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 December 16, 2020 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. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY**

   The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of $15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to $15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.
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:

<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>12/15/2020</td>
<td>PLF</td>
<td>1,463,354</td>
<td>1,463,354</td>
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<td></td>
</tr>
<tr>
<td>11/10/2020</td>
<td>RE Tax Advance</td>
<td>3,864</td>
<td>3,864</td>
<td></td>
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<tr>
<td>11/10/2020</td>
<td>RE Tax Advance</td>
<td>3,234</td>
<td>3,234</td>
<td>3,234</td>
<td>Debt Service</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1,470,452</td>
<td>1,467,218</td>
<td>3,234</td>
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</tr>
</tbody>
</table>
7. **TUITION REIMBURSEMENT - ACTION**

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from $15,000 to $35,000. In 2018 the Board authorized $30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommends Board authorization to continue the 75% reimbursement policy for 2021.

8. **EXECUTIVE DIRECTOR’S REPORT – DISCUSSION**

- Equity Audit - Anita Moore from A. Moore Consulting LLC.

9. **ENDORSEMENT OF THE MOU WITH THE DMLSA – ACTION**

The Executive Director recommends the Trustees endorse the MOU extending the agreement with the Dayton Metro Library Staff Association regarding participation in the SharedWork Ohio program through February 28, 2021. The MOU was signed by the DMLSA on December 23, 2020.

10. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

11. **BURKHARDT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE - ACTION**

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Burkhardt Branch. Twelve (12) bids were received by the bid due date January 14, 2021. The base bid amounts:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Staffco Construction Inc</td>
<td>$5,546,000</td>
</tr>
<tr>
<td>Fairborn, OH</td>
<td></td>
</tr>
<tr>
<td>Wise Construction Inc</td>
<td>$6,848,500</td>
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<tr>
<td>Dayton, OH</td>
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<tr>
<td>Universal Contracting</td>
<td>$6,787,477</td>
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<tr>
<td>Cincinnati, OH</td>
<td></td>
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<tr>
<td>Place Services Inc</td>
<td>$6,060,000</td>
</tr>
<tr>
<td>Canton, GA</td>
<td></td>
</tr>
<tr>
<td>Bilbrey Construction</td>
<td>$5,691,793</td>
</tr>
<tr>
<td>Dayton, OH</td>
<td></td>
</tr>
</tbody>
</table>
Performance Construction
North Bend, OH $5,697,000
Leo B. Schroeder
Dayton, OH $7,200,000
Graybach
Cincinnati, OH $5,759,500
Knoch
Dublin, OH $5,553,077
RW Setterlin Building Company
Columbus, OH $5,884,000
AKA Construction
Brookville, OH $5,803,460
Brumbaugh Construction Inc
Arcanum, OH $5,759,000

Facilities Construction Consultant, Gerry Mitchell, and Shook senior project engineer, Danny Fortener, are currently reviewing the bids on costs and compliance with specifications and requirements outlined in the public bid documents. A formal recommendation for award to the lowest responsible and responsive bidder be shared with Trustees prior to the meeting.

12. **CORRESPONDENCE - INFORMATION**

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library fulfilling and unexpired term effective January 12, 2020 until May 31, 2023.

13. **NEW BUSINESS**

- Report from the Executive Director Search Committee

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2021 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) of the Ohio Revised Code to discuss appointment 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:

Jacqueline Gazda, Information Services Librarian, Information Services, Main Library, to participate in “Assisting Patrons with Mental Disorders Across Library Settings” online class being sponsored by Library Juice Academy on March 1, 2021 through March 28, 2021. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Damian Kristof, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective January 31, 2021 at the rate of $26.9702 per hour.

Craig Lefteroff, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of $30.7620 per hour.

Holly Litfin, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective January 17, 2021 at the rate of $17.03 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective January 3, 2021 at the rate of $14.11 per hour.

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

Kathryn Carnegis, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective January 3, 2021 at the rate of $18.76 per hour.

Gilbert Rutledge, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, effective January 3, 2021 at the rate of $17.81 per hour.

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

Tanela Hicks, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective January 3, 2021 at the rate of $18.07 per hour.

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

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

Lynnette Feliciano, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 at the rate of $17.03 per hour.

 Camee Hart, Outreach Services Manager, full-time, Grade S09, Outreach Services, from Interim Outreach Services Manager, full-time, Grade S09, Outreach Services, effective December 20, 2020 at the rate of $30.7620 per hour.

William McIntire, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 20, 2020 at the rate of $30.7620 per hour.

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

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 3, 2021 at the rate of $23.10 per hour.

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

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective January 2, 2021.

Jennifer Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, effective December 31, 2020.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective February 5, 2021.

Michael Yates, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective December 10, 2020.

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

Timothy Kambitsch, Executive Director, full-time, Grade S99, Executive Administration, Main Library, effective February 27, 2021 after 39 years of service.