DAYTON METRO LIBRARY
AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 20, 2021, 4:10 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 September 15, 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 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>
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<tr>
<td>9/10/2021</td>
<td>RE Tax Advance</td>
<td>$994,874</td>
<td>$523,903</td>
<td>$470,970</td>
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<td>9/15/2021</td>
<td>PLF</td>
<td>$1,639,657</td>
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<td>9/24/2021</td>
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<td><strong>Total</strong></td>
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<td><strong>$2,638,468</strong></td>
<td><strong>$2,165,482</strong></td>
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7. INTELLIGENT BUILDING MANAGEMENT – ACTION

Ryan Hoffman from Heapy Engineering will give a presentation to the Board on the proposed Intelligent Building Management system.

Heapy Engineering is the engineering designer of record of mechanical and electrical designs for most of Dayton Metro Library’s constructions projects. In alignment with Dayton Metro Library’s commitment to sustainability, performance, and energy conservation, Heapy is proposing the installation and management of a state-of-the-art Intelligent Building Management hardware and software system. This energy analytics system will leverage the full extent of the capabilities of the Library buildings, and ensuring their performance is at or beyond how they were designed and constructed to operate while
providing projected energy cost savings of a substantial amount. Additionally, this system guards against premature and unexpected equipment failure through near real-time monitoring of mechanical equipment operation.

It is recommended that the Board approve the agreement with Heapy Engineering to implement and maintain the Intelligent Building Management system for an amount not to exceed $235,263 over a 5-year period.

8. **LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION**
   - Project budget update
   - Facilities progress and upcoming milestones

9. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**
   The Executive Director will update the Board on current library programs and services.
   - Friends of the Library Update – Amanda Arrington
   - A Novel Night – Diane Farrell
   - Juneteenth

10. **2022 HEALTH DENTAL AND VISION INSURANCE – ACTION**
    The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2022:
    - Renew group health insurance with Anthem with no change in benefit coverage or plan design, and 5.5% decrease in premiums. Continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a Library funded contribution of $1,000 for a single plan and $1,500 contribution for a family plan.
    - Retain group dental insurance with Superior Dental with no change in benefit coverage or plan design, and a 2% decrease in premiums.
    - Retain group vision insurance with EyeMed Access Network with no change in benefit coverage or plan design, and no change in premiums.
    - The Library will continue to pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions will continue to be pro-rated for designated part-time staff.

<pre><code>| Plan    | HSA Rate | % change |
|---------|----------|----------|
| Single  | $659.73  | -5.5%    |
| Family  | $1458.01 | -5.5%    |
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<td>Family</td>
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11. **NEW BUSINESS**

12. **DAYTON METRO LIBRARY BOARD OF TRUSTEES 2022 MEETINGS - ACTION**

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictates that the meeting be held the third Wednesday of each month. It is recommended the following dates be approved with the January meeting scheduled for the fourth Wednesday to allow for the Finance office to close the prior year’s finances, and no meeting scheduled in August:

- January 26, 2022
- February 16, 2022
- March 16, 2022
- April 20, 2022
- May 18, 2022
- June 15, 2022
- July 20, 2020
- August – no meeting
- September 21, 2022
- October 19, 2022
- November 16, 2022
- December 21, 2022

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 17, 2021 at 4:00 p.m. in the Community Room at the Main Library.

14. **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.

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:

Megan Cooper, Development Manager, External Relations, Main Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, Main Library, to attend “2021 Impact Ohio Dayton Regional Conference” being held at the University of Dayton on October 22, 2021. It is further recommended that registration in the amount of $85.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Main Library, to participate in “2021 Virtual Ohio Conference on Services & Volunteering” being sponsored by ServeOhio on October 27, 2021 through October 28, 2021. It is further recommended that registration in the amount of $50.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium/T3 Project Wrap-Up Meeting” being held in Reno, NV on November 3, 2021 through November 7, 2021. It is further recommended that registration in the amount of $199.00, lodging in an amount not to exceed $336.00, and meals in an amount not to exceed $120.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Karen Brame, Information Services Librarian (Africana Archives Emphasis), full-time, Grade 11, Special Collections, Main Library, effective October 24, 2021 at the rate of $23.79 per hour.

Nawal Hijazi, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective September 26, 2021 at the rate of $17.54 per hour.

Bradley Kuykendall, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective October 10, 2021 at the rate of $26.4423 per hour.

Susan Litke, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective September 12, 2021 at the rate of $13.00 per hour.

Matthew Mckinley, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective October 10, 2021 at the rate of $17.54 per hour.

Danielle Oh, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective October 24, 2021 at the rate of $15.84 per hour.

Jeanette Taylor, Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective October 10, 2021 at the rate of $11.24 per hour.
It is recommended that the following **Change in Position** be accepted:

Emma Wade, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective September 26, 2021 at the rate of $13.00 per hour.

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

Matthew Kish, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of $31.16 per hour.

Benjamin Murphy, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of $29.54 per hour.

Jeff Reid, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of $29.17 per hour.

Erin Wen, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of $28.42 per hour.

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

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Programming Manager, full-time, Grade S07, Youth Services, Operations Center, effective September 12, 2021 at the rate of $30.6285 per hour.

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

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective September 10, 2021 for 22.22 hours for medical reasons.

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective September 10, 2021 for 8 hours for vacation.

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

Laura Chamberlain, Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective October 10, 2021 at the rate of $25.99 per hour.

Tanela Hicks, Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective September 26, 2021 at the rate of $23.79 per hour.
Cynthia Woodruff, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective October 10, 2021 at the rate of $18.14 per hour.

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

Jacobee Buchanan, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, from Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective October 10, 2021 at the rate of $16.76 per hour.

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

Elaine Fultz, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective September 12, 2021 at the rate of $13.00 per hour.

Michael Smith, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective October 10, 2021 at the rate of $17.42 per hour.

It is recommended that the following Resignation be accepted:

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective October 15, 2021.

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective September 24, 2021.

Julie Davis, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective October 15, 2021.

Sherry Parsons, Children Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective October 29, 2021.

Robert Rinehart, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective October 9, 2021.

It is recommended that the following Retirement be accepted:

Michael Naylor, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective November 30, 2021 after more than 10 years of service.

Kay Trochelman, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, effective October 1, 2021, after more than 31 years of service.

It is recommended that the following Separation be accepted:

Cynthia Chibis, Human Resources Director, full-time, Grade S10, Human Resources, Main Library, effective September 24, 2021.