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

Wednesday, January 20, 2021, 4:00 p.m.

PRESENT: Barbara Hayde, Jeanne Holihan, Ronald Jackson, Elaine Johnson, Carl Kennebrew, Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:07 p.m.

Notary Public Ashley Orr ceremonially administered the Oath of Office to the Trustees, the Executive Director and the Fiscal Officer.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the minutes of the Board meeting of December 16, 2020 were approved by the Board.

Ayes: All
Nays: None
CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Holihan, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Jacqueline Gazda, Information Services Librarian, Information Services, Main Library, to participate in “Assisting Patrons with Mental Disorders Across Library Settings” online class being sponsored by Library Juice Academy on March 1, 2021 through March 28, 2021. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Damian Kristof, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective January 31, 2021 at the rate of $26.9702 per hour.

Craig Lefteroff, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of $30.7620 per hour.

Holly Litfin, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective January 17, 2021 at the rate of $17.03 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective January 3, 2021 at the rate of $14.11 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Kathryn Carnegie, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective January 3, 2021 at the rate of $18.76 per hour.

Gilbert Rutledge, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, effective January 3, 2021 at the rate of $17.81 per hour.
CHANGE IN POSITION, CHANGE IN LOCATION

Tanela Hicks, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective January 3, 2021 at the rate of $18.07 per hour.

LEAVE WITHOUT PAY


PROMOTION

Lynnette Feliciano, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 at the rate of $17.03 per hour.

Camee Hart, Outreach Services Manager, full-time, Grade S09, Outreach Services, from Interim Outreach Services Manager, full-time, Grade S09, Outreach Services, effective December 20, 2020 at the rate of $30.7620 per hour.

William McIntire, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 20, 2020 at the rate of $30.7620 per hour.

PROMOTION, CHANGE IN LOCATION

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 3, 2021 at the rate of $23.10 per hour.

RESIGNATION

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective January 2, 2021.

Jennifer Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, effective December 31, 2020.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective February 5, 2021.

Michael Yates, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective December 10, 2020.
RETIREMENT

Timothy Kambitsch, Executive Director, full-time, Grade S99, Executive Administration, Main Library, effective February 27, 2021 after 39 years of service.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of $15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to $15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

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>12/15/2020</td>
<td>PLF</td>
<td>1,463,354</td>
<td>1,463,354</td>
<td>-</td>
<td>12/15/2020</td>
</tr>
<tr>
<td>11/10/2020</td>
<td>RE Tax Advance</td>
<td>3,864</td>
<td>3,864</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11/10/2020</td>
<td>RE Tax Advance</td>
<td>3,234</td>
<td></td>
<td>3,234</td>
<td>Debt Service</td>
</tr>
</tbody>
</table>

Total 1,470,452 1,467,218 3,234

On a motion by Ms. Hayde, seconded by Ms. Merz, the December 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None
TUITION REIMBURSEMENT

Prior to 2019, the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from $15,000 to $35,000. In 2018, the Board authorized $30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommended and on a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2021 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Anita Moore, from A. Moore Consulting LLC. Shared her findings from the equity audit with the managers. The good news, DML is already doing work in the diversity, equity and inclusion arena. There are still steps the organization can take to further this work. The biggest recommendation is to consider creating an Equity Officer role so that there is a dedicated person focusing on equity work. Other recommendations include; establishing a minimum level of diversity training that must be completed by all employees, find and invest in technology to automate more HR processes, working to build a workforce that reflects diversity of each level of the organization, develop a score card to track and report key measures, opportunities for the Library to increase supplier diversity.

ENDORSEMENT OF THE MOU WITH THE DMLSA

On a motion by Ms. Merz, seconded by Ms. Holiham, the Trustees endorse the MOU extending the agreement with the Dayton Metro Library Staff Association regarding participation in the SharedWork Ohio program through February 28, 2021. The MOU was signed by the DMLSA on December 23, 2020.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West is 20% complete, with the slab in place and the walls going up. Northmont design development has been completed.
BURKHARDT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Burkhardt Branch. Twelve (12) bids were received by the bid due date January 14, 2021. The base bid amounts:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffco Construction Inc</td>
<td>$5,546,000</td>
</tr>
<tr>
<td>Fairborn, OH</td>
<td></td>
</tr>
<tr>
<td>Wise Construction Inc</td>
<td>$6,848,500</td>
</tr>
<tr>
<td>Dayton, OH</td>
<td></td>
</tr>
<tr>
<td>Universal Contracting</td>
<td>$6,787,477</td>
</tr>
<tr>
<td>Cincinnati, OH</td>
<td></td>
</tr>
<tr>
<td>Place Services Inc</td>
<td>$6,060,000</td>
</tr>
<tr>
<td>Canton, GA</td>
<td></td>
</tr>
<tr>
<td>Bilbrey Construction</td>
<td>$5,691,793</td>
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<tr>
<td>Dayton, OH</td>
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<tr>
<td>Performance Construction</td>
<td>$5,697,000</td>
</tr>
<tr>
<td>North Bend, OH</td>
<td></td>
</tr>
<tr>
<td>Leo B. Schroeder</td>
<td>$7,200,000</td>
</tr>
<tr>
<td>Dayton, OH</td>
<td></td>
</tr>
<tr>
<td>Graybach</td>
<td>$5,759,500</td>
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<tr>
<td>Cincinnati, OH</td>
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<tr>
<td>Knoch</td>
<td>$5,553,077</td>
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<tr>
<td>Dublin, OH</td>
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<tr>
<td>RW Setterlin Building Company</td>
<td>$5,884,000</td>
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<tr>
<td>Columbus, OH</td>
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<tr>
<td>AKA Construction</td>
<td>$5,803,460</td>
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<tr>
<td>Brookville, OH</td>
<td></td>
</tr>
<tr>
<td>Brumbaugh Construction Inc</td>
<td>$5,759,000</td>
</tr>
<tr>
<td>Arcanum, OH</td>
<td></td>
</tr>
</tbody>
</table>

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project engineer, Danny Fortener, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Staffco Construction Inc. submitted the lowest responsive and responsible bid.

It was recommended that the Board approval Staffco Construction Inc. for the single prime general contractor contract for the Burkhardt Branch for the amount of $5,546,000. Additionally, it was recommended to approve the addition of Alternates 1 & 2 totaling $34,500. On a motion by Ms. Hayde, seconded by Ms. Holihan the Board approved of the single prime general contractor contract and the Alternates mentioned above be awarded to Staffco Construction Inc for a grand total amount not to exceed $5,580,500.
CORRESPONDENCE

The Board acknowledged the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library fulfilling and unexpired term effective January 12, 2020 until May 31, 2023.

NEW BUSINESS

Ms. Holihan, chair of the Executive Director search committee, updated the Board. The posting was listed from November 8, 2020 through January 3, 2021 and the Board received 30 applicants. Of those, 26 candidates met or exceeded minimum qualifications. The committee further narrowed down and selected 7 to move on to interviews.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2021 at 4:00 p.m. via WebEx.

EXECUTIVE SESSION

It was 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) to discuss appointment of a public employee.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Mr. Jackson, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:19 p.m. and returned to open session at 5:44 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.
ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 5:45 p.m.

Ayes:  All
Nays:  None