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 July 21, 2021 meeting of the Board, and the August 18, 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 AGREEMENT

   It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Angela Keltner, Special Collections Clerk, Special Collections, Main Library, in order to attend the Kent State University, School of Library and Information Science.
It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Holly Litfin, Information Services Assistant, Southeast Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Molly Millsop, Information Services Assistant, Miami Township Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

D. 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, Acquisitions Manger, Collection Development, Operations Center, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours at a cost of $2,211.00, for a total of $4,422.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, for a total of $2,211.00.

Amber Cristofaro, Information Services Assistant, Miamisburg 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 “Research and Assessment in Library and Information Science” 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 LIS: ADV Multimodal Communication Skills”, University of Kentucky, 3.0 credit hours, at a cost of $2,131.50, and the course “Introduction to Digital Libraries”, University of Kentucky, 3.0 credit hours at a cost of $2,131.50, for a total of $4,263.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Information Organization” Kent State University, 3.0 credit hours at a cost of $2,211.00, and the course “Information Institutions and Professions”, 3.0 credit hours at a cost of $2,211.00, for a total of $4,422.00.

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Organization and Representation of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of $1,736.20, for a total of $1,736.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Methods and Tools for the Information Profession”, Indiana University-Purdue University, 3.0 credit hours, at a cost of $1,619.60, and the
course “Information Sources and Services” Indiana University-Purdue University, 3.0 credit hours at a cost of $1,619.60 for a total of $3,239.20.

E. 2021 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Columbus, OH from October 13-15, 2021. It is recommended that the Board authorize reimbursement in an amount up to $195.00 for registration, $81.20 for mileage, $45.00 for parking, $430.00 for lodging, and $120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, $2,613.60 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of $81.20 for mileage, $45.00 for parking, $430.00 for lodging costs, and $120.00 for meals; and a maximum per person reimbursement of $195.00 for registration costs. It is further recommended that $2,613.60 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

5. COMMENTS FROM THE GENERAL PUBLIC

- William Davis

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. GRANT FUNDED PARTNERSHIP - INFORMATION

Jennifer Bonifas from Goodwill Easter Seals will present a grant funded partnership opportunity with the Library.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for July and August 2021 are included in the Board packet.

The following investments were approved:

<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>7/16/2021</td>
<td>RE Tax Advance</td>
<td>$863,986</td>
<td>$650,165</td>
<td>$213,821</td>
<td>Star Ohio</td>
</tr>
<tr>
<td>7/23/2021</td>
<td>RE Tax Advance</td>
<td>$2,301,571</td>
<td>-</td>
<td>$2,301,571</td>
<td>Star Ohio</td>
</tr>
<tr>
<td>7/23/2021</td>
<td>RE Tax Advance</td>
<td>$2,114,096</td>
<td>-</td>
<td>$2,114,096</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/30/2021</td>
<td>RE Tax Advance</td>
<td>$625,373</td>
<td>$625,373</td>
<td>-</td>
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</tr>
<tr>
<td>7/30/2021</td>
<td>RE Tax Advance</td>
<td>$567,881</td>
<td>-</td>
<td>$567,881</td>
<td>Debt Service</td>
</tr>
<tr>
<td>8/15/2021</td>
<td>PLF</td>
<td>$1,384,608</td>
<td>-</td>
<td>$1,384,608</td>
<td>Star Ohio</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,661,413</strong></td>
<td><strong>$1,275,538</strong></td>
<td><strong>$7,385,875</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. 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 - ACTION

It is recommended that the Board adopt the following Resolution:

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, 2022; 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</th>
<th>County Auditor’s Estimate of Tax Rate To Be Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$11,678,686</td>
<td>1.75</td>
</tr>
<tr>
<td>Bond Fund</td>
<td>$10,762,724</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.

A roll call vote is needed.

9. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

10. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. PARCEL TRANSFER OF FORMER BELMONT BRANCH LIBRARY - ACTION

On May 20, 2020, the Board authorized the sale of the former Belmont Branch Library. When completing the transfer of property, the Library was not aware that the building and the parking lot were two separate parcels. The parcel on which the building is on has been properly transferred to the new owners but the parking lot, which was included in the purchase agreement, still needs authorization to be transferred.

It is recommended that the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to convey the parcel located at 1045-47 Watervliet Ave, Dayton, OH to Sean and Kristi McCartney as determined in the purchase agreement originally signed in 2020.

12. NEW BUSINESS
13. **DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION**

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 20, 2021 at 4:00 p.m. in the Community Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 20, 2021 at 4:10 p.m. in the Community Room at the Main Library.

15. **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:

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Discovering Family History in Library Collections” being held virtually on July 27, 2021 through August 10, 2021. It is further recommended that registration in the amount of $108.00 be reimbursed by the Board.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Designed with You in Mind: Creating an Inclusive Library” being held virtually on August 4, 2021. It is further recommended that registration in the amount of $129.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “OLC Youth Services Conference” being held virtually on August 19, 2021. It is further recommended that registration in the amount of $65.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “What Fundraisers Can Learn from Biz Developers” being held at the Main Library on September 15, 2021. It is further recommended that registration in the amount of $25.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Relations Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of $25.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of $30.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective August 23, 2021 at the rate of $14.53 per hour.
Alyssa Childs, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 12, 2021 at the rate of $23.79 per hour.

Nathan Forsha, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of $17.54 per hour.

Danni Grottla, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 1, 2021 at the rate of $15.18 per hour.

Melissa Gwinn, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective August 1, 2021 at the rate of $32.6923 per hour.

Deneka LeMaster, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective August 15, 2021 at the rate of $13.00 per hour.

Nathan LeVasseur, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective August 29, 2021 at the rate of $22.64 per hour.

Blanca Lopez, Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of $13.00 per hour.

Karlos Marshall, Equity, Diversity and Inclusion Director, full-time, Grade S11, Executive Administration, Main Library, effective August 29, 2021 at the rate of $45.6731 per hour.

Laura McIntosh, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective August 15, 2021 at the rate of $15.18 per hour.

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of $23.50 per hour.

Benjamin Steingrass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 15, 2021 at the rate $17.54 per hour.

Zuheily Rodriguez Roman, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of $23.50 per hour.

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

Robyn Williamson, Patron Services Assistant, 3/5-time, Grade 05, Brookville Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 15, 2021 at the rate of $17.42 per hour.
It is recommended that the following **Change in Hours and Position** be accepted:

Giselle Spurgeon, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Librarian, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective August 1, 2021 at the rate of $17.54 per hour.

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

Hannah Imes, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective August 29, 2021 at the rate of $17.72 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective August 29, 2021 at the rate of $11.24 per hour.

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

Sandra George, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective August 15, 2021 at the rate of $22.64 per hour.

Steve Moser, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, effective August 15, 2021 at the rate of $28.74 per hour.

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

Kristina Richey, Information Services Librarian (LGBTQIA+ Emphasis), full-time, Grade 11, Information Services, Main Library, from Information Services Librarian (Technology Emphasis), full-time, Grade 11, Information Services, Main Library, effective August 29, 2021 at the rate of $26.16 per hour.

It is recommended that the following **Change in Title, Hay Reclassification** be accepted:

Heather McClure, Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, Operations Center, from Security Manager, full-time, Grade S08, Safety and Protective Services, Operations Center, effective August 15, 2021 at the rate of $33.3961 per hour.

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

Michael Pendleton, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, from Security Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective September 1, 2021 at the rate of $19.75 per hour.
It is recommended that the following **Leave Without Pay** be accepted:

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 31, 2021 for 3.48 hours for medical reasons.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 10, 2021 for 0.5 hours for timeclock error.

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, effective July 12, 2021 for 48.88 hours for medical reasons.

John Justice, Patron Services Assistant, 4/5-time, Grade 04, Patron Services, Main Library, effective March 3, 2021 for 431.13 hours for medical reasons.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 13, 2021 for 40 hours for vacation.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective September 16, 2021 for 72 hours for vacation.

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

Phillip Dunlevy, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, from Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 15, 2021 at the rate of $24.6476 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, from Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 15, 2021 at the rate of $15.17 per hour.

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

LaSasha Dixon, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective August 15, 2021 at the rate of $13.68 per hour.

Honee Bee Edmonds, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of $15.11 per hour.

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

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, effective October 9, 2021.

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective August 7, 2021.

LaSasha Dixon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 14, 2021.

Emma Haney, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective January 29, 2021.
Arianne Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, effective February 27, 2021.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 11, 2021.

Sarah Mellon, Senior Patron Services Assistant, full-time, 06, Burkhardt Branch Library, effective July 27, 2021.

Austin Smith, Information Services Assistant, full-time, Grade 08, West Carrollton, effective July 22, 2021.