DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 21, 2020, 4:15 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 September 16, 2020 meeting of the Board.

It is recommended that the Board take action on the minutes of the September 24, 2020 Special meeting of the Board.

The October 12, 2020 Facilities meeting was canceled.

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 Molly Benson, Senior Acquisition Clerk, Collection Development, in order to attend the University of Kentucky, School of Library and Information Science.
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 Executive Director approved the following investments:

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<td>$1,581,623</td>
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<td><strong>Total</strong></td>
<td><strong>PLF</strong></td>
<td><strong>$1,581,623</strong></td>
<td><strong>$1,581,623</strong></td>
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7. **2019 AUDIT FINDINGS – INFORMATION**

Fiscal Officer, David Hess, will review the 2019 Audit findings with the Trustees.
8. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.
- Paul Laurence Dunbar Statue for the West Branch

9. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. 2021 HEALTH DENTAL AND VISION INSURANCE – ACTION

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2021:

- Renew group health insurance with Anthem with no change in benefit coverage or plan design, and no change in premiums. Continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a Library funded contribution of $1,000 for a single plan and $1,500 contribution for a family plan.

- Retain group dental insurance with Superior Dental with no change in benefit coverage or plan design, and no change in premiums.

- Retain group vision insurance with EyeMed Access Network with no change in benefit coverage or plan design, and no change in premiums.

- The Library will continue to pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions will continue to be pro-rated for designated part-time staff.

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11. **NEW BUSINESS**

12. **EXECUTIVE DIRECTOR SEARCH**

Ms. Holihan, Chair of the Search Committee, will give the Trustees an update on the search process for the new Executive Director.

13. **DAYTON METRO LIBRARY BOARD OF TRUSTEES 2021 MEETINGS - ACTION**

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictates that the meeting be held the third Wednesday of each month. The Executive Director recommends the following dates with the January meeting scheduled for the fourth Wednesday and no meeting scheduled in August:

- January 27, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021
- June 16, 2021
- July 21, 2021
- August – no meeting
- September 15, 2021
- October 20, 2021
- November 17, 2021
- December 15, 2021

Additionally, the Board of Trustees bylaws dictates that the regular facilities meeting be held the Monday of the week prior to the general meeting of each month. The Executive Director recommends the following dates with the January and September meetings scheduled on a Tuesday due to the holidays and no meeting scheduled in August:

- January 19, 2021 - Tuesday
- February 8, 2021
- March 8, 2021
- April 12, 2021
- May 10, 2021
- June 7, 2021
- July 12, 2021
- August – no meeting
- September 7, 2021 - Tuesday
- October 11, 2021
- November 8, 2021
- December 6, 2021

14. **DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING**

The next Facilities Meeting will be held Monday, November 9, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 18, 2020 at 4:00 p.m. via WebEx.

15. **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) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss appointment of a public employee and the MOU to the Collective Bargaining Agreement, respectively.
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:

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Customers Without Mask” webinar being sponsored by Ryan Dowd on September 14, 2020. It is further recommended that registration in the amount of $97.00 be reimbursed by the Board.

Jennifer Effinger-Damron, Information Services Assistant, Outreach Services, to participate in “Picture Book Read In” webinar being sponsored by SWON on September 24, 2020. It is further recommended that registration in the amount of $10.00 be reimbursed by the Board.

Rachael Bussert, Information Services Librarian, Special Collections, Main Library, to participate in “OLHA/SOA” online meetings being sponsored by the Ohio History Connection held on October 1, 2020 through October 3, 2020. It is further recommended that registration in the amount of $50.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “ALSC Virtual Institute” being sponsored by ALA on October 2, 2020. It is further recommended that that registration in the amount of $50.00 be reimbursed by the Board.

William McIntire, Interim Branch Library Manager, Vandalia Branch Library, to participate in “2020 CORE Virtual Forum” online being sponsored by ALA being held on November 17, 2020 through November 20, 2020. It is further recommended that registration in the amount of $199.00 be reimbursed by the Board.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, to participate in “YALSA’s 2020 Virtual Symposium” online being sponsored by ALA on November 6, 2020 through November 8, 2020. It is further recommended that registration in the amount of $39.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Charles Harker, Teen Services Librarian, substitute, Grade 11, Trotwood Branch Library, effective October 11, 2020 at the rate of $24.56 per hour.

It is recommended that the following Change in Hours, Change in Position be accepted:

Lindsay Evans, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, from Library Aide, Northmont Branch Library, effective September 27, 2020 at the rate of $12.67 per hour.

It is recommended that the following Rehire as Substitute be accepted:

Margaret Castillo, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective October 11, 2020 at the rate of $13.14 per hour.
It is recommended that the following Resignation be accepted:

Margaret Castillo, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective October 9, 2020.

Emily Hare, Patron Services Librarian, substitute, Grade Sub05, Miami Township Branch Library, effective May 2, 2020.

Catharine Kidd, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective October 17, 2020.

Emily Musselman, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective September 10, 2020.