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 January 20, 2021 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

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:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course “The Information Landscape” Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Information Organization” Kent State University, 3.0 credit hours, at a cost of $2,211.00 for a total of $4,422.00.
Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Marketing the Library”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Information Sources and Reference Services” Kent State University, 3.0 credit hours, at a cost of $2,211.00 for a total of $4,422.00.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, for the course “Special Topics in Library and Information Science” University of Kentucky, 3.0 credit hours, at a cost of $2,109.00, and the course “Games, Literacy, Meaning & Learning” University of Kentucky, 3.0 credit hours, at a cost of $2,109.00 for a total of $4,218.00.

Donald Stewart, Information Services Assistant, Westwood Branch Library, for the course “People in the Information Ecology” Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Selected Topics in Library Science: Makerspaces” Kent State University, 1.0 credit hours, at a cost of $737.00 for a total of $2,948.00.

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 Executive Director approved the following investments:

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<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
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<td>-</td>
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<td><strong>$1,416,458</strong></td>
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7. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

The Executive Director will update the Board on current library programs and services.

8. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

9. **NEW BUSINESS**

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 17, 2020 at 4:00 p.m. in the Board Room at the Main Library.

11. **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:

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to participate in “Disney’s Approach to Leadership Excellence” online classes being sponsored by Disney Institute. It is further recommended that registration in the amount of $179.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “NCCJ Diversity & Inclusion Series” being sponsored by NCCJ on January 15, 2021 through February 5, 2021. It is further recommended that registration in the amount of $100.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “PLA Leadership Lab” being sponsored by PLA on February 3, 2021 through March 24, 2021. It is further recommended that registration in the amount of $400.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Beyond Virtual Storytime:30+ No Contact Program Ideas” webinar being sponsored by OLC on February 11, 2021. It is further recommended that registration in the amount of $20.00 be reimbursed by the Board.

Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Holly Richards, Collection Development Director, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, participate in “Equity in Action: Building Diverse Collections” online classes being sponsored by Library Journal being held April 27, 2021 through May 11, 2021. It is further recommended that registration in the amount of $191.25 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Jessica Hunter, Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective February 14, 2021 at the rate of $17.42 per hour.

Hannah Priebe, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective January 31, 2021 at the rate of $14.74 per hour.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of $14.74 per hour.

Claire Watson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 28, 2021 at the rate of $14.74 per hour.
It is recommended that the following **Change in Location** be accepted:

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, from Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 14, 2021 at the rate of $13.47 per hour.

Rebecca Westlake, Children Services Librarian, substitute, Grade Sub11, Youth Services, Operations Center, from Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective January 31, 2021 at the rate of $15.60 per hour.

It is recommended that the following **HAY Reclassification** be accepted:

Molly Benson, Senior Acquisition Clerk, full-time, Grade 07, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center effective January 3, 2021 at the rate of $16.97 per hour.

Tricia Bingham, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $17.65 per hour.

Shamar Roberson, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $16.17 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $14.53 per hour.

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

Allison Dugan, Patron Services Manager, full-time, Grade S08, Patron Services, Main Library, from Interim Main Library Services Manager/Borrower Services Manager, full-time, Grade S07, Main Library Services, Main Library, effective February 14, 2021 at the rate of $28.6433 per hour.

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

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective January 31, 2021 at the rate of $13.63 per hour.

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

Eric Hockaday, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 30, 2021.

Trevon Edwards, Patron Services Assistant, substitute, Grade Sub05, Public Services, effective November 8, 2019.

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

Carol Kibler, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective January 31, 2021 after 33 years of service.
Janet Marrinan, Patron Services Assistant/Driver, 1/2-time, Grade 05, Outreach Services, effective February 27, 2021 after 15 years of service.

Nancy Millsop, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective February 27, 2021 after 15 years of service.

Rebecca Kearney, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 13, 2021 after 13 years of service.

It is recommended that the following Return to Position be accepted:

Craig Arnold, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective January 17, 2021 at a rate of $25.44 per hour.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 31, 2021 at a rate of $17.81 per hour.