities, afford safe and suitable housing in the private housing market. CMHA customers were invited to come to the Library to sign up online for the wait list and receive assistance from navigators trained in the application process. Over the course of the four-day application period, 312 customers were assisted at seventeen Library locations across the system. In addition, numerous library customers at these and other locations throughout the system used the Library's computers or WiFi to register for the wait list without additional assistance.
- The Library will soon begin its third year of partnering with Refugee Connect and the Immigrant and Refugee Law Center in hosting application assistance for those seeking U.S. Citizenship and/or Green Cards. The first of this year's events will be hosted at the Groesbeck Branch on Saturday, November 2. Last year's events resulted in 15 Naturalization Ceremonies and 3 Green Card approvals.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- Design Impact, the local not-for-profit engaged to conduct 15 focus groups as part of the Facility Master Plan project, has completed their work and submitted a final report to the Library. The goal of the focus groups was to reach segments of the community that were not participating in the community listening sessions. Each group focused on a different segment of the community, such as young professionals, teens, immigrants, people experiencing disabilities, and more. On October 10, branch managers will meet with representatives from Design Impact to review the final report and discuss opportunities for better serving the community. The report will also be posted on the Building the Next Generation Library web site and shared with all staff.

The Strategy Division is currently organizing all the feedback received via the surveys, feedback form, community listening sessions and focus groups. The goal is to compile it into an easily digestible document that can be shared with staff and the public. While much of the feedback focused on facilities, a significant amount related to services. Once completed, staff will have opportunities to discuss the content and review it for possible items to act on in the short or medium term.

- The Library, along with nearly a dozen other community groups, is partnering with the Cincinnati Metropolitan Housing Authority on a pilot program to provide services on-site at two CMHA locations: Findlater Gardens and Winton Terrace. At CMHA's request the Library offered homework help and afterschool snacks for teens in August and September. The pilot program has caught the attention of the federal Department of Housing and Urban Development (HUD), and as a result CMHA is applying to be part of a special HUD initiative.
- As part of the year-long effort to experiment with different services and activities for customers to identify what is most in demand, the September Pop-Up focused on social services and connected more than 200 people to services provided by community organizations, including Cincinnati Association for the Blind and Visually Impaired, Scholar House/Cincinnati Union Bethel, Hamilton County Developmental Disabilities Services, Hamilton County Public Health/Cradle Cincinnati, Social Security Administration, and YMCA of Greater Cincinnati. Library customers learned more about applying for Medicaid & SNAP cards, rent and deposit assistance for senior living, how to replace a Social Security card, mothers-to-be services, and residential options for affordable housing at the new Scholar House.

October's atrium Pop-Up theme is *Life Hacks: Learn life hacks, tips, and surprising secrets to make your life easier and more productive*. Library staff will provide interactive learning opportunities with customers to share tips and secrets on things such as household cleaning and repair, food and kitchen, tech hacks, and tips on getting the most from your Library card.

- Upcoming programming and exhibits:

- Community members are invited to trick-or-treat at the Main Library HallowREAD Party, which will be held on Saturday, October 19 from 11 a.m. to 2 p.m. Families can visit each department to receive candy or a small prize, attend the Frisch Marionettes' *Variety Show*, learn about birds of prey with Raptor Inc., make healthy Halloween snacks with New Leaf Kitchen, and of course, find a good book to check out. The day will end with a Halloween storytime featuring local author Erin Barker.
- The Cincinnati Section of the American Chemical Society will present free community events at a variety of Library locations to celebrate National Chemistry Week. From October 20-26, children will learn about the importance of chemistry in everyday life through hands-on activities.
- The 65th Annual Veterans Day Event will take place at the Main Library on Monday, November 11 at 10:45 a.m. This year's event will feature keynote remarks from Vietnam and Operation Desert Storm Veteran, Robert Hamilton. Mr. Hamilton served as a Marine and an AH-1G Cobra pilot with the Army. He was sent to Vietnam in August of 1970, and was shot down once and awarded two Distinguished Flying Crosses, fifty Air Medals and the Navy Achievement Medal with Combat V. He now lives in Cincinnati and is a retired surgeon and flight instructor who volunteered during Operation Desert Storm.
- *Unbound* is a month-long exhibition of art, writing, and stories from individuals in various stages of return to our communities, in partnership with the Hamilton County Office of Reentry and Volunteers of America. The exhibit, on display in the Main Library's atrium through October, seeks to personalize the experiences of citizens who have experienced incarceration, discuss the obstacles they face, and raise awareness about the assistance they receive from various local organizations.

TECHNOLOGY COMMITTEE REPORT

Ms. Clemons reported that:

- An early project of Building the Next Generation Library has been completed; the new Distribution Center opened on September 4, and was celebrated with a ribbon cutting ceremony on September 12. The highlight of the facility is the 65 bin, RFID sorter that provides "tote check-in" service to all the branches to save staff the time of hand checking each individual item in each delivery and "smart distribution" that sends items without customer holds to branches that need the various categories/formats of items in order to improve browsing. Additionally, it is twice as fast as the current sorter at the Main Library and will make delivery of holds to our customers even faster.
- The Materials Selection and Acquisition Department, along with several branches, is piloting CollectionHQ. CollectionHQ is a suite of tools that synthesizes data from circulation, holdings, and the book industry to help shape our collections by anticipating and responding to customer demand.

DEVELOPMENT COMMITTEE REPORT

Ms. Allen reported that:

- The following donors have made significant contributions to support the Foundation since August: Harold C. Schott Foundation, Gilman Family Fund of the Greater Cincinnati Foundation and the Stern Family Fund of the Greater Cincinnati Foundation.

Planning is underway for the fall appeal and additional grant funding requests have been submitted and are under review.

- The Friends hosted their Fall Book Sale at the Warehouse on October 3rd – 6th.
- The Anderson Township Library Association is planning their November Used Book Sale. This sale will take place at the Anderson Branch Library on November 7th – 9th.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- On Thursday, August 29, 2019 Human Resources Director, Kyla Hardin, received an OCRC charge via email. The charge of discrimination based on race and gender was filed by former employee, Vincia Rountree. A response to the charge, in collaboration with attorney Matt Wagner, has been prepared and submitted.
- The United in Sharing campaign started on September 23 and ends on October 19, 2019. As part of this campaign, we invited staff to bring in personal care items which would be donated to UpSpring, an organization providing educational and enrichment opportunities to youth experiencing homelessness. Staff participation was strong and many bins of personal care items were collected and delivered to UpSpring.
- This year's Annual Staff and Retiree Recognition Program will take place on Sunday, November 10 and will be preceded on the same day by our volunteer appreciation event. Both celebrations will be held at the Main Library.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Moran reported that:

- The Facilities and Finance and Audit Committee met on September 26, 2019. Committee Chair William J. Moran, Committee member Monica Donath Kohonen and Nadine L. Allen were in attendance. Staff members Paula Brehm-Heeger and Molly DeFosse were also in attendance. David Schnee from Group 4 Architecture, Research and Planning, Inc. phoned in.

CONSENT AGENDA ITEMS

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

- Minutes of the Regular Meeting held August 13, 2019.
- Investment Report (summary of invested balances) as of August 31, 2019 and September 30, 2019.

EXHIBIT III

Investment Report	<u>Amount 8/31/2019</u>	<u>Amount 9/30/2019</u>
<u>Fifth Third Investment</u>		
General Fund	\$2,997,720.00	\$3,997,720.00
Building and Repair	5,000,000.00	10,850,000.00
	<u>\$7,997,720.00</u>	<u>\$14,847,720.00</u>
<u>Operating Account</u>		
General Fund	\$23,592,494.25	\$23,005,206.57
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	695,313.07	702,244.49
Building and Repair	14,072,378.63	7,740,301.87
Permanent Trust Funds	1,353,456.82	1,340,814.16
	<u>\$39,943,642.77</u>	<u>\$33,018,567.09</u>
STAR Ohio		
Building and Repair	1,101,962.16	1,104,082.67
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,752,501.00</u>	<u>\$6,752,501.00</u>
GRAND TOTAL	<u><u>\$55,795,825.93</u></u>	<u><u>\$55,722,870.76</u></u>

- Monthly Financial Reports – for the periods ending August 31, 2019 and September 30, 2019.
- Marketing Board Report – August 2019 and September 2019.
- Contributions, Gifts, and Donations – August 2019 and September 2019.

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

August 1, 2019 through September 30, 2019

8/16/2019	Library Foundation	Support for Makersace	\$ 10,000.00
8/16/2019	Library Foundation	Support - Jamey Abersold Jazz Series	\$ 2,400.00
9/27/2019	Library Foundation	Support for Green Township	\$ 3,481.38
9/27/2019	Library Foundation	Support for Madisonville	\$ 2,000.00
9/27/2019	Library Foundation	Support for Mary Stern Lecture Series	\$ 12,500.00
Various	Friends of the Public Library	Support for Programs (Aug 2019-Sept 2019)	\$ 22,163.52

- Personnel Change Report reflects changes through September 21, 2019.

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Ahlers, Andrew P	Clifton Branch	Library Services Assistant	0.50	03	08/25/2019
Appointment	Alf, Maci N	Cheviot Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Angert, Olivia J	Wyoming Branch	Shelver	0.30	01	09/08/2019
Appointment	Bonner, Reginald T	Shipping & Receiving	Truck Driver	1.00	03	08/11/2019
Appointment	Brown, Cheyanne N	Hyde Park Branch	Shelver	0.30	01	07/14/2019
Appointment	Carlson, Anna M	Clifton Branch	Library Services Assistant	0.50	03	08/11/2019
Appointment	Chapman, Myko M	Sharonville Branch	Library Services Assistant	0.50	03	09/08/2019
Appointment	Cummings-Titus, Clarice	Bond Hill Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Desiderio, Joseph F	Popular Library	Library Services Assistant	0.50	03	08/25/2019
Appointment	Doan, Kyla A	Madeira Branch	Shelver	0.30	01	09/08/2019
Appointment	France, Steven E	Marketing	Videographer	1.00	07	07/14/2019
Appointment	Fultz, Alyssa M	Pleasant Ridge Branch	Library Services Assistant	0.50	03	07/28/2019
Appointment	Griffin, Michael B	Popular Library	Shelver	0.50	01	07/28/2019
Appointment	Gutjahr, Christine L	West End Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Harlan, Tya M	Madisonville Branch	Children's Librarian	1.00	07	07/14/2019
Appointment	Heaton, Kelsey C	Wyoming Branch	Library Services Assistant	0.50	03	08/11/2019
Appointment	Hirsch, Charles N	Safety & Security Services	Security Guard	1.00	05	08/25/2019
Appointment	Holton, Andrew C	Harrison Branch	Shelver	0.30	01	08/25/2019
Appointment	Kim, Yungeun	Sharonville Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Krumpelman, Megan L	Oakley Branch	Homework Help Aide	0.30	01	09/17/2019
Appointment	Lang, Gayle E	Groesbeck Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Line, Sarah C	Oakley Branch	Library Services Assistant	0.50	03	09/08/2019
Appointment	McGee, Vallerie A	Mt. Healthy Branch	Homework Help Aide	0.30	01	08/25/2019

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Monroe, Alexis D	Elmwood Place Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Nash, Caroline E	Harrison Branch	Shelver	0.30	01	08/25/2019
Appointment	Owens, Vivian A	Northside Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Powell, Ashley R	Groesbeck Branch	Library Services Assistant	0.60	03	07/28/2019
Appointment	Randolph, Delia A	Madeira Branch	Library Services Assistant	0.60	03	08/25/2019
Appointment	Reeves, Cassandra C	Symmes Township Branch	Shelver	0.30	01	07/14/2019
Appointment	Riney, Meredith H	Madeira Branch	Library Services Assistant	0.60	03	08/25/2019
Appointment	Robinson, Justin S	St Bernard Branch	Library Services Assistant	0.50	03	07/28/2019
Appointment	Rust, Katherine R	Covedale Branch	Shelver	0.30	01	09/08/2019
Appointment	Saldarriaga, Viviana S	Techcenter / Makerspace	TechCenter\Makerspace Technician	0.50	04	08/25/2019
Appointment	Sheblessy, Sarah A	Blue Ash Branch	Library Services Assistant	0.50	03	07/28/2019
Appointment	Spinelli, Emily J	St Bernard Branch	Library Services Assistant	0.50	03	08/25/2019
Appointment	Stangel, Wilanne	Westwood Branch	Library Services Assistant	0.50	03	08/25/2019
Appointment	Stark, Piper G	Mt. Washington Branch	Shelver	0.30	01	08/25/2019
Appointment	Stemmerding, Mark W	Reading Branch	Shelver	0.30	01	07/28/2019
Appointment	Stephans, Hope V	Harrison Branch	Shelver	0.30	01	08/25/2019
Appointment	Thomas, Julie A	Harrison Branch	Library Services Assistant	0.50	03	08/11/2019
Appointment	Thomas, Steven F	Reading Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Vanguard, Max	Facility Operations	Electrician	1.00	06	08/11/2019
Appointment	Walter, Matthew L	Delhi Township Branch	Shelver	0.30	01	09/08/2019
Appointment	Washington, Adrienne M	Mt. Washington Branch	Library Services Assistant	0.50	03	08/25/2019
Appointment	Winters, Austin J	Marketing	Social Media Specialist	1.00	07	08/11/2019
Appointment	Yanes-Beckley, Johan D	Westwood Branch	Homework Help Aide	0.30	01	08/25/2019
Appointment	Arthur, Lillian G	Madeira Branch	Library Services Assistant	0.60	03	07/14/2019
Appointment	Ellis, Andrea K	Groesbeck Branch	Library Services Assistant	0.60	03	07/28/2019
Appointment	Meyer, Brooke M	Information & Reference Dept	Reference Librarian	1.00	07	09/08/2019
Appointment	Sullivan, Elizabeth L	Covedale Branch	Mid Size Branch Manager	1.00	09	07/14/2019
Appointment	Williams, Joey K	Madisonville Branch	Library Services Assistant	0.50	03	07/28/2019
Change	Brewer, Alicia A	Techcenter / Makerspace	TechCenter\Makerspace Technician	1.00	04	07/14/2019

Personnel Change Report

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Change	Clark, Kelsey N	Blue Ash Branch	Library Services Assistant	0.60	03	07/14/2019
Change	Ester-Fink, Susan A	Delhi Township Branch	Library Services Assistant	0.60	03	09/08/2019
Change	Ferris-Morris, Samuel A	Techcenter / Makerspace	TechCenter\Makerspace Technician	0.60	04	07/28/2019
Change	Hubbard, Stephona J	Sharonville Branch	Library Services Assistant	0.60	03	09/08/2019
Change	Kennedy, Laura M	Groesbeck Branch	Library Services Assistant	0.60	03	07/14/2019
Change	Lindenschmidt, Laura M	Delhi Township Branch	Library Services Assistant	0.60	03	09/08/2019
Change	Sempsrott, Nathaniel A	Sorting & Materials Retrieval	Library Services Assistant	1.00	03	07/28/2019
Change	Bommaraju, Suguna	Education & Homework Support	Homework Help Aide	0.30	01	08/25/2019
Change	Chimenti, Anne M	Education & Homework Support	Homework Help Aide	0.30	01	08/25/2019
Change	Harworth, Claire O	Elmwood Place Branch	Library Services Assistant	0.50	03	07/14/2019
Change	Stern, Lynne T	Service Operations	Fund Development Data Coordinator	1.00	07	09/08/2019
Departure	Nusky, Ivy S.	Madeira Branch	Library Services Assistant	0.60	03	07/25/2019
Departure	Newman, Rachel A.	Anderson Branch	Library Services Assistant	0.50	03	07/27/2019
Departure	Boyd-Ivey, Aaliyah Y.	Westwood Branch	Library Services Assistant	0.50	03	07/29/2019
Departure	Bellamy, Bradley D.	HVAC Services	HVAC Technician	1.00	06	08/16/2019
Departure	Ivy, Maris A.	Clifton Branch	Library Services Assistant	0.50	03	08/22/2019
Departure	Stone, Caitlyn E.	Popular Library	Library Services Assistant	0.50	03	08/24/2019
Departure	Crouch, Jaime M.	Education & Homework Support	Education & Homework Support Assistant	0.50	04	09/05/2019
Departure	Hirsch, Charles N.	Safety & Security Services	Security Guard	1.00	05	09/07/2019
Departure	Richmond, Erin E.	Genealogy & Local History	Senior Library Services Assistant	0.50	04	08/31/2019
Departure	Walker, Antuan L.	Avondale Branch	Library Services Assistant	0.60	03	09/07/2019
Departure	Lyubomirova, Milena L.	Mt. Washington Branch	Library Services Assistant	0.50	03	07/15/2019
Departure	Shaw, Jennifer	Sharonville Branch	Senior Library Services Assistant	0.50	04	07/16/2019
Departure	Sklena, Caleb N.	Mariemont Branch	Shelver	0.30	01	07/18/2019
Departure	Norris, Jayda A.	Covedale Branch	Shelver	0.30	01	07/27/2019
Departure	Heugel, Brandon A.	Maintenance Services	Maintenance Mechanic Entry Level	1.00	03	08/08/2019
Departure	Brewer, Christina A.	Youth Services	Shelver	0.50	01	08/21/2019
Departure	Bonner, Reginald T.	Shipping & Receiving	Truck Driver	1.00	03	08/21/2019

Personnel Change Report

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Departure	Fehrenbach, Alexandra L.	Hyde Park Branch	Library Services Assistant	0.50	03	08/22/2019
Departure	Sempsrott, Nathaniel A.	Sorting & Materials Retrieval	Library Services Assistant	1.00	03	09/11/2019
Departure	Wilson, Ella B.	Clifton Branch	Senior Library Services Assistant	0.50	04	07/23/2019
Departure	Bolte, Emily C.	Cataloging & Processing	Line Assistant Physical Processing	1.00	02	08/23/2019
Departure	Price, Heather N.	West End Branch	Senior Library Services Assistant	1.00	04	09/06/2019
Departure	Hill, Teja L.	Information & Reference Dept	Senior Library Services Assistant	0.50	04	07/30/2019
Departure	Cox, Courtney M.	Sorting & Materials Retrieval	Sorter	1.00	01	08/01/2019
Departure	Frede, Matthew D.	Information & Reference Dept	Shelver	0.50	01	08/01/2019
Departure	Hoeting, Grace A.	Cheviot Branch	Shelver	0.30	01	08/01/2019
Departure	Sullivan, Sean D.	Pleasant Ridge Branch	Shelver	0.30	01	08/08/2019
Departure	Downing, Joshua	Sorting & Materials Retrieval	Page	1.00	01	08/15/2019
Departure	Piziali, Olivia R.	Loveland Branch	Shelver	0.30	01	08/16/2019
Departure	Hoevenaar, Rebecca J.	Anderson Branch	Library Services Assistant	0.60	03	08/23/2019
Departure	Toft, Anne C.	North Central Branch	Library Services Assistant	0.50	03	08/24/2019
Departure	Sanders, Kayla	Bond Hill Branch	Library Services Assistant	0.50	03	09/21/2019
Departure	Kemple, Steven M.	Price Hill Branch	Mid Size Branch Manager	1.00	09	08/01/2019
Departure	Howell, Gloria A.	St Bernard Branch	Library Services Assistant	0.50	03	07/20/2019
Departure	Collins, Donna S.	Cataloging & Processing	Line Assistant Electronic Processing	1.00	03	07/31/2019
Departure	Espelage, Mary F.	Harrison Branch	Library Services Assistant	0.50	03	07/31/2019
Departure	Hill, Cynthia	Information & Reference Dept	Reference Librarian	1.00	07	08/30/2019
Departure	St.Fleur, Maurette	Education & Homework Support	Summer Brain Camp Aide	0.50	01	07/26/2019
Departure	Connolly, Ryan C.	Anderson Branch	Shelver	0.30	01	07/27/2019
Departure	Siemer, Nicole K.	Harrison Branch	Shelver	0.30	01	07/31/2019
Departure	Azeez, Morgan V.	Mt. Washington Branch	Shelver	0.30	01	08/03/2019
Departure	Fisher, Caitlin M.	Anderson Branch	Shelver	0.30	01	08/03/2019
Departure	Daumeyer, Clare E.	Madeira Branch	Shelver	0.30	01	08/03/2019
Departure	Huhn, Elizabeth A.	Delhi Township Branch	Shelver	0.30	01	08/07/2019
Departure	Titus, Naomi A.	Madeira Branch	Library Services Assistant	0.60	03	08/08/2019
Departure	Stelzer, Abby L.	Anderson Branch	Shelver	0.30	01	08/09/2019

Personnel Change Report

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Departure	Zhong, Katherine J.	Symmes Township Branch	Shelver	0.30	01	08/09/2019
Departure	Lamb, Jacob S.	Madeira Branch	Shelver	0.30	01	08/10/2019
Departure	Armstrong, Elizabeth L.	Blue Ash Branch	Shelver	0.30	01	08/13/2019
Departure	Kathman, Noah S.	Harrison Branch	Shelver	0.30	01	08/14/2019
Departure	Malatesta, Parker M.	Sorting & Materials Retrieval	Page	0.50	01	08/16/2019
Departure	Brock, Grace L.	Harrison Branch	Shelver	0.30	01	08/17/2019
Departure	Newsom, Nicole C.	Harrison Branch	Shelver	0.30	01	08/17/2019
Departure	Schott, Lillian W.	Blue Ash Branch	Shelver	0.30	01	08/17/2019
Departure	Weiss, Kaitlyn R.	Groesbeck Branch	Shelver	0.30	01	08/21/2019
Departure	Burton, Cooper R.	Wyoming Branch	Shelver	0.30	01	08/22/2019
Departure	Delgado-Rodriguez, Annaliet	Anderson Branch	Library Services Assistant	0.50	03	08/28/2019
Departure	Reinhardt, Hannah	Clifton Branch	Library Services Assistant	0.50	03	08/31/2019
Departure	Porter, Gabrielle A.	Forest Park Branch	Shelver	0.30	01	09/21/2019
Departure	Lindle, Meredith C.	Education & Homework Support	Summer Brain Camp Aide	0.50	01	08/09/2019
Departure	Nienaber, Zachary R.	Education & Homework Support	Summer Brain Camp Aide	0.50	01	08/09/2019
Departure	DesRochers, James D.	Education & Homework Support	Summer Brain Camp Aide	0.50	01	08/09/2019
Departure	Jones, Madison R.	Education & Homework Support	Summer Brain Camp Aide	0.50	01	08/09/2019
Departure	Nienaber, Miranda K.	Education & Homework Support	Summer Brain Camp Aide	0.50	01	08/09/2019
Promotion	Gaffney, Kelly L	Oakley Branch	Library Services Assistant	0.50	03	08/25/2019
Promotion	Glemaker, Jacob M	Norwood Branch	Teen Librarian	0.50	07	07/14/2019
Promotion	Hudak, Karin E	Sharonville Branch	Senior Library Services Assistant	0.50	04	08/11/2019
	<i>07/14/19 - 09/21/19</i>					

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

Mr. Moran seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Mr. Hendon, Mrs. LaMacchia, and Mr. Moran... 5 ayes. The motion carried. **(23-2019)**.

PUBLIC COMMENTS

None.

The Regular Meeting was then adjourned.

President

Attest: Secretary