

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

Date: June 11, 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: Brett Bonfield, Paula Brehm-Heeger, Molly DeFosse, Staci Dennison, Kyla Hardin, Holbrook Sample, and Beth Yoke

ACTION ITEMS

Mr. Moran moved the following:

- Confirm the following revision of the 2019 Estimated Resources and Annual Appropriations:

Gift Fund

Expenses

Supplies - increase by	\$ 100,000.00
<i>Appropriations net change</i>	<u>\$ 100,000.00</u>

The increase in appropriations is to account for program support expenditures that were funded through the Friends of the Public Library and the Library Foundation that was not originally anticipated when the original appropriations were established.

- Waive the post-audit meeting given that the audit is almost complete and Library staff is working to complete the Comprehensive Annual Financial Report. Currently, the auditors expect to issue a clean opinion and clean GAGAS opinion and there are no management letter comments. The auditors will still send out a draft opinion/GAGAS opinion to each board member with the option to request a meeting within five days of receiving the email.

- Approve a separate allocation of \$600,000 outside of the project budget to be used for both furniture and activation of the outdoor space. In an effort to move to a more flexible arrangement, we plan to explore a variety of furniture options that can be used as a standard as we move through the Facility Master Plan implementation. Because of this new approach the original budget presented to the Board did not include an estimate for furniture / equipment. Additionally, the front lawn of the Price Hill Branch presents both opportunities and challenges, including security concerns and accumulation of trash, that are unique to the branch. Activation of and changes in the nature of the landscape of this front lawn are important for the long-term success of the new facility.
- Approve the schematic design for Price Hill as currently presented which includes the renovation of the current building of 6,495 square feet and an addition of 6,075 square feet (first floor at approximately 9,325 and second floor at approximately 3,250 square feet) at a current estimate of \$6,000,000. The addition will provide accessibility on level one including routine Library services and an accessible second floor meeting space to a community comprised of almost 30,000 people.
- Approve adopting the Construction Manager at Risk construction delivery model for the Walnut Hills Branch Accessibility Project and the Madisonville Branch Accessibility Project.
- Approve engaging Bricker & Eckler LLP to assist in the process.
- Establish the Construction Manager at Risk Evaluation Committee as follows:
 - Kristen Payne – FTC&H – Advisor role
 - Robert G. Hendon – Advisor Role
 - Molly DeFosse – Coordinator
 - Jeff Gerrein
 - Brett Bonfield
 - Paula Brehm-Heeger
 - PLCH Capital Project Manager (in hiring process)
- Authorize the bid below and authorize the committee to review the statements of qualifications, select the top three firms, interview the top three as part of second step of the process where proposals for pricing and technical qualifications are submitted, and make a final recommendation to the Board in August 2019.

**NOTICE OF REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER AT RISK**

The Public Library of Cincinnati and Hamilton County is requesting statements of qualifications pursuant to Ohio Revised Code Section 9.33, et seq., from firms to provide construction manager at risk services for its branch renovations including the Walnut Hills Branch Accessibility and Madisonville Branch Accessibility Projects. Questions may be directed to, and Requests for Qualifications may be obtained by written request from: Molly DeFosse, Chief Finance and Facilities Officer, at capitalprojectsubmissions@cincinnati.library.org. Qualifications will be accepted until 12:00 p.m. local time, July 15, 2019.

- Release the Fiscal Officer of personal liability related to the theft on April 2, 2019 of a laptop from the Main Library valued at \$709.80. A police report has been filed and Library staff has added security steps in checking out laptops to minimize the risk of theft. In addition, increase the threshold for reporting thefts to the Board to \$1500 to align with the fixed asset capitalization policy.
- Authorize the Library's participation in the Ohio Checkbook with 2018 data being added to the system by the end of 2019, and then the data would be updated annually.

Ms. Kohnen seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Moran, and Ms. Redden ... 6 ayes. The motion carried. **(11-2019)**.

Ms. Allen moved the following:

- Approve the Education Assistance Program and Plan. The Library has been working to establish an Educational Assistance Program that would provide meaningful support to our employees. Attached is the recommended policy and plan (Exhibit I & II), which outlines the benefits and eligibility of educational assistance for staff.

Exhibit I

Educational Assistance Policy

It is the policy of the Library to furnish educational assistance to eligible employees, who wish to pursue a Master's Degree in Library Science in accordance with our Educational Assistance Plan.

Any full or part-time (twenty or more hours per week), regular (not temporary or seasonal) staff member, who has been employed by the Public Library for at least two consecutive years since the most recent date of employment, is eligible to apply for assistance.

Each year, the Library will determine the available funds for that year which will be divided evenly among the applicants to a maximum of \$5,250 annually and a minimum of \$3,000 annually. In the event that there are insufficient funds for all applicants, available funds will be divided among the applicants with the most consecutive years of service with the Library.

The lifetime maximum amount awarded to any applicant under this program will not exceed \$15,000.

Effective: 8/1/19

Approved:

Revised: 5/17/2019

**The Public Library of Cincinnati and Hamilton County
Employee Educational Assistance Plan**

Article 1 - Purpose of Plan

1.01 The purpose of the Plan is to furnish educational assistance to certain Employees so that such Employees are able to pursue a Master's Degree in Library Science which will maintain or improve skills necessary to their employment at Employer. It is the intention of Employer that the Plan qualifies as an Educational Assistance Plan under IRC Section 127 (b) (1), and that the educational assistance under the Plan be eligible for exclusion from the Employees' income under IRC Section 127(a).

Article 2 - Definitions

2.01 "Accredited Institution" means any college or university the primary function of which is the presentation of formal instruction and that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on.

2.02 "Benefits" means the direct payment or reimbursement of Covered Costs incurred by a Participant for Educational Courses.

2.03 "Covered Costs" means the tuition, fees and similar payments (as determined by Employer), and the costs of books paid for or incurred by a Participant in taking an Educational Course. Such term shall not include the costs of any tools or supplies purchased by a Participant or the cost of meals, lodging or transportation incurred by a Participant incidental to taking an Educational Course.

2.04 "Educational Course" means any course taken by a Participant at an Accredited Institution in pursuit of a Master's Degree in Library Science.

2.05 "Employee" means any individual employed on a full time or part time (20 or more hours per week), regular (not temporary or seasonal) basis by the Employer.

2.06 "Employer" means The Public Library of Cincinnati and Hamilton County.

2.07 "Participant" means any Employee who has satisfied the eligibility requirements of Section 3 and was selected to participate in the Plan.

2.08 "Plan" means The Public Library of Cincinnati and Hamilton County Educational Assistance Plan.

2.09 "Plan Administrator" means the person designated to administer the Plan under Section 7.01.

2.10 "Plan Year" means the 12 month period commencing January 1 and ending on December 31.

2.11 "Years of Service" means the number of years, including fractional portions of, employment with Employer.

2.12 "Documentation of Covered Costs" means documentation listing fees and course charges required by the Accredited Institution and sales receipts for text books.

Article 3 - Eligibility

3.01 Employees with two continuous Years of Service since the most recent date of hire with Employer and currently in good standing are eligible to apply for Benefits under the Plan.

3.02 Eligibility to participate in the Plan ceases if an Employee leaves the employ of the Employer or no longer meets the definition of Employee provided above.

Article 4 - Benefits

4.01 Each Plan Year, and subject to additional limitations set forth in Section 5 below, every Participant shall be eligible to receive Benefits under the Plan for at least \$3,000 in properly documented Covered Costs. However, Participants may only receive Benefits up to the maximum exclusion specified in IRC Section 127, as amended or any replacement section thereof. The maximum exclusion is currently \$5,250.00.

4.02 A Participant shall be entitled to Benefits under this Plan only for Covered Costs incurred after he or she becomes a Participant.

4.03 An Employee who is eligible to participate in the Plan and who desires to receive a Benefit under the Plan shall submit an application to Employer's Human Resources Department for such Benefit no later than the first Friday of August and/or the first Friday of December. Such application can be found on the "HR Forms Page" of Employer's internal website.

4.04 Within thirty days of either application deadline, the Plan Administrator shall notify the Employee whether the Employee is accepted as a Participant in the Plan and the amount approved.

4.05 Within thirty days of receipt of the Documentation of Covered Costs and the grade attained by the Participant, the Plan Administrator shall pay the Participant the Benefit the Participant is entitled to receive under the Plan.

Article 5 - Limitations on Benefits

5.01 Any Participant receiving financial assistance or a fellowship or scholarship from any public or private source shall only be entitled to a Benefit under this Plan to the extent the Covered Costs of the Educational Courses taken exceed the amount of such financial assistance or scholarship.

5.02 If a Participant fails to attain a grade of "C" (or its equivalent) or above in any Educational Courses for which he or she receives a Benefit under this Plan, such Participant will be ineligible to receive any reimbursement for any other Covered Costs associated with that Educational Course.

5.03 In no event shall a Participant be entitled to receive any Benefit under this Plan in lieu of any other compensation he or she might otherwise be entitled to from Employer.

5.04 No more than 5% of Benefits paid or incurred each year under the Plan shall be attributable to the highly compensated employees of Employer in accordance with IRC Section 127(b).

5.05 Notwithstanding any other provision of this Plan, a Participant will receive reimbursement for Educational Courses for which a grade of a "C" or higher is attained or for which no credit is received due to extended illness, injury, required military service, or work schedule change required by Employer.

Article 6 – Funding and Selection of Participants

6.01 Employer shall pay Benefits under this Plan from the income earned from the Karline Brown Trust Fund, the Heisel/Dunlap Trust Fund and/or the Armstrong Trust Fund of Employer.

6.02 Benefits will be distributed at Employer's discretion to eligible Employees. If requests exceed the funds allocated for Benefits under this Plan, Benefits will be distributed on the basis of Years of Service. Benefits shall be paid to or for Participants upon the submission and

approval of a claim for Benefits pursuant to the procedure set forth in Article 4. Participants shall not be required to make a contribution as a condition of receiving Benefits.

Article 7 - Named Fiduciary and Plan Administrator

7.01 The individual holding the position of Human Resources Director is hereby designated as the Plan Administrator to serve until resignation or removal by Employer's Board of Trustees and appointment of a successor by duly adopted resolution of such board. The Plan Administrator shall have the authority to control and manage the operation and administration of the Plan, including the authority to make and enforce rules or regulations for the efficient administration of the Plan; to interpret the Plan; and to decide all questions concerning the Plan and the eligibility of any person to participate in the Plan.

7.02 The Plan Administrator shall give reasonable notice of the availability and terms of the Plan to eligible Employees.

7.03 The Plan Administrator shall keep accurate records of all Benefits paid to Participants under the Plan and ascertain that no Benefit was paid to an Employee in lieu of other compensation due a Participant.

Article 8 - Miscellaneous

8.01 The Board of Trustees of Employer may amend or terminate this Plan at any time by duly adopted resolution.

8.02 This Plan is effective as of August 1, 2019 and replaces a previous written plan under IRC Section 127 which was established December 14, 1998, effective January 1, 1999, and amended January 1, 2002.

8.03 This Plan shall not be deemed to constitute a contract between Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of Employer or to interfere with the right of Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him or her as a Participant of this Plan.

8.04 This Plan shall be construed and enforced according to the laws of the State of Ohio, other than its laws respecting choice of law, to the extent not preempted by any federal law.

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. **(12-2019)**.

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 Facility Master Plan project (FMP), provided an FMP update and discussed plans for this summer's extensive community engagement. David and his team previously presented at the August 2018 Board meeting at which time the planning principles for

our FMP process (Maximize Access, Transparency, Customer Focus, Operational Sustainability, Industry-leading Excellence, Diversity, and Inclusion) were established by the Board. Group 4 has been working with community and staff groups to gather input for our FMP during the first half of 2019, including multi-day in-person visits in February and April.

- On May 7th, voters approved all five public library issues on local ballots around Ohio (Exhibit I in the report). The successful library ballot issues included two new levies and three renewals. The average voter approval rating was 74%.
- Deliberations on the state's biannual budget are moving forward in the Ohio Senate, as Senators consider what substitute version of the state budget bill, House Bill (HB) 166, the Senate will submit. The House version of the budget included the Public Library Fund (PLF) at 1.68% of the GRF (as was also proposed in the Governor's budget). Libraries across Ohio are urging Senators to amend the bill to include 1.7% of GRF be dedicated to the PLF. Following the Senate's submission of their version of the budget bill, deliberations will continue with the House and Senate conference committee to resolve the budget. We continue to monitor the situation.
- The Ohio Library Council's (OLC) Legislative Network, of which Ms. Brehm-Heeger is a member, was invited to hold its May meeting at the Governor's residence in Columbus. First Lady Fran DeWine's staff hosted the OLC group and provided information on the First Lady and the Governor's strong interest in early childhood literacy. Public libraries are a natural partner for this state-wide focus and the meeting provided an opportunity to highlight all that we do for children across the state.
- Ms. Brehm-Heeger has been invited to stand for election to a second term on the Ohio Library Council's Board of Directors. The election will be held this summer for a three-year term (2020-2023). Ms. Brehm-Heeger currently serves on the Board and is a member of the Executive Committee (Secretary).
- Later in June, Ms. Brehm-Heeger will be attending the American Library Association's annual conference in Washington, D.C. Several staff will also be attending and will all use the opportunity for professional development and meetings as well as meet with vendors who supply essential services to the Library including Overdrive (eMaterials), iii (online catalog and ILS), and Biblioteka (self-check and book lockers).
- During the first half of 2019 Ms. Brehm-Heeger has continued to focus on staff engagement and visibility of library leadership through weekly videos, informal "coffee klatches," and visiting agencies to meet and talk with staff. She is working with the Library's internal communications and Strategy staff to expand and examine additional venues for herself and for all members of the Library's Senior Leadership to engage with, listen to, and gather ideas from staff as this is an important area that requires consistent attention during this time of senior leadership transition and FMP development.

Ohio Library Council
Library Ballot Results - May 7, 2019
UNOFFICIAL RESULTS

Issue	Library	County	Millage	Votes		% Yes	Type	Term (yrs.)
				For	Against			
Levy	Euclid Public Library	Cuyahoga	5.6	2,255	Y 636	78%	Renewal	5
Levy	McComb Public Library	Hancock	1	369	Y 118	76%	New	5
Levy	North Ridgeville Library (Lorain Public Library System)	Lorain	1.91	2,938	Y 976	75%	Renewal	5
Levy	Oberlin Public Library	Lorain	1.5	753	Y 85	90%	Renewal	5
Levy	Stark County Library District	Stark	2	13,321	Y 12,761	51%	New	8

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Moran reported that:

- As part of the North Building construction in 1997, compact shelving was installed in a large section of the stacks. The mechanical system is far past its useful life and the Library is unable to get necessary parts for any needed repairs. The cost to retrofit the system – either to a mechanical crank or automated system – is estimated at \$3.5M - \$5M. Library staff is working to evaluate both short-term and long-term solutions to the shelving problems, which may include a reorganization of the collection to best align the type of shelving, the location of the items, and the frequency of use. (A large amount of the items stored on this shelving are also available in electronic format and can be accessed in a number of ways.)
- Cincinnati Works and the Library are researching the opportunity to work together in a more focused manner.
- The Library contracts with Emcor/Viox for grounds keeping at its owned facilities. At the beginning of spring, they informed us that their method of service delivery had changed. They would not be self-performing any work but rather it would be contracted out. Over the last several weeks we have received numerous complaints of tall grass from local governments and residents. We are working with Emcor/Viox to resolve the issues and get the service on schedule. The contract does provide for forty-five days to terminate the agreement.
- The Library has contracted with FTC&H to complete a preliminary design to determine a cost estimate and options to renovate the current Walnut Hills Branch facility. We hope to have the results by the end of June.
- The mechanical system at the North Central Branch needs to be replaced. The first estimate from Elevar Design Group to replace the system as it is currently designed was a little under \$600,000. We have engaged the firm to evaluate the building's needs and determine the best solutions. We plan to have recommendations in August 2019.
- The Distribution Center renovation is moving along as scheduled and within budget. The construction work is scheduled to be completed by the end of August with the move-in to begin shortly after. The intent is to have the facility operational by October 1, 2019.
- The electrical contractor has started construction on the 2018 Energy Retrofit project at the Main Library. The fire suppression contractor and the HVAC contractor have started the submittal

phase. Those contractors plan to start site work in the next few weeks; this will include demolition work. All work in the public areas will begin on the third floor and be done in phases with some partial public floor closures as needed. The project is expected to be complete by end of January 2020.

- The Main Library North Building roof project is on schedule and anticipated to be completed by the end of August.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen reported that:

- Preparation for the 2020 renewal of medical and voluntary benefits has begun. This year, we will be inviting major medical carriers in to interview and submit quotes. A Benefits Task Force of employees will be formed to offer transparency, understanding, and effective communication around this renewal process.
- On February 15, 2019, an EEOC charge filed by former employee, Vige Becker, was received. A settlement has been agreed upon and the EEOC charges will be dismissed.
- On May 16, 2019, the Library hosted a blood donation drive to benefit the Hoxworth Blood Center. The drive generated strong interest, with twelve donors participating in this half-day event.
- Please save the date: this year's Annual Staff and Retiree Recognition Program will be held on Sunday, November 10, 2019 at 5:30 p.m.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- This summer, the Library is hosting a community listening session for each branch with the exceptions of Price Hill, Madisonville, and Walnut Hills, which have already hosted listening sessions. A calendar of sessions is included as Exhibit I in the Board documents and on the public calendar. The Library will work with Champlin Architecture, Design Impact, and Group 4 to carry out these sessions. Ten (of a planned fifteen) focus groups have also been held to ensure we hear from diverse audiences such as young professionals and immigrants.
- During Staff Development Days this spring, staff members were asked to help guide the FMP by participating in a brief one-question survey presenting ten priorities. Staff voted for what they felt to be the four most important areas for the Library to focus on over the next three to five years. Digital literacy skills/tech support, workforce development, meeting people at their point of need, and addressing access/equity issues were the top vote-getters, followed by (in descending order of votes) social services, aging population, parents, civic participation, ESL/language acquisition, addiction & recovery, making/tinkering/DIY, self-employed/small business.

- On June 12th, Group 4, along with library consultant Susan Kent, will lead initial conversations with Main Library managers about re-envisioning the North and South buildings to better meet the evolving needs of the community.
- Members of the Board Trustees and Senior Leadership staff participated in a dinner, made possible through the generous support of the Library Foundation, on May 13th with the Hamilton County delegation for the Ohio General Assembly. Representatives Denson, Kelly, and Seitz were in attendance along with Senator Thomas. The dinner provided lawmakers an opportunity to learn about how our Library utilizes state provided Public Library Fund (PLF) dollars to support essential services to Hamilton County residents and offered the chance to answer questions from legislators as they worked on the State's biannual budget.
- The Marketing Department is leading the effort to revisit the Library's brand identity. As a first step, we are working to identify a local firm to partner with on this undertaking. The extensive community and staff engagement happening throughout 2019 as a part of the FMP project presents a timely opportunity to learn from community members and stakeholders what they value most in the Library. This feedback will be translated into an updated look and message that resonates with today's audiences. The Library plans to select a firm by the end of June. Brand identity work will occur during the remainder of 2019 with a goal to launch the new brand in early 2020.
- Upcoming events and exhibits:
 - Summer Adventure began on June 1st! Throughout the summer the Library will be presenting programs that support ongoing learning for young people. Highlights include:
 - The Know Theatre's Alice in Neverland, an interactive literary adventure that encourages critical thinking skills
 - The Children's Theatre TCT on Tour's workshops focused on bullying and healthy eating
 - Bright Star Theatre's shows celebrating the 50th anniversary of the moon landing
 - New Leaf Kitchen's cooking workshop series at the Mt. Healthy Branch providing additional food support after their summer lunches end
 - Several live animal educational programs presented by Great Parks, Cincinnati Zoo, Newport Aquarium WAVE Foundation, Cincinnati Herpetological Society, and Raptor Inc.
 - Science Matters in America and Crystal Clear Science presenting hands-on science programs
 - The Library Foundation successfully applied for a grant from the Jacob G. Schmidlapp fund in support of Pop-Up Preschool. With these funds, the Library will develop a curriculum for Pop-Up Preschool, implement a round of Pop-Up Preschool at Deer Park in the fall of 2019, and roll the initiative out to additional locations in 2020. Priority will be given to locations outside of Cincinnati Preschool Promise service area and school districts with low kindergarten readiness scores.
 - The Library will once again partner with the Cincinnati Metropolitan Housing Authority (CMHA) on the National Book Foundation's Book Rich Environments project, which connects families living in public housing with reading-related resources. From June through December, the Library and CMHA will distribute nearly 30,000 books to children living in public housing or in underserved communities. The majority of books will be distributed at three CMHA Resident Awareness Community Barbecues in June, July, and August. This year, Santa Maria Community Services has joined this effort and will work with Library staff to distribute books to children in Price Hill.

- The Library is partnering with employment agency Staffmark to host job fairs at the Deer Park Branch on June 25th and 26th.
- Throughout July and August, the Library is partnering with the Jewish Community Relations Council (JCRC) to host discussions of Yossi Klein Halevi's Letters to My Palestinian Neighbor. Discussions will be held at seven locations and will be co-facilitated by a representative from the JCRC.
- The Library is partnering with Cincinnati Metro on two initiatives this summer. Beginning in July, Read and Ride will return offering monthly Library reading recommendations to bus commuters, including recommendations for books that can be downloaded using Wi-Fi on buses. We will also be hosting programs and story times on buses this summer with Metro bringing buses to several Library locations. Children and families can tour the buses and participate in activities.
- In partnership with PreventionFIRST and the Hamilton County Heroin Coalition, the Westwood Branch Library is hosting a forum to discuss the impact of substance use disorders and how to work together to combat the epidemic. The event is also being supported by Westwood Works and will be held on July 30th at 6:30 p.m.
- From June 15th – July 31st in the Main Library's Atrium, explore important, fascinating, and meaningful Library materials, community relics, posters, and memorabilia from past decades that celebrate and reflect on milestones and challenges of the LGBTQ+ communities.
- Beginning in July, the Library will host programming related to the inaugural Mary S. Stern Lecture with Bryan Stevenson. Discussions of *Just Mercy: A Story of Justice and Redemption* and *The Sun Does Shine: How I Found Life and Freedom on Death Row* will take place at Library locations and a guide will be made available for community book discussions. The Ohio Innocence Project will host a panel with attorneys and exonerees. The Mary S. Stern Lecture with Bryan Stevenson will be held on October 2nd, 7 p.m., at the Aronoff Center for the Arts. Tickets go on sale in early August for \$5.
- In August, the Library will partner with the Cincinnati Chinese Cultural Exchange Association and the Cincinnati Convention and Visitors Bureau to host a traveling exhibition to commemorate the 150th anniversary of the introduction of large numbers of Chinese workers for the construction of the first transcontinental railway across North America. The exhibition will be in the Main Library's Atrium.

June 2019

Community Listening Session schedule as of 6/3/19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 <small>GROESBECK 6:30PM-8PM</small>	18 <small>COLLEGE HILL 6PM-7:30PM</small>	19 <small>MARIEMONT 6:30PM-8PM</small>	20	21	22
23	24	25	26	27 <small>NORTH CENTRAL 6:30PM-8PM</small>	28	29 <small>LOVELAND 10:30AM-12PM</small>
	30					

Branches in the final steps of scheduling include Elmwood Place Branch Library, Madeira Branch Library, Wyoming Branch Library

July 2019

Community Listening Session schedule as of 6/3/19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <small>BOND HILL 6PM-7:30PM</small>	2 <small>WESTWOOD 6PM-7:30PM</small>	3	4	5	6
7	8 <small>CORRYVILLE 6PM-7:30PM</small>	9 <small>GREEN TOWNSHIP 6:30PM-8PM</small>	10 <small>FOREST PARK 6:30PM-8PM</small>	11 <small>GREENHILLS 7PM-8:30PM MEETING HELD OFFSITE</small>	12	13
14	15	16 <small>ST. BERNARD 5:30PM-7PM</small>	17 <small>HYDE PARK 6:30PM-8PM</small>	18 <small>MIAMI TOWNSHIP 6:30PM-8PM</small>	19	20 <small>HARRISON 10:30AM-12PM</small>
21	22 <small>CLIFTON 6PM-7:30PM</small>	23 <small>BLUE ASH 6:30PM-8PM</small>	24 <small>MT. WASHINGTON 6:30PM-8PM</small>	25 <small>NORTHSIDE 6PM-7:30PM</small>	26	27
28	29 <small>PLEASANT RIDGE 6PM-7:30PM</small>	30 <small>AVONDALE 6PM-7:30PM</small>	31 <small>DEER PARK 6:30PM-8PM</small>			

Branches in the final steps of scheduling include Elmwood Place Branch Library, Madeira Branch Library, Wyoming Branch Library

August 2019

Community Listening Session schedule as of 6/3/19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 ANDERSON TOWNSHIP 3:30PM-5PM
4	5 SYMMES TOWNSHIP 6:30PM-8PM	6 DELHI TOWNSHIP 6:30PM-8PM	7 OAKLEY 6:30PM-8PM	8 CHEVIOT 6:30PM-8PM MEETING HELD OFFSITE	9	10 MT. HEALTHY 3:30PM-5PM MEETING HELD OFFSITE
11	12	13	14 NORWOOD 6:30PM-8PM MEETING HELD OFFSITE	15 WEST END 6:30PM-8PM	16	17
18	19 SHARONVILLE 6:30PM-8PM	20 MONFORT HEIGHTS 6PM-7:30PM	21 COVEDALE 6:30PM-8PM	22	23	24
25	26 READING 6PM-7:30PM	27	28	29	30	31

Branches in the final steps of scheduling include Elmwood Place Branch Library, Madeira Branch Library, Wyoming Branch Library

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Duke Energy Foundation, The Ruth J. and Charles A. Conway Foundation, the Marge and Charles J. Schott Foundation, the John A. Schroth Family Charitable Trust through the PNC Charitable Trust Grant Review Committee, and Western and Southern Financial Fund have all approved funding to support Summer Adventure 2019.
- At its May board meeting, the Foundation approved funding from its unrestricted endowment draw to support Summer Adventure 2019, the Homework Helper program and the Ohio Library Council conference reception being hosted in Cincinnati. A spring fundraising appeal is underway and additional grant funding requests have been submitted and are under review.
- Alexia Loyanich has been named as Executive Director of The Friends of the Public Library. She began volunteering at the warehouse in 2013 and joined the staff as Logistics Director. Her passion for the Library, the work of the Friends and her skills in business leadership will help to position the Friends for growth in the coming years.
- At its May board meeting, the Friends of the Public Library approved its 2019 – 2020 budget for library program support. The approved allocation is a 5% reduction in overall support from the previous year.

- The Friends of the Library’s June Sale in Hartwell was June 1st – 8th. The Friends Shop at Main will move to “summer hours” beginning June 10th. Hours of operation will be Tuesdays, Wednesdays, Fridays, and Saturdays from 11 a.m. to 5 p.m.
- The Anderson Township Library Association will host its annual June Sale at Nagel Middle School from June 21st – 23rd.
- The Taft Museum of Art is showcasing items from the Library’s collection in its *Magic and Melodrama* exhibit. To celebrate its long-standing partnership with the Library, the board of the Taft is hosting a small gathering in the exhibit on June 12th for Library Trustees, Foundation Directors, and senior leaders.

OPERATIONS COMMITTEE REPORT

Ms. Redden introduced Travis Castleberry, Westwood Branch Manager.

- Westwood Branch has enjoyed a close relationship with its neighbor Westwood Elementary for a hundred and ten years. In the past year, staff introduced several new STEAM (Science, Technology, Engineering, Art, and Math) programs for children and help from the Homework Help Aide who assists children with their assignments. For the last two years, Westwood has offered students afterschool snacks through its partnership with the Children’s Hunger Alliance, a popular and needed service that has led to a 166% increase in attendance during the course of the school year.

Ms. Redden reported that:

- Renée Roberson Tecco, Senior Library Services Assistant in the Youth Services department at the Main Library, has been selected to receive the Baker & Taylor-sponsored Black Caucus of the American Library (BCALA) Support Staff Award. Ms. Tecco has worked for the Library system for twenty-five years and was a founding staff member of TeenSpot in 2008. Some of her notable achievements include:
 - Helping the teens and tweens create a podcast called Brain Pizza (2015)
 - Helping the library create a Mock Coretta Scott King Awards event to accompany our Mock Caldecott, Newbery, and Printz events (2017)
 - Working with rapper Pxxce to initiate a music program (2018)

For these and numerous other accomplishments, Ms. Tecco was honored by BCALA, which 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. Ms. Tecco will receive the prestigious annual Support Staff Award in-person on June 23rd at the America Library Award Annual Conference in Washington, D.C.

CONSENT AGENDA ITEMS

Mr. Moran moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held April 23, 2019.
- Investment Report (summary of invested balances) as of April 30, 2019 and May 31, 2019.

EXHIBIT III

Investment Report

	Amount <u>4/30/2019</u>	Amount <u>5/31/2019</u>
<u>Fifth Third Investment</u>		
General Fund	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>
	\$2,000,000.00	\$2,000,000.00
<u>Operating Account</u>		
General Fund	\$21,460,066.57	\$22,223,050.94
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	619,791.65	594,014.95
Building and Repair	9,686,448.00	9,530,642.83
Permanent Trust Funds	<u>1,320,395.98</u>	<u>1,330,534.36</u>
	\$33,316,702.20	\$33,908,243.08
STAR Ohio		
Building and Repair	1,092,845.70	1,095,132.36
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,752,501.00</u>	<u>\$6,752,501.00</u>
GRAND TOTAL	<u>\$43,162,048.90</u>	<u>\$43,755,876.44</u>

- Monthly Financial Reports – for the periods ending April 30, 2019 and May 31, 2019.
- Marketing Board Report – April 2019 and May 2019.

- Contributions, Gifts, and Donations – April 2019 and May 2019.

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

April 1, 2019 through May 31, 2019

4/9/2019	Library Foundation	Summer Adventure - Duke	\$ 15,000.00
5/2/2019	Library Foundation	Support for Harrison Branch	\$ 1,021.25
5/30/2019	Bruce Family Charitable Foundation	Support for Mariemont Branch	\$ 5,000.00
5/30/2019	Library Foundation	Pop Up Preschool Grant	\$ 50,000.00
Various	Library Foundation	Summer Aventure	\$ 27,000.00
Various	Friends of the Public Library	Support for Programs (April 2019 - May 2019)	\$ 51,342.64

- Personnel Change Report reflects changes through May 18, 2019.

Personnel Change Report

Action	Full Name	Agency	Job Title	FTE	Grade	Date
Appointment	Gutjahr, Carolyn A	Northside Branch	Shelver	0.30	01	03/24/2019
Appointment	Tekia, Essaye T	Clifton Branch	Shelver	0.30	01	03/24/2019
Appointment	Daumeyer, Clare E	Madeira Branch	Shelver	0.30	01	03/24/2019
Appointment	Vuotto, Emily M	Information & Reference Dept	Senior Library Services Assistant	0.50	04	04/07/2019
Appointment	Chu, Kyle L	Madeira Branch	Shelver	0.30	01	04/07/2019
Appointment	Bonfield, Brett J	Service Operations	Chief Operating Officer	1.00	15	04/21/2019
Appointment	Eltahir, Salma	Clifton Branch	Library Services Assistant	0.50	03	04/21/2019
Appointment	Gigliotti, Becky J	Anderson Branch	Library Services Assistant	0.50	03	04/21/2019
Appointment	Heugel, Brandon A	Maintenance Services	Maintenance Mechanic Entry Level	1.00	03	04/21/2019
Appointment	Todd, Lisa R	Human Resources	Human Resources Director	1.00	14	04/21/2019
Appointment	Miceli, Luke M	Wyoming Branch	Shelver	0.30	01	04/21/2019
Appointment	Wright, Timothy S	Loveland Branch	Shelver	0.30	01	04/21/2019
Appointment	Brown, Taylor D	Youth Services	Senior Library Services Assistant	0.50	04	05/05/2019
Appointment	Kuchera, Timothy L	Maintenance Services	Maintenance Technician	1.00	05	05/05/2019
Appointment	Lomack, Simone D	Monfort Heights Branch	Library Services Assistant	0.50	03	05/05/2019
Appointment	Neff, Diana R	Symmes Township Branch	Library Services Assistant	0.50	03	05/05/2019
Appointment	Stafford, Madeleine M	Walnut Hills Branch	Shelver	0.30	01	05/05/2019
Appointment	Bolt, Mary J	Information & Reference Dept	Senior Library Services Assistant	0.50	04	05/05/2019
Change	Howell, Gloria A	St Bernard Branch	Library Services Assistant	0.50	03	04/07/2019
Change	Gray, Emmanuel-Sathya A	Sorting & Materials Retrieval	Sorter	1.00	01	04/07/2019
Change	Mechley, Abigail N	St Bernard Branch	Library Services Assistant	0.60	03	04/07/2019
Change	Eugair, Karen A	Anderson Branch	Children's Librarian	1.00	07	04/21/2019

Change	Brockman, Julia A	Anderson Branch	Library Services Assistant	1.00	03	05/05/2019
Change	Johnson, Anthony R	West End Branch	Library Services Assistant	1.00	03	05/05/2019
Change	Hurst, Kathleen M	Genealogy & Local History	Digital Services Assistant	1.00	05	04/21/2019
Change	Sferra, Maria A	Service Operations	Regional Manager	1.00	12	04/21/2019
Change	Jones, Arnisha L	Popular Library	Shelving Team Leader	1.00	07	03/24/2019
Demotion	Reifenberger, Susan A	Wyoming Branch	Library Services Assistant	0.50	03	04/07/2019
Departure	Berry, Mary J.	Wyoming Branch	Library Services Assistant	0.50	03	03/30/2019
Departure	Benesch, Cynthia	Development Office	Administrative Assistant	1.00	07	04/30/2019
Departure	Bacchus, June	Cataloging & Processing	Line Assistant Physical Processing	1.00	02	05/03/2019
Departure	Holmes, Ty'ere L.	Youth Services	Shelver	0.30	01	03/27/2019
Departure	Philpot, Ashley N.	Price Hill Branch	Library Services Assistant	0.50	03	04/04/2019
Departure	Higgins, Bethany	Sorting & Materials Retrieval	Page	1.00	01	04/05/2019
Departure	Cason, Sharon R.	Elmwood Place Branch	Library Services Assistant	0.50	03	04/05/2019
Departure	Cox, Zachary I.	Popular Library	Shelver	0.50	01	04/26/2019
Departure	Todd, Lisa R.	Human Resources	Human Resources Director	1.00	14	04/26/2019
Departure	Martini, Anna C.	Monfort Heights Branch	Library Services Assistant	0.50	03	04/27/2019
Departure	Brown, Joshua D.	HVAC Services	Electrician	1.00	06	05/01/2019
Departure	Oliver, Alicia N.	Youth Services	Shelver	0.50	01	05/02/2019
Departure	Flick, Gwendalyn M.	Anderson Branch	Shelver	0.30	01	05/04/2019
Departure	Holmes, Hannah R.	Norwood Branch	Library Services Assistant	0.50	03	05/06/2019
Departure	Cain, Dominici N.	Mt. Healthy Branch	Homework Help Aide	0.30	01	05/08/2019
Departure	Clajus, Emma J.	Westwood Branch	Homework Help Aide	0.30	01	05/09/2019
Departure	Denney, Darien L.	Cheviot Branch	Homework Help Aide	0.50	01	05/09/2019
Departure	Stahl, Kylee E.	Covedale Branch	Homework Help Aide	0.30	01	05/09/2019
Departure	Largent, Madeleine E.	Avondale Branch	Homework Help Aide	0.30	01	05/09/2019
Departure	Connair, Daniel	Anderson Branch	Shelver	0.30	01	05/10/2019
Departure	Garcia, Bailey M.	Miami Township Branch	Homework Help Aide	0.30	01	05/10/2019
Departure	Maloney, Brittany R.	Miami Township Branch	Library Services Assistant	0.50	03	05/11/2019
Departure	Edwards, Chelsey E.	Norwood Branch	Shelver	0.30	01	05/11/2019
Departure	Hawley, Victoria B.	Clifton Branch	Library Services Assistant	0.50	03	05/13/2019
Departure	Foster, Andre L.	St Bernard Branch	Library Services Assistant	0.50	03	05/18/2019
Promotion	Bach, Kathleen A	Service Operations	Regional Manager	1.00	12	03/24/2019

Promotion	Chumbley, Lesleigh R	Loveland Branch	Mid-Size Branch Manager	1.00	09	03/24/2019
Promotion	Gabotero, Chelsea R	Education & Homework Support	Education & HW Support Assistant	0.60	04	03/24/2019
Promotion	Pace, Destini A	Avondale Branch	Library Services Assistant	0.50	03	03/24/2019
Promotion	McNabb, LeeAnn	Norwood Branch	Mid-Size Branch Manager	1.00	09	04/07/2019
Promotion	Allan, Macy E	Service Operations	Floater	1.00	05	04/07/2019
Promotion	Jones, Ronisha R	Service Operations	Floater	1.00	05	04/07/2019
Promotion	Price, Heather N	West End Branch	Senior Library Services Assistant	1.00	04	04/07/2019
Promotion	Gastright, Matthew	Information Technology	PC App. Spec. / Altiris Admin.	1.00	07	04/07/2019
Promotion	Moll, Evelyn A	Virtual Information Center	Library Services Assistant	0.60	03	04/21/2019
Promotion	Titschinger, Casey A	Delhi Township Branch	Senior Branch Manager	1.00	10	05/05/2019
Promotion	Hardin, Kyla D	Human Resources	Human Resources Director	1.00	14	05/05/2019
Promotion	Breidenbaugh, Margaret E	Walnut Hills Branch	Senior Library Services Assistant	1.00	04	05/05/2019

3/24/19 - 05/18/19

- Statistical Report for May 2019.
- Top Ten Circulating Titles for May 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. **(13-2019)**.

PUBLIC COMMENTS

None.

The Regular Meeting was then adjourned.

President

Attest: Secretary