

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 18, 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 October 21, 2020 meeting of the Board.

It is recommended that the Board take action on the minutes of the November 9, 2020 Facilities meeting.

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.

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 Report for October 2020 was included in the Board Packet.

The Executive Director approved the following investments:

| Major Sources of Revenue, Uses, and Investments | | | | | |
|--|---------------|---------------|--------------------------|-------------------|--------------|
| <u>Date</u> | <u>Source</u> | <u>Amount</u> | <u>Use in Operations</u> | <u>Investment</u> | <u>Where</u> |
| 10/15/2020 | PLF | \$1,358,108 | \$1,358,108 | - | - |
| | Total | \$1,358,108 | \$1,358,108 | - | |

7. ADVANCE ON TAX DOLLARS COLLECTED IN 2021 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2021,
and

WHEREAS, these funds will be used for current operating expenses throughout
2021, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

The resolution requires a **roll call vote**.

8. PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION

Marc Reynolds of Marsh & McLennan will review with the Board the proposed 2020-2021 rates for Property, Liability and Blanket Insurance coverage.

| Policy | Insurance Company | 2019-2020 | 2020-2021 |
|---|-------------------|------------------|------------------|
| Executive (Directors & Officers Liability and Employment Practices Liability) | Cincinnati | \$13,839 | \$15,878 |
| Equipment Breakdown and Mechanical (Boiler) | Cincinnati | \$3,980 | \$4,268 |
| Package (Liability and Property) | Westfield | \$150,635 | \$156,501 |
| Cyber | Travelers | \$5,800 | \$5,887 |
| TOTAL | | \$174,254 | \$182,534 |

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$182,534.

9. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

- COVID Update
- Voter Survey Results

10. CLOSURE FOR HOLIDAYS - ACTION

The Library has formal holidays scheduled on Thursday December 24th and Friday December 25th as well as Thursday December 31th and Friday January 1st. DML facilities are already closed the Sunday following these holidays.

Schedules permitting, closure on Saturday December 26th and Saturday January 2nd would result in most staff being able to stay home for a four-day holiday weekend.

The rationale for these closures is two-fold:

- 1) *Staff have been and will continue to serve on the front lines of this fight against the coronavirus. As a gesture of appreciation, the scheduling of these days as closed will give more staff members welcome relief from the stresses created by this health crisis.*

- 2) *As we head into a record period of infections, the likelihood of staff shortages due to quarantine and isolation may enable us to better staff other days and times. The days following these holidays are typically among the lowest used of the year.*

These days would not be treated as paid or unpaid holidays. Schedules permitting staff would be scheduled their hours earlier in the week and as a result there would be no additional financial cost to the Library.

The Executive Director recommended the Board approve the closure of the Library on Saturday December 26, 2020 and Saturday January 2, 2021.

11. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

12. WEST PURCHASE/SALES AGREEMENT - ACTION

The Executive Director has negotiated a contract to purchase approximately 5.85 acres of real property located along the frontage of Abbey Street at US Route 35 in the City of Dayton for the new West Branch Library. The Library has agreed to purchase the land from the City of Dayton for the amount of \$125,000.

The Executive Director recommends approval to proceed with the purchase by the Board contingent upon completion of appropriate due diligence investigations of the property, and legal review of the title by legal counsel.

The Executive Director further recommends the Board authorize Fiscal Officer David Hess to execute all necessary documents to purchase the property located along the frontage of Abbey Street at US Route 35 in the City of Dayton, and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

13. WEST LIBRARY WATER MAIN EXTENSION PACKAGE – ACTION

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the water main extension package for the West Branch. Five (5) bids were received by the bid due date November 5, 2020.

| <u>Bidder</u> | <u>Amount</u> |
|---|---------------------|
| <i>Matrix5 Miamisburg, OH</i> | <i>\$119,829.39</i> |
| <i>Tall View Palladium Dayton, OH</i> | <i>\$121,000.00</i> |

| | |
|--|---------------------|
| <i>Performance Site Development Fairborn, OH</i> | <i>\$107,798.00</i> |
| <i>Diamond Concrete Xenia, OH</i> | <i>\$194,755.00</i> |
| <i>Outdoor Enterprise Casstown, OH</i> | <i>\$146,800.00</i> |

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook project executive, Jaron Develbiss, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Performance Site Development submitted the lowest responsive bid.

The Executive Director recommends approval of Performance Site Development for the water main extension contract for the West Branch for an amount not to exceed \$107,798.

14. BYLAWS AMENDMENTS - ACTION

Revised copies of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library were distributed for review seven day prior to the November Board meeting. It is recommended that the Board approve and adopt the revisions with an effective date of January 1, 2021.

15. NOMINATING COMMITTEE - ACTION

The Board President will need to appoint a nominating committee in order to present a 2021 Slate of Officers for election at the annual meeting in December 2020. The offices of President, Vice President, and Secretary will need to be filled.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2021. Ms. Barbara Hayde has served on the Board for fifteen years and is not eligible for reappointment.

16. NEW BUSINESS

17. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 7, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 16, 2020 at 4:00 p.m. via WebEx

18. 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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code to discuss the collective bargaining agreement and property acquisition.

A **roll call vote** will be needed.

19. 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:

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “How Schools and Public Libraries Can Work Together” webinar being sponsored by PLA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Joshua Ashworth, Information Technology Services Director, Information Technology, Operations Center, to participate in “Don’t Click That Link! Cybersecurity Best Practices” being sponsored by ALA on October 28, 2020. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “LMCC Library Marketing & Communications Conference” being held virtually and sponsored by LMCC on November 4, 2020. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Kristina Richey, Information Services Librarian, Information Services, Main Library, to attend “Addressing Race in Public Libraries” webinar being sponsored by OLC on November 19, 2020. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Craig Arnold, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective October 25, 2020 at the rate of \$24.82 per hour.

It is recommended that the following **Resignation** be accepted:

Jennifer Buckner, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective November 20, 2020.

It is recommended that the following **Retirement** be accepted:

Kristina Spencer, Patron Services Assistant, 3/5-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 after 25 years of service.

It is recommended that the following **Return to Appointed Location** be accepted:

Jacqueline Gazda, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective October 25, 2020 at the rate of \$23.24 per hour.