DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:01 p.m.

The President appointed Ms. Hayde to serve as Secretary Pro Tem.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of July 15, 2020, the special meeting of August 19, 2020, and the facilities meeting of September 8, 2020 were approved by the Board.

Ayes: All
Nays: None
CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

INTERIM CHANGE IN LOCATION, CHANGE IN POSITION

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.

LEAVE WITHOUT PAY

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.

RESIGNATION

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.

**RETIREMENT**

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 than 35 years of service.

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

The Board approved the Tuition Reimbursement Agreement with Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, in order to attend the University of Kentucky, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement with Jason Long, Information Services Assistant, Miami Township Branch Library, in order to attend University of Tennessee, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement with Donald Stewart, Information Services Assistant, Westwood Branch Library, in order to attend Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

The Board approved 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 Program Guidelines:

  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 “Master’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.

Donald Stewart, Information Services Assistant, Westwood Branch Library, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of $2,358.40, and the course “Information Institutions and Professions” Kent State University, 3.0 credit hours at a cost of $2,358.40 for a total of $4,716.80.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2020 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following 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>
<td>Debt Service</td>
</tr>
<tr>
<td>6/19/2020</td>
<td>RE Tax Advance</td>
<td>$73,821</td>
<td>-</td>
<td>$73,821</td>
<td>Debt Service</td>
</tr>
<tr>
<td>6/26/2020</td>
<td>RE Tax Advance</td>
<td>$36,054</td>
<td>$36,054</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>6/26/2020</td>
<td>RE Tax Advance</td>
<td>$29,842</td>
<td>-</td>
<td>$29,842</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/6/2020</td>
<td>RE Tax Advance</td>
<td>$37,195</td>
<td>$37,195</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/6/2020</td>
<td>RE Tax Advance</td>
<td>$30,519</td>
<td>-</td>
<td>$30,519</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/10/2020</td>
<td>RE Tax Advance</td>
<td>$47,504</td>
<td>$47,504</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/15/2020</td>
<td>PLF</td>
<td>$1,558,962</td>
<td>$1,058,962</td>
<td>$500,000</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/17/2020</td>
<td>RE Tax Advance</td>
<td>$243,282</td>
<td>$243,282</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/17/2020</td>
<td>RE Tax Advance</td>
<td>$202,137</td>
<td>-</td>
<td>$202,137</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/24/2020</td>
<td>RE Tax Advance</td>
<td>$285,210</td>
<td>$285,210</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/24/2020</td>
<td>RE Tax Advance</td>
<td>$238,190</td>
<td>-</td>
<td>$238,190</td>
<td>Debt Service</td>
</tr>
<tr>
<td>8/3/2020</td>
<td>RE Tax Advance</td>
<td>$245,814</td>
<td>$245,814</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>8/10/2020</td>
<td>RE Tax Advance</td>
<td>$552,806</td>
<td>$552,806</td>
<td>-</td>
<td>Debt Service</td>
</tr>
<tr>
<td>8/10/2020</td>
<td>RE Tax Advance</td>
<td>$457,298</td>
<td>-</td>
<td>$457,298</td>
<td>Debt Service</td>
</tr>
<tr>
<td>8/17/2020</td>
<td>RE Tax Advance</td>
<td>$1,879,033</td>
<td>$579,033</td>
<td>$1,300,000</td>
<td>Debt Service</td>
</tr>
</tbody>
</table>
On a motion by Mr. Kennebrew, seconded by Ms. Hayde, the July and August 2020 Financial Reports were approved by the Board.

Ayes: All
Nays: None

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

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

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>
</tr>
</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.

On a motion by Mr. Thomas, seconded by Ms. Merz, the Board adopted the resolution.
A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave the Trustees an update on the Library’s response to COVID-19. Expanding library services was also discussed, including reopening on Mondays. Discussion and agreement with DMLSA will be necessary before hours can be expanded.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West is scheduled to start site mobilization hopefully on Monday, September 21st.

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.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board authorized 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 authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

APPROVAL OF THE TELEWORKING POLICY - ACTION

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board approved the proposed Teleworking Policy (Policy AD 121) as presented in the Board materials.

APPROVAL OF ELECTION POLL WORKER LEAVE - ACTION

On a motion by Mr. Thomas, seconded by Ms. Merz, the Board approved the proposed Election Poll Worker Leave as presented in the Board materials.
NEW BUSINESS

The President announced that she received a letter from the Executive Director announcing his plan to retire February 28, 2021. The Board congratulated Mr. Kambitsch on his many years of dedicated service.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that 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.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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, 2020 at 4:15 p.m. via WebEx.

EXECUTIVE SESSION

It was 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.

On motion by Ms. Merz, seconded by Ms. Holihan the Board went into Executive Session.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None
The Board entered Executive Session at 5:15 p.m. and returned to open session at 5:46 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:47 p.m.

Ayes:  All
Nays:   None