DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 16, 2020, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the July 15, 2020 meeting of the Board, the August 19, 2020 special meeting of the Board, and the September 8, 2020 facilities meeting of the Board.

4. CONSENT AGENDA - ACTION

All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, in order to attend the University of Kentucky, School of Library and Information Science.
It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Jason Long, Information Services Assistant, Miami Township Branch Library, in order to attend University of Tennessee, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Donald Stewart, Information Services Assistant, Westwood Branch Library, in order to attend Kent State University, School of Library and Information Science.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

- Teresa Curtis-Morrow, Children Services Librarian, Northeast Branch Library, for the course “Special Topics in Library and Information Science: Social Media”, University of Kentucky, 3.0 credit hours, at a cost of $2,109.00, and the course “Information Architecture”, University of Kentucky, 3.0 credit hours at a cost of $2,109.00, for a total of $4,218.00.

- Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course “Intermediate Spanish II”, Sinclair Community College, 3.0 credit hours, at a cost of $463.09, for a total of $463.09.

- Jason Long, Information Services Assistant, Miami Township Branch Library, for the course “Management of Information Organizations”, University of Tennessee, 3.0 credit hours, at a cost of $2,325.00, and the course “Archives and Records Management”, University of Tennessee, 3.0 credit hours at a cost of $2,325.00 for a total of $4,650.00.

- Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Information Policy”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Accessibility Evaluation and Universal Design” Kent State University, 3.0 credit hours at a cost of $2,211.00 for a total of $4,422.00.

- Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Youth Literature in the Digital Realm”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, the course “Information Sources and Reference Services” Kent State University, 3.0 credit hours at a cost of $2,211.00, and for the course “Mater’s Portfolio in Library and Information Sciences”, Kent State University, 1.0 credit hour, at a cost of $737.00 for a total of $5,159.00.

- Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “The Public Library” Kent State University, 3.0 credit hours at a cost of $2,211.00 for a total of $2,211.00.

- Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hour, at a cost of $737.00, for a total of $737.00.
5. **COMMENTS FROM THE GENERAL PUBLIC**

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.

2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.

3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.

4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.

5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.

6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.

7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.

8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Reports for July and August 2020 are included in the Board packet.

The Executive Director approved the following investments:
Major Sources of Revenue, Uses, and Investments

<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/19/2020</td>
<td>RE Tax Advance</td>
<td>$89,435</td>
<td>$89,435</td>
<td>-</td>
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<tr>
<td>6/19/2020</td>
<td>RE Tax Advance</td>
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<td>-</td>
<td>$73,821</td>
<td>Debt Service</td>
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<td>6/26/2020</td>
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<td>7/6/2020</td>
<td>RE Tax Advance</td>
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<td>$37,195</td>
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<td>7/6/2020</td>
<td>RE Tax Advance</td>
<td>$30,519</td>
<td>-</td>
<td>$30,519</td>
<td>Debt Service</td>
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<tr>
<td>7/10/2020</td>
<td>RE Tax Advance</td>
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<tr>
<td>7/15/2020</td>
<td>PLF</td>
<td>$1,558,962</td>
<td>$1,058,962</td>
<td>$500,000</td>
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<tr>
<td>7/17/2020</td>
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<td>$243,282</td>
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<td>-</td>
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<td>7/24/2020</td>
<td>RE Tax Advance</td>
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<td>$285,210</td>
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<td>7/24/2020</td>
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<td>$238,190</td>
<td>-</td>
<td>$238,190</td>
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<td>8/3/2020</td>
<td>RE Tax Advance</td>
<td>$245,814</td>
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<td>8/10/2020</td>
<td>RE Tax Advance</td>
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<td>$552,806</td>
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<td>8/10/2020</td>
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<td>-</td>
<td>$457,298</td>
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<td>8/17/2020</td>
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<td>8/17/2020</td>
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<td>Debt Service</td>
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<td>$11,713,442</td>
<td>$4,088,876</td>
<td>$7,624,566</td>
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</table>

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR - ACTION

It is recommended that the Board adopt the following Resolution:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and

WHEREAS, The Budget Commission of Montgomery 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 tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, 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 Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount To Be Derived From Levies Outside 10 M. Limitation</th>
<th>County Auditor’s Estimate of Tax Rate To Be Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$11,592,085</td>
<td>1.75</td>
</tr>
<tr>
<td>Bond Fund</td>
<td>$9,594,476</td>
<td>1.40</td>
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</tbody>
</table>

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

A roll call vote is needed.

8. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.
- COVID-19 Update
- Expanding Library Services
- SharedWork Ohio/DMLSA Memorandum of Understanding

9. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. SALE OF FORMER DAYTON VIEW BRANCH LIBRARY - ACTION

On September 1, 2020, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 1515 Salem Ave., formerly the Dayton View Branch Library, to Erwin V. Washington for the price of $176,000.00.

The Executive Director recommends the Board authorize Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 1515 Salem Ave., formerly the Dayton View Branch Library, currently owned by the Library to Erwin V. Washington for the price of $176,000.00 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

11. APPROVAL OF THE TELEWORKING POLICY - ACTION

The Executive Director recommends the Board approve the proposed Teleworking Policy (Policy AD 121) as presented in the Board materials.
12. APPROVAL OF ELECTION POLL WORKER LEAVE - ACTION

The Executive Director recommends the Board approve the proposed Election Poll Worker Leave as presented in the Board materials.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION

As required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director and all seven Library Trustees.

Among the requirement of the law, is an annual meeting to review the Library’s records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 21, 2020 at 4:00 p.m. via WebEx. The regular meeting of the Board will follow immediately after the records commission meeting.

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next Facilities Meeting will be held Monday, October 12, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 21, 2019 at 4:15 p.m. via WebEx.

16. EXECUTIVE SESSION

It is recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

A roll call vote will be needed.

16. ADJOURNMENT – ACTION
CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to participate in “Federation of Genealogical Societies Conference” being held virtually on September 2, 2020, sponsored by FGS. It is further recommended that registration in the amount of $280.00 be reimbursed by the Board.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “Redefining Wellness for Librarians of Color” online course being sponsored by Library Juice on September 7, 2020 through October 4, 2020. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Programming with Purpose” online course being sponsored by the University of Wisconsin on September 21, 2020 through October 18, 2020. It is further recommended that registration in the amount of $125.00 be reimbursed by the Board.

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “R.I.S.E LGBTQ+ Youth Summit” being held virtually on September 25, 2020, sponsored by Public Health: Dayton & Montgomery County. It is further recommended that registration in the amount of $25.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “2020 ABOS Virtual Conference” being sponsored by ABOS on October 14, 2020. It is further recommended that registration in the amount of $79.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Interim Change in Position and Location be accepted:

Jenny Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, from Assistant Library Manager, full-time, Grade S07, Vandalia Branch Library, effective July 19, 2020 at the rate of $25.38 per hour.

It is recommended that the following Leave Without Pay be accepted:

Elesa Davis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective August 19, 2020 for 1080 hours to finish Master’s program.

It is recommended that the following Resignation be accepted:

Jordan Champion, Information Services Assistant, substitute, Grade Sub08, Public Services, effective February 6, 2020.
Jennie Eisnaugle, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective December 5, 2019.

Mary Fisher, Patron Services Assistant, substitute, Grade Sub05, Vandalia Branch Library, effective May 2, 2020.


Susan Jordan, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective March 14, 2020.

Shana Novak, Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective July 24, 2020.

Tracy Phillips, Branch Library Manager, full-time, Grade S08, Northwest Branch Library, effective October 3, 2020.

Stephanie Roberts, Patron Services Assistant, substitute, Grade Sub05, Northmont Branch Library, effective March 3, 2020.


Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective August 1, 2020.

Sharon Vaughan, Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 14, 2020.

Larry Yung, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective August 29, 2020.

It is recommended that the following Retirement be accepted:

Bee Edmonds, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective September 30, 2020 after more than 28 years of service.

Nancy Horlacher, Local History Librarian, full-time, Grade 12, Special Collections, Main Library, effective October 31, 2020 after 44 years of service.

Elaine Lindstrom, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective August 31, 2020 after more then 35 years of service.

Kathleen Moore, Early Literacy Librarian, full-time, Grade 12, Youth Services, Operations Center, effective October 30, 2020 after more then 14 years of service.