

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

Date: June 14, 2016

Meeting: Regular

Place: Meeting Room - Corryville Branch Library - 2802 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

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

Trustees Absent: Mr. Zaring

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

RESOLUTION

Mrs. LaMacchia requested that the Board adopt the following resolution honoring William J. Moran's 20 years of service on the Board of Library Trustees.

Whereas, William J. Moran was first appointed to the Board on May 15, 1996 by the Board of County Commissioners of Hamilton County; and

Whereas, William J. Moran served as President of the Board in 2000, 2006, 2011, and 2013 and as Vice President in 1999, 2005, 2009 and 2010; and

Whereas, William J. Moran received a Trustee Award of Achievement from the Ohio Library Council for distinguished service and innovative leadership in October 2011 and served on the Ohio Library Council Board of Directors from Jan. 1, 2013 through Dec. 31, 2015; and

Whereas, William J. Moran chaired two successful Library Levy campaigns in 2009 and 2013; and

- Whereas, As a Member of the Board of Trustees, William J. Moran works to help make the Public Library of Cincinnati and Hamilton County one of the largest, busiest, and best public libraries in the country, with tremendous growth over 20 years including increases of 49% in circulation and more than 50% in the number of cardholders; and
- Whereas, During his tenure on the Board, the Library received the 2013 National Medal for Museum & Library Service from the Institute of Museum and Library Services as well as three consecutive Five-Star ratings from *Library Journal* – one of only five libraries nationwide in the \$30+ million expenditure category to receive this distinction; and
- Whereas, William J. Moran helped see the Library through the opening of the North building and renovation of the South building at Main as well as the Main Library for the 21st Century Plan and new construction and renovation projects at 15 branch libraries, including renovations/expansions of the Corryville, Anderson, Avondale, Delhi, Northside, Norwood, Pleasant Ridge, and Westwood branch libraries and new construction at the Covedale, Groesbeck, Harrison, Bond Hill, Clifton, Reading, and St. Bernard branch libraries; and
- Whereas, William J. Moran is an avid reader, lover of literature, and an outspoken and enthusiastic advocate for the Library, its services, and employees; and
- Whereas, Through his continued interest, not only in the Library but also working in the region, William J. Moran has helped improve the quality Library service in our community.

NOW THEREFORE, BE IT RESOLVED in recognition of his 20 years of continued service to the Public Library of Cincinnati and Hamilton County, the Members of the Board of Trustees commend William J. Moran.

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.

Mr. Wright moved that the Board approve the resolution as written. Mr. Hendon seconded.

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Wright and Mrs. Trauth ...5 ayes. The motion carried. **(11-2016)**.

PUBLIC COMMENTS

Eight individuals addressed the Board. The individuals were reminded of their three minute time limit prior to speaking.

Don Wade identified as a Library Services Assistant at the Madeira Branch. Don feels the newly adopted compensation schedule does not follow the Library's guideline of being "fair, equitable and motivational". Based on the sensitivity of the issue, Don requested a meeting with the Board to explain his concerns. Trustee Mr. Moran indicated the staff should set a meeting with the Human Resources Committee to hear Don's concerns.

Callie Wright implored the Board to add transgender benefits. Callie stated a number of medical organizations recognize the reality of the medical need for the surgery and that the Board needs to add the coverage to affirm the necessity and business efficacy for the individual and the organization.

Jami Thompson identified as a Teen Librarian. Jami shared that at age of 22, Jami was named as a foster parent for a 15 year old transgender individual who did not have support at home. The individual moved to Chicago at 18 because they had better healthcare. Jami works with a number of transgender teen patrons who feel accepted at the Library. Jami asked the Board to accept transgender healthcare.

Raya Schweitzer identified as a transgender individual who began transitioning at 14 which was 40 years ago. Raya worked on past Library construction projects. Raya indicated providing transgender insurance coverage would provide a better work life for all employees and that trans inclusion made good business sense.

Nat Kutcher welcomed everyone to the Corryville branch (where Nat works). Nat requested the Board provide the transgender health insurance to support the employees, spouses and children of employees and show the Library's transgender support to the community.

Nancy indicated she was a devoted Library patron over the last 20 years. Nancy asked the Board to add the affordable rider. Nancy views the Library as a safe space for everyone. Nancy stated that denial of the insurance coverage is discrimination and it is urgently needed. Nancy asked the Board to vote for it in the spirit of libraries.

Rachel Dovel shared the story of Leelah Alcorn who was a transgender teen who committed suicide because she did not have the support she needed. Rachel stated that if Leelah had the support she needed, the outcome could have been different.

Chris Seelbach indicated that the last 48 hours has been very tough for their community because of the events in Orlando. He stated that the Library Board should not make medical decisions. He asked the Board for two things – 1) let doctors decide what treatment is appropriate for Rachel Dovel and 2) follow the lead of the voters of Cincinnati who have agreed that members of the LGBT community should be treated fairly.

ACTION ITEMS

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

PUBLIC LIBRARY FUND UPDATE

In 2015, the PLF revenue came in 9% over 2014 revenue. The 2016 budget reflected an estimate fairly equivalent to the 2015 actual. The first four months of 2016 have trended on budget but May reflected a 6% negative variance from the estimate and June reflected a 16% negative variance. Through June, the revenue is approximately \$800,000 less than anticipated. The Ohio Department of Taxation has stated that overall state revenues are coming in below estimates and we are expecting updated estimates for the second half of the year to be downgraded. Once these estimates are available, we will prepare a comprehensive budget review and report any potential impact to the Library at the August, 2016 meeting.

2015 AUDIT

The Auditor of State has completed the 2015 audit. There were no findings, adjustments, or management letter comments. A copy of the report was sent to each of the Board members on June 3, 2016. The Fiscal Office has also submitted the Comprehensive Annual Financial Report to the GFOA.

THEFT OF LIBRARY PROPERTY

On May 14, 2016 there was a break in at Walnut Hills. Two iPads valued at \$766.08 were taken. Library Operations has reviewed the security in place at the branches and taking corrective action as necessary. The Fiscal Officer requests a release of personal liability related to the theft of these items.

CONTRIBUTIONS, GIFTS AND DONATIONS RECEIVED GREATER THAN \$1000

The contributions, gifts and donations that were previously reported in the Eva Jane Romaine Coombe Director's report will now be included in the consent agenda.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright, and Mrs. Trauth ...6 ayes. The motion carried. **(12-2016)**.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Moran reported:

TRANSGENDER SURGERY RIDER / CORE GROUP BENEFITS POLICY

Approve a revision to the Core Group Benefits Policy to state that the Library does not add riders to its health insurance plan. This continues our past practice, avoids the staff or Board choosing from a number of riders, and helps to control rising health insurance costs. It also relies on our health insurance provider to decide when to make an excluded coverage part of the fully insured plan. The revised Core Group Benefits and HIPAA Policy is as follows:

Full time staff members, as defined by the ACA, are eligible to participate in the core group benefits, including medical, dental, life, accidental death and dismemberment. The cost sharing options for core group benefits are set by the Board of Trustees. Core group benefit coverage is provided in accordance with the insurance carriers' regulations, the Ohio Revised Code, the Affordable Care Act (ACA) and Health Insurance Portability and Accountability Act (HIPAA), when applicable. The Library does not add riders to its health insurance plan. The Library reserves the right to modify or amend its benefit plans.

Under HIPAA, the Library is committed to maintaining and protecting the confidentiality of our employees' personal information. HIPAA requires two notifications to staff:

1. Privacy Practice notices from providers of the High Deductible Health Plan and HSA, dental, prescription drug, health care flexible spending account and employee assistance programs.
2. Protected Health Information (PHI) notice from the Public Library of Cincinnati and Hamilton County.

VOLUNTEER SERVICES POLICY

Approve the revised Volunteer Services Policy. The coordination of volunteers has moved from Human Resources to Marketing under the Community and Government Relations Coordinator. The revision to the policy removes this verbiage of which department is responsible for the coordination. The revised Volunteer Services Policy is as follows:

The Library's Volunteer Services Program is intended to encourage and expand the involvement of community volunteers. They will work with the staff, as partners, to provide service to others by supporting, preserving, and promoting free and easy access to ideas and information.

Volunteers do not take the place of regular paid staff; they enhance the activities and services provided by the paid staff.

For information only

OCRC CHARGE DISMISSED

On April 12, 2016, the Library received a letter of determination from The Ohio Civil Rights Commission (OCRC), dismissing the case by Yolanda Wheelright.

ANNUAL STAFF AND RETIREE RECOGNITION PROGRAM

Save the date... This year's Annual Staff and Retiree Recognition Program will be held on Sunday, October 30, 2016.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright and Mrs. Trauth ...6 ayes. The motion carried. **(13-2016)**.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Moran reported that:

AUTHORIZATION FOR PUBLIC BIDDING - 2016 ONGOING MAINTENANCE PROJECT

Approve publication of the following bid advertisement for the 2016 Ongoing Maintenance Project.

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 Friday July 29, 2016 for furnishing all labor, materials, equipment, services and supervision necessary to complete the project titled:

2016 ONGOING MAINTENANCE PROJECT MULTIPLE BRANCH LOCATIONS

Proposals shall be in accordance with the Contract Documents prepared by KLH Engineers, 1538 Alexandria Pike #11, Fort Thomas, KY 41075, phone (859) 442-8050. Bids received after the stated deadline will not be accepted. Bids by facsimile or e-mail

will not be accepted. Proposals will be publicly opened and read aloud immediately after closing of bids. All interested parties are invited to attend.

Individual lump sum bids for trade contractors TC-01 are required. The estimated amounts for these contracts are:

TC-01 General Trades.....	\$3,300,500.00
Total:	\$3,300,500.00

The summary of the work for this proposal is:

Roof replacements, HVAC replacements, and HVAC controls at multiple locations.

Starting Friday, July 8, 2016, bidders can purchase drawings (full sets only) at the cost of the reproduction from ARC Document Solutions, 7157 E Kemper Rd., Cincinnati, OH 45249, (513) 326-2300.

A pre-bid meeting will be held in the Tower Room at the Main Library, 800 Vine Street, Cincinnati, Ohio 45202 on Friday, July 15, 2016 at 1:00 pm.

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 will be 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 as provided by the ORC.

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.

LOVELAND LEASE

Approve a 10-year lease for the Loveland branch that begins January 1, 2017 at \$10.53/sq. ft. with a 2% increase every other year. Also, approve the expansion of the Loveland branch, adding an additional 3,100 sq. ft. vacant space adjacent to the branch. Construction cost covered by the owner is estimated at \$150,000.

REQUEST TO RELOCATE THE WYOMING BRANCH TO HARTWELL

Decline the request from Ed Shea of the Hartwell Improvement Committee to relocate the Wyoming Branch Library to 8424 Vine St. in Hartwell.

For Information only:

DEER PARK BRANCH

The Deer Park Board of Education decided to not move forward with incorporating the Deer Park branch library into a redesigned and expanded Amity Elementary school.

VINE STREET PLAZA AND ENTRANCE

Three preliminary options to redesign the Main Library's Vine Street plaza and entrance were reviewed. Seating, placement of the Book Fountain, and retail options were discussed, and will be communicated to the design firm FRCH.

ST. BERNARD STORM SEWER WORK COMPLETED

All storm sewer work to correct design problems has been completed at the St. Bernard branch.

MIAMI TOWNSHIP PROPERTY

At the meeting, Mr. Hendon discussed being approached concerning available property in the Miami Township area.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright and Mrs. Trauth ...6 ayes. The motion carried. **(14-2016)**.

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

LIBRARY VENUE FOR UNITED WAY DINNER

On June 16 from 6:00-8:00, the Women of United Way's Tocqueville Society will host a special evening edition of the Impact Spotlight Series for all United Way Leaders in Giving at the Main Library. Attendees will have an opportunity to see the Library's MakerSpace in action during the cocktail hour and hear about how our region is growing the STEM talent pipeline over dinner.

We expect to have a large turnout and are delighted at the opportunity to share our Main Library and MakerSpace with so many.

CINCINNATI ENQUIRER CELEBRATES 175TH ANNIVERSARY

The *Cincinnati Enquirer* is marking its 175th anniversary with a year-long childhood literacy initiative. The *Enquirer* has asked the Library and United Way to join in this initiative. Our Library has also reached out to neighboring libraries in Northern Kentucky and Southwest Ohio to expand the initiative beyond Hamilton County and several have agreed to participate. The initiative will consist of three primary activities. First a children's book drive with a goal of collecting 17,500 books. The books will be dropped off at library locations and are kept by the local library. Next, the initiative is seeking to have volunteers contribute 17,500 hours of time for childhood literacy activities. Finally, on August 10, a birthday bash for the *Enquirer* will take place on Fountain Square. A major component of this party will be the World's Largest Storytime featuring a celebrity storyteller and the much-loved children's book *Chicka Chicka Boom Boom*. Children can also participate by attending a storytime at their local library or other participating site. The birthday bash includes family activities and snacks on the Square, with the storytime beginning at noon.

METLIB CONFERENCE

As approved by the Board, Ms. Fender attended the MetLib conference in Doha, Qatar in late April. Presenters represented libraries from all over the world including France, the Netherlands, and China. Each afternoon, conference attendees visited libraries in Doha including school libraries, a library for special needs children, the Georgetown University Doha Library, the Faculty of Islamic Studies Library, and the Museum of Islamic Art library. Our tour of the Qatar National Library which is still under construction was led by the architect Rem Koolhaas.

Ms. Fender thanked the Board for providing her with the remarkable opportunity. She brought back many ideas and has been invited by other libraries in attendance to present at next year's conference in Montreal and at their libraries.

ROI REPORT SHOWS VALUE OF PUBLIC LIBRARIES

Fleeter and Associates prepared for the Ohio Library Council a study comparing the service provision and cost effectiveness of Ohio's public libraries. Ohio's public libraries have the highest transactions (reference, circulation, program attendance and computer sessions) per capita in the country at 20.33. The national average is 9.81. Our Library is significantly higher than Ohio at 28. Ohio's cost per transaction is 41st in the country at \$2.88 well below the national average of \$3.56. Our Library's cost per transaction is only \$2.30. Finally, the report calculates the return on investment for money spent on public libraries. Statewide, Ohioans receive \$5.48 in economic value for every \$1.00 invested in public libraries. Our Library's return on investment is significantly higher with a benefit of \$6.73. The full report was presented to the Board.

UPCOMING PRESENTATIONS

The Ohio Library Council's Annual Conference is in Sandusky, September 28-30. The following staff members were selected to present at the conference:

- Ella Mulford and Cate Crusham: *Making in Your Neighborhood: Books, Breweries, Buttons and Badges.*
- Kim Fender: *No Surprises! Using Foresight Techniques to Anticipate and Plan for the Future* and *ConnectED to our Youth, Getting Every Child a Library Card* (panelist).

Ms. Fender requested approval for reimbursement of her expenses to present at the conference, estimated at \$500 or less.

AMENDMENT ON BOND RATINGS

Under ORC 3375.404, public libraries have the authority to issue anticipatory notes for building projects and borrow against their state funding distributions from the Public Library Fund (PLF). Lenders are not able to consider the additional funds received through library property tax levies. This leads to lower bond credit ratings for the libraries and ultimately costs Ohio taxpayers more money for projects.

The Ohio Library Council (OLC) drafted an amendment, added to House Bill 390 that would allow lenders to consider both proceeds from the PLF and local property tax levies. HB 390 is currently awaiting Governor Kasich's signature.

SENATE LEADERSHIP ROUNDTABLE

On June 9, Ms. Fender attended a roundtable with members of the Senate leadership hosted by DSD Advisors. Matt Davis, President of DSD, serves on the Library Foundation Board and often includes the Library at these events. Ms. Fender shared

information about the bonding legislation just mentioned, the current state of the Public Library Fund and our statewide ROI. In attendance were:

Senator Keith Faber, Senate President
Larry Obhof, Senate President Pro Tempore
Tom Patton, Majority Floor Leader
Bill Seitz, Chairman, Public Utilities Committee
Bob Peterson, Chairman, Ways and Means Committee
Joe Uecker, Chairman, State and Local Government
Lou Terhar, State Representative and Candidate for the Ohio Senate

ALA LEGISLATIVE DAY

May 2-3 Elaine Fay and Ms. Fender attended the American Library Association's Legislative Day in Washington, DC. They made good use of their short time there starting with a meeting with long-time Library donor, Jill Grisco, whose family has made numerous contributions for the Madisonville Branch Library most recently securing grant funding that funded the replacement of furniture in the children's area. Later that evening, they joined their colleagues from around the country at the Urban Libraries Council's headquarters. The next day they met with staff from the offices of Senator Brown, Senator Portman, and Congressmen Chabot and Wenstrup.

HEROIN MEDIA REPORT

In mid-May, WCPO reported on the increase in heroin overdoses at the Main Library. The report included statistics that year-to-date there had been 6 overdoses and at this rate the number for the year could be 18, higher than the previous two years combined. The Main Library, at 550,000 square feet in size, is one of the largest public buildings downtown. In 2015, the Main Library had more than 1.1 million visits. The Library has seven security staff members on duty during open hours, with five security guards patrolling the building. In addition, a Cincinnati Police officer is in the Main Library afternoons and evenings. Checks of restrooms in the Library are part of their regular patrols.

The Library does not want to have drug overdoses occurring in any Library facility but as a large, publicly accessible building with more than a million visits each year, it is impossible to completely eliminate this problem given the pervasive drug use in our community.

UNITED WAY: DAY OF ACTION

The Library will participate in the United Way of Greater Cincinnati's *Day of Action: Wild about Reading* event on Saturday, June 18 from 10 a.m. – 2 p.m. This event will be held at the Cincinnati Zoo Peacock Pavilion and will feature fun and educational activities for families. As program participants, the Library will be highlighted in all promotional material and will receive a booth at the event. The Library's booth will

feature a literacy-themed, life-size interactive board game activity with prizes and giveaways. Zoo tickets may be purchased for the day of the event online through United Way's website at a discounted rate of \$7 per person with parking included.

STAFF OF SENATOR ROB PORTMAN TOURS MAKERSPACE

U.S. Senator Rob Portman's local office staff toured the Main Library's MakerSpace during a visit on June 1. Senator Portman is the author of the Educating Tomorrow's Workforce Act of 2015 and staff expressed his interest in learning how the Library is giving Ohio residents access to the equipment and technologies being used in today's industries.

LIBRARY DAY AT THE REDS SUNDAY, SEPTEMBER 4

In addition to giving out a free Reds ticket to every Summer Learning participant, the Reds will be hosting Library Day at the Sunday, September 4 game. This should be a well-attended game giving the Library even more exposure as September 4 is also the Western & Southern / WEBN Fireworks at Riverfest. The first 10,000 fans will receive a Library and Reds co-branded book light. Other activities are being planned including a pregame parade, first pitch, tables in the fan zone and more.

September 4 is also the date that CBTS has donated tickets to the Library Foundation. Library staff can purchase tickets to the game and support the Foundation.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association's (ATLA) Annual Used Book Sale at Nagel Middle School was the previous weekend. There was \$31,151 in sales. Proceeds from the sale benefit the Anderson and Mt. Washington branch libraries.

LIBRARY FOUNDATION

The new USL soccer team FC Cincinnati is donating 20% of all ticket sales to the Library Foundation when the promo code Library16 is used when purchasing tickets.

FRIENDS OF THE PUBLIC LIBRARY

The Friends held its Annual and Regular meetings on May 6. At the Annual Meeting, the Friends' re-elected 5 members of its Board to the term 2016-2019: Eunice Abel, Jay DeWitt, Consuelo Harris, Jim Jones, and Todd Neumann. It was reported that Board member Amanda Williams tendered her resignation. The Friends reported Library support of \$207,000 for the 2016 fiscal year, ended March 31, 2016.

The annual sale at Main is underway with results to be announced at the meeting.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright and Mrs. Trauth ...6 ayes. The motion carried. (15-2016).

INFORMATIONAL ITEMS

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Wright introduced Jeff Gerrein, Facilities Operations Manager.

Jeff reported that:

FACILITIES MAINTENANCE AND PROJECTS UNDERWAY

Managing the maintenance for the Library's 41 facilities is a daunting task. There are approximately 1 million square feet of space, 108 chillers, 2,750 air filters and over 50,000 light bulbs to maintain. In general, it is the goal of Facilities Operations to present well-maintained, clean and functional facilities to Library customers and staff. To accomplish this, Facility Operations consist of four functional units: Maintenance, HVAC, Custodial Services, and Construction Management. Over the past few years, work tickets have gone from over 450 to under 90. This dramatic change is the result of staff from Maintenance, HVAC and Custodial addressing open tickets in a timely manner, and focusing on preventive maintenance to help reduce the need for a work ticket. Of course, construction projects consume a great deal of time for all Facilities staff. In 2015-2016 there were four projects in various stages underway simultaneously: Avondale branch renovation, St. Bernard, Reading and Clifton projects. As well, immediately prior to these projects, the Main Library's South building roof was replaced. The Facilities team works together to ensure customers and staff enjoy a facility that is clean, comfortable, and inviting.

The Board commented that they have new respect for the Facilities staff.

Mr. Wright reported that:

PLEASANT RIDGE BRANCH MANAGER ACCEPTED TO ALA LEADERSHIP INSTITUTE

Kate Denier, Pleasant Ridge Branch Manager, has been accepted to the American Library Association's Leadership Institute. The 2016 Leadership Institute will focus on *Leading to the Future* and is a four day immersive leadership program happening in Itasca, Illinois. Kate was selected to participate among applicants from across the country. The Institute helps future Library leaders develop and practice their leadership skills in areas critical to the future of the libraries they lead.

RFID PROJECT COMPLETE

After tagging over 2.5 million items for circulation, the modification of self-check machines and installation of new security gates at Main, the Library's conversion to RFID is complete. Customers and staff report significant benefits from RFID.

CINCINNATI MUSEUM CENTER ITEMS TO BE DISPLAYED AT THE LIBRARY

The Library is partnering with the Cincinnati Museum Center in their "Curate My Community" initiative during the Museum's multi-year renovation. A 20-foot Allosaurus skeleton will be placed on the 2nd floor bridge and a 12-foot taxidermied polar bear will be located in the Atrium near the elevators. Smaller exhibit items will be placed at branch locations in late 2016. It is anticipated that these displays will continue until late 2018/early 2019 when the renovations to the Museum should be complete.

CUSTOMER SELF-CHECK-IN PILOT PROJECT AT LOVELAND

In response to requests from customers, a pilot project for a customer self-check-in process was implemented on June 1st at the Loveland Branch. Customers who choose to do so will have the option to scan in items that are being returned using the same self-service devices currently available for customer check out.

UPCOMING PROGRAMS AND EXHIBITS

Author Visits

On June 18 at 6:00 p.m., the Main Library will host Jim Obergefell and Debbie Cenziper, authors of *Love Wins: The Lovers and Lawyers Who Fought the Landmark Case for Marriage Equality*. *Love Wins* is the story of those behind the groundbreaking Supreme Court case that led to the legalization of same-sex marriage.

Also, as mentioned at the April meeting, at 2:00 p.m. on the same day as the Obergefell visit, the Main Library will host award-winning author Jacqueline Woodson. Ms. Woodson won the 2014 National Book Award for her *New York Times* bestselling memoir *Brown Girl Dreaming*.

Writing Workshops

Jeff Hillard, the Library Foundation's Writer-in-Residence, will host a series of writer's workshops at the Main Library on June 25, July 30 and September 24 at 1:00 p.m. Topics will include self-publishing, writing short stories and writing a memoir.

Also, the Library is partnering with Xavier University Library to host teen writing camps at the Sharonville and Corryville Branches. Mr. Hillard will serve as one of the instructors as well as faculty, students, and alumni from Xavier University. Workshops will be held at the Sharonville Branch from July 11-15 from 1:00 p.m. to 4:00 p.m. and at the Corryville Branch from August 1-5 from 1:00 p.m. to 4:00 p.m.

Veterans Coming Home Project

As part of the Library’s partnership with CET and their *Veterans Coming Home* project, the Library will host a veterans’ town hall meeting at the Main Library on the evening of July 19. CET will show footage from interviews with veterans and a panel of experts will discuss issues related to post-9/11 veterans.

Cincinnati Pops Performance

On July 23 at 2:00 p.m., the Cincinnati Pops Poptet will perform a selection of soul and R&B music, in honor of Aretha Franklin's Cincinnati Pops debut. CSO violinist Joanne Wojtowicz will perform a set of experimental music during the Popular Library’s monthly Experimental Music series on July 27 at 7:00 p.m.

17th Annual Bookworks XVII Exhibit

Cincinnati Book Arts Society (CBAS) will hold Bookworks XVII, its 17th annual exhibit of traditional and contemporary handmade books in the Atrium of the Main Library from June 14 – September 4. There will be artist walk-throughs and book making demonstrations on the following Sundays, June 19, July 17, and August 21 at 2:00 p.m.

Thinking Money Exhibit

The Library is one of 50 sites selected to host *Thinking Money*, a new traveling exhibition designed to teach young people and their families about money in a way that is not only understandable, but fun. The 1,000-square-foot exhibition will be on display at the Library for a six-week period, May 17 – June 24, 2017. The Library will also receive a \$1,000 programming allowance.

CONSENT AGENDA ITEMS

Mr. Wright presented the following items for approval:

- Minutes of the Regular Meeting held April 12, 2016.
- Investment Report (summary of invested balances) as of April 30, 2016 and May 31, 2016.

Investment Report

	Amount 4/30/2016	Amount 5/31/2016
<u>Fifth Third Investment</u>		
General Fund	\$500,000.00	\$500,000.00
Building and Repair	1,000,020.55	1,000,020.55
	\$1,500,020.55	\$1,500,020.55
<u>Operating Account</u>		
General Fund	\$10,313,754.43	\$9,334,277.22
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	288,181.15	265,104.91

Building and Repair	2,372,432.24	2,357,942.70
Permanent Trust Funds	1,444,069.39	1,430,539.16
	<u>\$14,648,437.21</u>	<u>\$13,617,863.99</u>
STAR Ohio		
Building and Repair	1,049,196.63	1,049,610.24
Managed Investments (Trust Funds):		
Permanent Trust Funds	<u>\$6,740,531.00</u>	<u>\$6,740,531.00</u>
GRAND TOTAL	<u>\$23,938,185.39</u>	<u>\$22,908,025.78</u>

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

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000
January 1, 2016 through May 31, 2016

01/11/2016	Hamilton County Genealogical Society	Support of Abell Permanent Fund	2,800.00
01/25/2016	Library Foundation	Annual Caldecott Gift	1,000.00
01/25/2016	Library Foundation	Support for St. Bernard Branch from sale of Keener books	2,000.00
01/25/2016	Library Foundation	Support for Mariemont Branch from Barbara Bruce	4,000.00
01/25/2016	Library Foundation	Second installment of Schott Foundation Homework Helpers	30,000.00
01/29/2016	Library Foundation	Eva Jane Romaine Coombe Earnings	36,673.95
04/12/2016	Friends of the Public Library	Contribution for Walnut Hills AV Equipment	5,500.00
04/20/2016	Helen Cheng	Purchase of materials	5,000.00
04/26/2016	Mariemont Preschool Parent Group	Specific items for the Mariemont Branch	1,954.02
05/02/2016	Library Foundation	Pet Memorials	1,662.00
05/02/2016	Library Foundation	Support for Summer Camp Reading from the Pfau grant	15,000.00
05/02/2016	Library Foundation	Third installment of Schott Foundation Homework Helpers	30,000.00
Various	Friends of the Public Library	Support for Programs (Jan 2016 - May 2016)	63,844.46

- Personnel Change Report reflects changes through June 4, 2016.

<u>Action</u>	<u>Agency</u>	<u>Position Title</u>	<u>FTE</u>	<u>Employee Name</u>	<u>Effective Date</u>
APPOINTMENT	AVONDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	MIDDLEBROOKS, CAMERON P	05/08/2016

APPOINTMENT	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SALYERS, ALEXANDRIA M	04/10/2016
APPOINTMENT	CHILDREN'S LEARNING CENTER	CHILDREN'S LIBRARIAN	1	CLARDY, ALEXIS M	04/10/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	FOOTE, HEIDI D	05/22/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	MISKELL, KELSEA E	05/08/2016
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	RICHTAND, TRACY W	05/22/2016
APPOINTMENT	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HAWLEY, VICTORIA B	03/27/2016
APPOINTMENT	COMMUNICATION & NETWORK SRV	NETWORK ADMINISTRATOR	1	CUPP, RICHARD A	04/10/2016
APPOINTMENT	COMPUTER SERVICES	PC SUPPORT SPECIALIST	1	WARD, BENJAMIN M	04/10/2016
APPOINTMENT	HUMAN RESOURCES	HUMAN RESOURCES REP	0.5	ROOF, LORETTA K	05/08/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	REFERENCE TEAM LEADER	1	RAMPA, JUSTYN E	04/10/2016
APPOINTMENT	INFORMATION & REFERENCE DEPT	SHELVER	0.5	WEINER, CRISTINA R	04/10/2016
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	0.3	ORTH, NATALIE B	04/24/2016
APPOINTMENT	LOVELAND BRANCH	STUDENT SHELVER	0.3	REARDON, MARGARET M	05/22/2016
APPOINTMENT	MARIEMONT BRANCH	STUDENT SHELVER	0.3	NICHTING, ALYSSA A	04/24/2016
APPOINTMENT	MARKETING	COMM. & GOVT. REL. ASSISTANT	0.5	MERSFELDER, BRITTANY R	04/24/2016
APPOINTMENT	MARKETING	GRAPHIC DESIGNER - TEMP	1	SHAKESPEARE, SIMON C	04/24/2016
APPOINTMENT	MARKETING	WEB DEVELOPER	1	BECKER, JOSHUA T	03/27/2016
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.3	PAUL, HANNAH M	04/10/2016
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.6	DICKHAUS, JOSEPH A	05/22/2016
APPOINTMENT	NORWOOD BRANCH	STUDENT SHELVER	0.3	MULLANEY, QUINN T	05/08/2016
APPOINTMENT	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	DERBY, SARAH T	04/10/2016
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	BELL, CLEO E	04/10/2016
APPOINTMENT	POPULAR LIBRARY	SHELVER	0.5	CASWELL, JOSHUA A	04/10/2016
APPOINTMENT	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HUDAK, KARIN E	03/27/2016
APPOINTMENT	SHARONVILLE BRANCH	STUDENT SHELVER	0.3	MORGAN, KAYLI R	05/08/2016
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SPENCER, JENNIFER M	03/27/2016
APPOINTMENT	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	0.3	BUSH, KAYLIN J	04/10/2016
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.6	SCHWENDENMANN, KATELYN A	05/22/2016
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.5	KAY, ABBY C	05/22/2016
APPOINTMENT	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.5	FISCHER, MORGAN A	03/27/2016

CHANGE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.5	GORTEMILLER, ELIZABETH C	03/27/2016
CHANGE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.6	HARTZLER, LYDIA A	05/22/2016
CHANGE	BLUE ASH BRANCH	TEEN LIBRARIAN	1	LEBOURVEAU, KELLY A	04/24/2016
CHANGE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROC.	1	EICK, MARCIE H	03/27/2016
CHANGE	CATALOGING & PROCESSING	LINE ASST PHYSICAL PROCESSING	1	SHIP, DANIELLE	04/24/2016
CHANGE	CATALOGING & PROCESSING	LINE ASST PHYSICAL PROCESSING	1	WILLIAMS, SAMANTHA	04/10/2016
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.6	AMMON, MELANIE	03/27/2016
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1	RILEY, BRIAN J	05/08/2016
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1	STIVERS, JEFFREY D	05/08/2016
CHANGE	FISCAL OFFICE	FINANCIAL CLERK I	1	DANNEMILLER, KATHLEEN	05/08/2016
CHANGE	GREEN TOWNSHIP BRANCH	CHILDRENS LIBRARIAN	1	GALLAGHER-SAUTER, BRIDGID K	05/22/2016
CHANGE	MARKETING	MARKETING MANAGER	1	RICE, CHRISTOPHER	04/10/2016
CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPME LIBRARIAN	1	COOPER, STEPHANIE D	04/10/2016
CHANGE	MATERIALS SELECTION & ACQ	SERIALS ACQUISITIONS LIBRARIAN	1	HAVERLAND, AMANDA M	04/10/2016
CHANGE	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	0.5	HERRMANN, ANNA C	04/10/2016
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	1	DOWNING, JOSHUA	04/10/2016
CHANGE	TECHCENTER / MAKERSPACE	EBM TECHNICIAN	1	METZ, MICHAEL S	03/27/2016
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	ONONYE, UCHENNA	03/27/2016
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.6	ROSS, JEREMY L	03/27/2016
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	1	MCAFEE JR, WILLIAM A	04/10/2016
CHANGE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.6	CLARK, MIRANDA F	04/24/2016
DEPARTURE	AVONDALE BRANCH	HOMEWORK HELP AIDE	0.3	ROSE, SARAH J	05/27/2016
DEPARTURE	BLUE ASH BRANCH	LIBRARY SERVICES ASSISTANT	0.5	GORTEMILLER, ELIZABETH C	05/21/2016
DEPARTURE	BOND HILL BRANCH	STUDENT SHELVER	0.3	EDWARDS, SIDNEY N	05/11/2016
DEPARTURE	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROC.	1	EICK, MARCIE H	05/13/2016
DEPARTURE	CATALOGING & PROCESSING	LINE ASST PHYSICAL PROCESSING	1	SHEELIT, SOPHIA	03/31/2016
DEPARTURE	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SALYERS, ALEXANDRIA M	04/11/2016
DEPARTURE	CHEVIOT BRANCH	LIBRARY SERVICES ASSISTANT	1	UHLNBROCK, MARY M	05/27/2016
DEPARTURE	CIRCULATION SERVICES	CIRCULATION TEAM LEADER	1	LAURSEN, HENRIK E	05/06/2016

DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	ARNOLD, MIRANDA	04/07/2016
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	WINTLE, HEATHER	04/09/2016
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.5	PHILPOTT, CIERA L	05/13/2016
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1	HOLLOWAY, NORMAN	05/20/2016
DEPARTURE	CORRYVILLE BRANCH	HOMEWORK HELP AIDE	0.3	FRANK, MIRANDA L	04/28/2016
DEPARTURE	CORRYVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	JONES, ELIZABETH A	05/18/2016
DEPARTURE	DEER PARK BRANCH	HOMEWORK HELP AIDE	0.3	DAVIS, BRANDON C	05/13/2016
DEPARTURE	DEER PARK BRANCH	STUDENT SHELVER	0.3	BRUMMETT, SAMANTHA	04/12/2016
DEPARTURE	DEER PARK BRANCH	TEEN LIBRARIAN	1	GRANDSTAFF, ANGELA H	05/06/2016
DEPARTURE	DIRECTOR'S OFFICE	STRATEGIC INITIATIVES DIRECTOR	1	DRONSFIELD, MICHELLE R	05/16/2016
DEPARTURE	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	0.6	BEERY, CHRISTOPHER S	05/11/2016
DEPARTURE	FISCAL OFFICE	FINANCIAL CLERK I	1	MCPAHAN, TARA Y	04/08/2016
DEPARTURE	GENEALOGY & LOCAL HISTORY	REFERENCE LIBRARIAN	1	MAGEE, DOUGLAS S	03/31/2016
DEPARTURE	HUMAN RESOURCES	HR REP/VOLUNTEER COORDINATOR	0.5	LUXENBERGER, LEE ANN	04/29/2016
DEPARTURE	INFORMATION & REFERENCE DEPT	SHELVER	0.5	WEINER, CRISTINA R	04/26/2016
DEPARTURE	LOVELAND BRANCH	STUDENT SHELVER	0.3	JOHNSON, MADISON	04/06/2016
DEPARTURE	MADEIRA BRANCH	STUDENT SHELVER	0.3	BELL, ASHLEY L	05/21/2016
DEPARTURE	MADISONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.5	BLANKENSHIP, PETER R	05/13/2016
DEPARTURE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.5	SCOTT, SARAH	05/31/2016
DEPARTURE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPME LIBRARIAN	1	KOVACS, THERESA T	03/31/2016
DEPARTURE	MONFORT HEIGHTS BRANCH	SENIOR LIBRARY SERVICES ASST	0.5	ZEIGER, EILEEN P	05/21/2016
DEPARTURE	POPULAR LIBRARY	SHELVER	0.5	BROWN, BETHANY J	05/06/2016
DEPARTURE	READING BRANCH	STUDENT SHELVER	0.3	SPRINGER, ROBIN L	04/12/2016
DEPARTURE	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1	FOSTER, RICHARD L	04/30/2016
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	1	BURK, JASON	04/01/2016
DEPARTURE	SHIPPING & RECEIVING	TRUCK DRIVER	1	EUGAIR, JAMES D	05/12/2016
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	ONONYE, UCHENNA	04/13/2016
DEPARTURE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	TUCKER, SARA	04/16/2016
DEPARTURE	TECHNOLOGY OPERATIONS	ADMIN ASST - TECHNOLOGY OP	1	SMITH, MORRIS T	04/22/2016
DEPARTURE	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SERVICES ASST	0.6	WULLENWEBER, CHELSEA J	05/07/2016

DEPARTURE	WESTWOOD BRANCH	HOMEWORK HELP AIDE	0.3	MCNEILL, ELAINE M	05/13/2016
PROMOTION	CATALOGING & PROCESSING	LINE ASST ELECTRONIC PROC.	1	COLLINS, DONNA S	04/24/2016
PROMOTION	DIGITAL SERVICES	DIGITAL SERVICES ASSISTANT	1	WILLIAMS, ELI	04/24/2016
PROMOTION	FOREST PARK BRANCH	BRANCH MANAGER	1	DAVIDSON, SHAUN A	04/10/2016
PROMOTION	GENEALOGY & LOCAL HISTORY	REFERENCE LIBRARIAN	1	LACHER, AMANDA C	04/10/2016
PROMOTION	HARRISON BRANCH	SENIOR CHILDREN'S LIBRARIAN	1	HOFFER, CAITLIN	04/24/2016
PROMOTION	INFORMATION & REFERENCE DEPT	SENIOR LIBRARY SERVICES ASST	0.5	WRIGHT, PAUL R	05/22/2016
PROMOTION	POPULAR LIBRARY	REFERENCE LIBRARIAN	1	VOROBOK, ADAM D	04/10/2016
PROMOTION	POPULAR LIBRARY	SENIOR LIBRARY SERVICES ASST	1	WALKER, ANTUAN L	03/27/2016
PROMOTION	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.5	JARIWALA, RIYA H	04/24/2016
PROMOTION	SORTING & MATERIALS RETRIEVAL	TEAM LEADER	1	MITCHELL, MARY E	05/08/2016
PROMOTION	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	RICHARDS, HADLEIGH G	05/22/2016
PROMOTION	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.5	RUPP, DAPHNE	04/24/2016

- Statistical Report for May, 2016.
- Top Ten Circulating Report for May, 2016.

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

Voting for the motion: Mrs. LaMacchia, Mrs. Kohnen, Mr. Hendon, Mr. Moran, Mr. Wright and Mrs. Trauth ...6 ayes. The motion carried. **(16-2016)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary