DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 15, 2021, 4:00 p.m.

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 November 17, 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.

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 Monthly Financial Reports for November 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>11/12/2021</td>
<td>RE Tax Homestead</td>
<td>$3,922</td>
<td>$3,922</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11/12/2021</td>
<td>RE Tax Homestead</td>
<td>$3,775</td>
<td>-</td>
<td>$3,775</td>
<td></td>
</tr>
<tr>
<td>11/14/2021</td>
<td>PLF</td>
<td>$1,529,292</td>
<td>$1,529,292</td>
<td>-</td>
<td>Debt Service</td>
</tr>
</tbody>
</table>

**Total** $1,536,990 $1,533,214 $3,775

7. **AMENDED 2021 APPROPRIATION RESOLUTION – ACTION**

It will be necessary to amend the 2021 Appropriation Resolution so that unencumbered funds in various accounts may be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommends the following amended appropriation allocations for fiscal year ending December 31, 2021:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Current Budget w/Carryover</th>
<th>Amended Budget w/Carryover</th>
<th>Amount Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 – Salaries &amp; Benefits</td>
<td>$23,276,578</td>
<td>$20,276,578</td>
<td>$(3,000,000)</td>
</tr>
<tr>
<td>2000 – Supplies</td>
<td>$790,512</td>
<td>$790,512</td>
<td>$0</td>
</tr>
</tbody>
</table>
In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

The Building and Repair Fund (401) was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2021 $12,760,552.17
Plus: Earnings through November 30, 2021 $(12,350.85)
Plus: Estimated Earnings December 2021 $0.00
Less: 2021 Expenditures through November 30, 2021 ($145,445.32)
Less: 2021 Encumbrances ($19,945.50)

Projected Building and Repair Fund Balance, December 31, 2021 $12,582,810.50

No action is recommended for any of the Library Funds.

9. TEMPORARY 2022 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March, 2022.

GENERAL FUND

1000 – Salaries & Benefits $24,395,008
2000 - Supplies $915,286
3000 - Purchased Services $6,767,869
4000 – Library Materials & Information $4,791,765
5000 - Capital Outlay $1,277,219
6000 - Debt Service $0
7000 - Other Objects $186,292
8000 – Contingency $0
9000 – Transfer Out $0

Total General Fund Appropriations $38,333,439

DEBT SERVICES FUND

3000 - Purchased Services $220,000
6000 - Debt Services $10,293,885

Total Debt Services Fund Appropriations $10,513,885

BUILDING AND REPAIR FUND

3000 - Purchased Services $548,000
5000 - Capital Outlay $7,500,000
7000 - Miscellaneous $3,000

Total Building and Repair Fund Appropriations $8,051,000
TAXABLE CONSTRUCTION FUND

2000 - Supplies $10,500
3000 - Purchased Services $990,303
5000 - Capital Outlay $12,004,087
7000 - Miscellaneous $2,100

Total Taxable Construction Fund Appropriations $13,006,990

Total All Funds Appropriations $69,905,314

It is recommended that the Board approve the Temporary Appropriation for 2022 for the General Fund in the amount of $38,333,439, the Debt Service Fund in the amount of $10,513,885, the Building & Repair Fund in the amount of $8,051,000, and the Taxable Construction Fund in the amount of $13,006,990.

10. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

11. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

12. LIBRARY AIDE AND SUBSTITUTE WAGE RATES - ACTION

The proposed Library Aide Pay Schedule includes increases of $0.50 per hour over current rates:

Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2022

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub 01</td>
<td>$10.18</td>
<td>$12.16</td>
</tr>
<tr>
<td>Sub 02</td>
<td>$10.48</td>
<td>$12.51</td>
</tr>
<tr>
<td>Sub 03</td>
<td>$10.81</td>
<td>$12.91</td>
</tr>
<tr>
<td>Sub 04</td>
<td>$11.19</td>
<td>$13.36</td>
</tr>
<tr>
<td>Sub 05</td>
<td>$11.69</td>
<td>$13.96</td>
</tr>
</tbody>
</table>

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2022

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub 01</td>
<td>$10.18</td>
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<td></td>
<td></td>
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<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Sub 06</td>
<td>$12.20</td>
<td>$14.56</td>
</tr>
<tr>
<td>Sub 07</td>
<td>$12.82</td>
<td>$15.31</td>
</tr>
<tr>
<td>Sub 08</td>
<td>$13.52</td>
<td>$16.13</td>
</tr>
<tr>
<td>Sub 09</td>
<td>$14.28</td>
<td>$17.05</td>
</tr>
<tr>
<td>Sub 10</td>
<td>$15.20</td>
<td>$18.15</td>
</tr>
<tr>
<td>Sub 11</td>
<td>$16.22</td>
<td>$19.37</td>
</tr>
<tr>
<td>Sub 12</td>
<td>$17.44</td>
<td>$20.82</td>
</tr>
</tbody>
</table>

**Professional Offset**

$1.89

The Executive Director recommends approval of the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 1, 2022.

13. **RATIFICATION OF MOU WITH DMLSA - ACTION**

It is recommended that the Board ratify the MOU between the Library and the DML Staff Association in which Juneteenth is recognized as a paid federal holiday and therefore will be observed annually as a closed holiday for the Dayton Metro Library system.

14. **NOMINATING COMMITTEE - ACTION**

At the September meeting the Board President appointed Ms. Merz to serve as the chair for the ad hoc nominating committee in order to present a 2022 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2021. Additionally, the nominating committee will put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2022.

The Board President should seek nominations from the floor prior to the election.

Traditionally the 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. Surety bonds for these two officers in the amount of $25,000 will need to be authorized by the Board. The Executive Director recommends Trustees approval to authorize securing the recommended surety bonds.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2022. Mr. Margot Merz has served on the Board for fourteen years and is not eligible for reappointment.

15. **NEW BUSINESS**

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

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 26, 2022 at 4:00 p.m. in the Community Room at the Main Library.
17. ADJOURNMENT – ACTION
A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Linda Jackson, Information Services Assistant, Northwest Branch Library, Jen Kadel, Recruitment & Retention Manager, Human Resources, Main Library, Doug Keech, Facilities Manager, Facilities, Operations Center, Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, Chrissy Sanders, Fiscal Officer & Financial Director, Finance, Main Library, Sharon Taste, Branch Library Manager, Northwest Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library to attend “2021 Workplace Diversity & Inclusion Forum” being held at Sinclair Community College on December 7, 2021. It is further recommended that registration in the amount of $50.00 each be reimbursed by the Board.

Doug Keech, Facilities Manager, Facilities, Operations Center, to attend “DACC Breakfast Briefing” being held at the NCR Country Club on December 10, 2021. It is further recommended that registration in the amount of $30.00 be reimbursed by the Board.

Jen McConkey, Information Services Assistant, Miami Township Branch Library, to attend “SWON Summer Planning Conference” being held in Cincinnati on January 18, 2022. It is further recommended that registration in the amount of $25.00 be reimbursed by the Board.

Christian Brewington, Children Service Librarian, Outreach Services, to participate in “ALA LibLearn X” being sponsored by ALA on January 21, 2022 through January 24, 2022. It is further recommended that registration in the amount of $184.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Max Harshman, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective December 5, 2021 at the rate of $17.00 per hour.

Jared Hooten, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective December 5, 2021 at the rate of $17.54 per hour.

Al Ralston, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective November 21, 2021 at the rate of $13.00 per hour.

Patrick Stump, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective December 5, 2021 at the rate of $23.79 per hour.

It is recommended that the following Change in Location, Change in Position be accepted:
Sarah Beavers, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective December 19, 2021 at the rate of $26.16 per hour.

Caitlin Wissler, Staff Development Manager, full-time, Human Resources, Operations Center from Branch Library Manager, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of $31.1736 per hour.

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

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 15, 2022 for 20 hours for personal reasons.

It is recommended that the following Promotion accepted:

Karah Power, Main Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Branch Library, effective December 5, 2021 at the rate of $28.8462 per hour.

Jennifer Russell, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, from Accounting Clerk, full-time, Grade 05, Finance, Main Library, effective November 21, 2021 at the rate of $21.99 per hour.

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

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 21, 2021 at the rate of $13.00 per hour.

It is recommended that the following Resignation be accepted:

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective January 7, 2022.

Christopher Erb, Information Services Assistant, substitute, Grade Sub08, Southeast Branch Library, effective July 24, 2021.

Patrick Lemley, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective December 4, 2021.

Karri Marshall, Public Services Director, full-time, Grade S11, Public Services, Operations Center, effective December 10, 2021.