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

Wednesday, November 17, 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 October 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.

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 Report for October 2021 was included in the Board Packet.

The Executive Director approved the following investments:

<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>10/15/2021</td>
<td>PLF</td>
<td>$1,541,427.77</td>
<td>$1,541,427.77</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10/28/2021</td>
<td>RE Tax Advance</td>
<td>$2,753.96</td>
<td>$1,403.32</td>
<td>$1,350.64</td>
<td>Debt Services</td>
</tr>
<tr>
<td>10/30/2021</td>
<td>RE Tax Advance</td>
<td>$1,343,622.81</td>
<td>$684,736.70</td>
<td>$684,736.70</td>
<td>Debt Services</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,887,804.54</strong></td>
<td><strong>$2,227,567.79</strong></td>
<td><strong>$660,236.75</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

7. ADVANCE ON TAX DOLLARS COLLECTED IN 2022 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2022, and

WHEREAS, these funds will be used for current operating expenses throughout 2022, Now
THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be $100,000 from the Real Estate and Personal Property Taxes processed weekly.”

The resolution requires a roll call vote.

8. PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION

Marc Reynolds of Marsh & McLennan will review with the Board the proposed 2021-2022 rates for Property, Liability and Blanket Insurance coverage.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Insurance Company</th>
<th>2020 Expiring Premium</th>
<th>2021 Renewal Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability and Property</td>
<td>Westfield</td>
<td>$155,727</td>
<td>$161,489</td>
</tr>
<tr>
<td>Equipment Breakdown and Mechanical (Boiler)</td>
<td>Cincinnati</td>
<td>$2,868</td>
<td>$2,890</td>
</tr>
<tr>
<td>Executive (Directors &amp; Officers Liability and Employment Practices Liability)</td>
<td>Cincinnati</td>
<td>$15,878</td>
<td>$15,878</td>
</tr>
<tr>
<td>Cyber</td>
<td>Travelers</td>
<td>$9,102</td>
<td>TBD</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$183,575</td>
<td>$180,257</td>
</tr>
</tbody>
</table>

Due to the implementation of Multifactor Authentication still being in process, the Cyber insurance rates have yet to be determined. Approval for the Cyber insurance package will come before the Board at a future meeting.

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, not including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed $180,257.

9. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Cybersecurity Update – Josh Ashworth
- Levy Research - Jill Bilman Royer, Burges & Burges
- 2022 Budget Overview

10. FINE FORGIVENESS – ACTION

In January 2018, the Library eliminated overdue fines for all borrowed items. However, all fines that were incurred prior to January 2018 remained on patron’s accounts. This barrier has caused some patrons to discontinue use of the Library and its services. It is recommended that all outstanding overdue fines incurred prior to January 2018, totaling $972,345.67, be waived. Charges for lost and damaged books will remain in effect.
11. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

12. **NOMINATING COMMITTEE - ACTION**

In September, the Board President appointed Ms. Merz to head the nominating committee in order to present a 2022 Slate of Officers for election at the meeting in December 2021. The offices of President, Vice President, and Secretary will need to be filled.

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 2021. Ms. Margot Merz has served on the Board for fourteen years and is not eligible for reappointment.

13. **CORRESPONDENCE**

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


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, December 15, 2021 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)(1) of the Ohio Revised Code to discuss employment of a public employee.

A roll call vote will be needed.

17. **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:

Rachael Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Midwest Archives Conference Fall Symposium” being held virtually on November 4, 2021 through November 5, 2021. It is further recommended that registration in the amount of $45.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, and Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, to participate in “NOTSL Fall Meeting” being held virtually on November 19, 2021. It is further recommended that registration in the amount of $25.00 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Project Management in Libraries” being held virtually on January 24, 2022 through March 20, 2022. It is further recommended that registration in the amount of $292.50 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective November 21, 2021 at the rate of $21.07 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Cataloging, Operations Center, effective November 7, 2021 at the rate of $13.61 per hour.

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

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective October 25, 2021 for 8 hours for vacation.

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

Candice Jeske, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective December 5, 2021 at the rate of $26.38 per hour.

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

Tanya Thomas-Smiley, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective October 24, 2021 at the rate of $13.00 per hour.

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

Cassundra Bronner, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective July 30, 2021.
Paula Poulos, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective November 30, 2021.

It is recommended that the following Retirement be accepted:

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective October 28, 2021 after 11 years of service.