1. **OATH OF OFFICE**

   The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Ashley Orr, Commissioned Notary Public for the State of Ohio.

2. **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.

3. **APPROVAL OF AGENDA - ACTION**

   The President will solicit from Trustees any additions or changes to the agenda.

4. **APPROVAL OF MINUTES - ACTION**

   It is recommended that the Board take action on the minutes of the May 19, 2021 meeting of the Board.

5. **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:
Darryn Reams, Teen Services Assistant, Burkhardt 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 and the course “Engaging School-Age Children”, Kent State University, 3.0 credit hours, at a cost of $2211.00, for a total of $2948.00.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2021 are included in the Board packet.

The following investments were approved:
Major Sources of Revenue, Uses, and 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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<tr>
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<td>-</td>
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<td>Debt Service</td>
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<tr>
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<td>$2,948,632</td>
<td>$2,286,178</td>
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8. **APPROVAL OF TREASURER SURETY BOND – ACTION**

Chrissy Sanders has been appointed Fiscal Officer replacing Dave Hess who retired in May.

Traditionally the Board offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. A Surety bond for the Treasurer in the amount of $25,000 will need to be authorized by the Board.

It is recommended that the Trustees authorize securing the recommended surety bond.

9. **LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING – ACTION**

Chrissy Sanders, Fiscal Officer, and Dave Hess, Financial Consultant, will present the Board with the proposed resolution to refinance the bonds for the Libraries for a Smarter Future building project.

It is recommended that the Board approve of the resolution as presented in the Board materials.

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

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

- Project budget update
- Facilities progress and upcoming milestones
- Workforce Participation

11. **HUBER HEIGHTS PURCHASE/SALES AGREEMENT - ACTION**

At the December 2020 facilities meeting, Trustees approved a purchase/sales agreement to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library and authorized the Fiscal Officer Dave Hess to executed all necessary documents to purchase the
property. Due to Dave Hess’ retirement it is suggested that the Board approve the following recommendation:

On December 9, 2020, the Board approved the purchase/sales agreement to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library. The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library, as approved at the December facilities meeting and further authorizes the Ms. Sanders to perform any and all acts necessary and incidental to consummate this transaction.

12. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Board Retreat

13. CORRESPONDENCE

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

- The resolution from the Montgomery County Commissioners, appointing Ms. Sara Woodhull to the Board of Trustees of the Dayton Metro Library effective June 1, 2021 until May 31, 2028.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 21, 2020 at 4:00 p.m. in the Community Room at the Main Library.

16. 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) of the Ohio Revised Code to discuss the collective bargaining agreement.

A roll call vote will be needed.

17. COLLECTIVE BARGAINING AGREEMENT- ACTION

The Executive Director recommends the Board approve a new three-year collective bargain agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 6, 2021.
18. **MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN - ACTION**

The Executive Director recommends the Board approve the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

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:

Claudine Bennett, External Relations Manager, External Relations, Operations Center, Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to participate in “Telling the Library Story to Increase Public Support” webinar sponsored by Library Works on June 3, 2021. It is further recommended that registration in the amount of $25.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, to participate in “OVGTS 2021: Technical Services Today” webinar being sponsored by OVGTS on June 3, 2021 through June 4, 2021. It is further recommended that registration in the amount of $55.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective June 6, 2021 at the rate of $17.03 per hour.

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

Margaret Castillo, Senior Parton Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective June 6, 2021 at the rate of $16.45 per hour.

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

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, from Accounting Manager, full-time, Grade S07, Finance, Main Library, effective May 23, 2021 at the rate of $48.0769 per hour.

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

Miriam Wilkins, Parton Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective May 23, 2021 at the rate of $11.44 per hour.

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


Lynnelle Combs, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective June 5, 2021.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective June 18, 2021.

It is recommended that the following Retirement be accepted:

Carol Dalton, Catalog Clerk, full-time, Grade 03, Cataloging, Operations Center, effective June 4, 2021, after more than 22 years of service.

Barry Fought, Accountant, ½-time, Grade 11, Finance, Main Library, effective July 15, 2021, after more than 11 years of services.

Connie Staggs, Patron Services Assistant, 2/5-time, Grade 05, Brookville Branch Library, effective June 30, 2021, after more than 20 years of service.

James Washington, Patron Services Assistant, 3/5-time, Grade 05, Northwest Branch Library, effective June 25, 2021, after more than 22 years of service.