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

Wednesday, February 17, 2021, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra 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 4:01 p.m.

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. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of January 20, 2021 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, 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:

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to participate in “Disney’s Approach to Leadership Excellence” online classes being sponsored by Disney Institute. It is further recommended that registration in the amount of $179.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “NCCJ Diversity & Inclusion Series” being sponsored by NCCJ on January 15, 2021 through February 5, 2021. It is further recommended that registration in the amount of $100.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “PLA Leadership Lab” being sponsored by PLA on February 3, 2021 through March 24, 2021. It is further recommended that registration in the amount of $400.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Beyond Virtual Storytime: 30+ No Contact Program Ideas” webinar being sponsored by OLC on February 11, 2021. It is further recommended that registration in the amount of $20.00 be reimbursed by the Board.

Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Holly Richards, Collection Development Director, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, participate in “Equity in Action: Building Diverse Collections” online classes being sponsored by Library Journal being held April 27, 2021 through May 11, 2021. It is further recommended that registration in the amount of $191.25 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Jessica Hunter, Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective February 14, 2021 at the rate of $17.42 per hour.

Hannah Pribe, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective January 31, 2021 at the rate of $14.74 per hour.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of $14.74 per hour.
Claire Watson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 28, 2021 at the rate of $14.74 per hour.

CHANGE IN LOCATION

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, from Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 14, 2021 at the rate of $13.47 per hour.

Rebecca Westlake, Children Services Librarian, substitute, Grade Sub11, Youth Services, Operations Center, from Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective January 31, 2021 at the rate of $15.60 per hour.

HAY RECLASSIFICATION

Molly Benson, Senior Acquisition Clerk, full-time, Grade 07, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center effective January 3, 2021 at the rate of $16.97 per hour.

Tricia Bingham, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $17.65 per hour.

Shamar Roberson, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $16.17 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of $14.53 per hour.

PROMOTION

Allison Dugan, Patron Services Manager, full-time, Grade S08, Patron Services, Main Library, from Interim Main Library Services Manager/Borrower Services Manager, full-time, Grade S07, Main Library Services, Main Library, effective February 14, 2021 at the rate of $28.6433 per hour.

REHIRE AS SUBSTITUTE

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective January 31, 2021 at the rate of $13.63 per hour.
RESIGNATION

Carol Kibler, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective January 31, 2021 after 33 years of service.

Janet Marrinan, Patron Services Assistant/Driver, 1/2-time, Grade 05, Outreach Services, effective February 27, 2021 after 15 years of service.

Nancy Millsop, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective February 27, 2021 after 15 years of service.

Rebecca Kearney, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 13, 2021 after 13 years of service.

RETURN TO POSITION

Craig Arnold, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective January 17, 2021 at a rate of $25.44 per hour.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 31, 2021 at a rate of $17.81 per hour.

TUITION REIMBURSEMENT

The Board approved 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 Program Guidelines:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course “The Information Landscape” Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Information Organization” Kent State University, 3.0 credit hours, at a cost of $2,211.00 for a total of $4,422.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Marketing the Library”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Information Sources and Reference Services” 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 in Library and Information Science” University of Kentucky, 3.0 credit hours, at a cost of $2,109.00, and the course “Games, Literacy, Meaning & Learning” University of Kentucky, 3.0 credit hours, at a cost of $2,109.00 for a total of $4,218.00.
Donald Stewart, Information Services Assistant, Westwood 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 “Selected Topics in Library Science: Makerspaces” Kent State University, 1.0 credit hours, at a cost of $737.00 for a total of $2,948.00.

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 January 2021 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
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<td>1/15/2021</td>
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<td>-</td>
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</table>

Total $1,821,649 $1,416,458 $405,191

On a motion by Ms. Merz, seconded by Mr. Jackson, the January 2021 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Trustees on the Library’s COVID response. The Library is planning on ending the staff furloughs at the end of March but will need to extend the MOU with the DMLSA for at least another month. The Board should expect to have the extended MOU presented at the March meeting for their endorsement. After staff are back to full time, the Library hopes to start restoring public service hours to all locations.

The nominating committee put forward Mr. James Vaughn as a candidate to fill the vacancy that
will be left when Barbara Hayde rolls off the Board in May. On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board unanimously endorsed Mr. Vaugh as a candidate for the Board. The Executive Director will send a letter to the Montgomery County Commissioners supporting his candidacy for the appointment.

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 continuing to move along but the weather has caused slight delays. Demolition on Columbia Hall, the site for the new Burkhardt Branch, has begun.

NEW BUSINESS

The President announced that this will be Executive Director Tim Kambitsch’s last meeting as he will be retiring at the end of February. She continued with a presentation of proclamations and well wishes. City of Dayton Mayor, Nan Whaley, has declared February 28, 2021 as Tim Kambitsch Day. President Johnson, Ms. Merz, and Ms. Hayde continued with congratulations, thanks, and well wishes.

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board authorized a $3,000 recognition bonus to the Executive Director for successfully guiding the Dayton Metro Library through the Covid Pandemic, for ensuring the Library’s ongoing fiscal stability, and by demonstrating his dedication to the Dayton Metro Library by postponing his retirement for over a year because of the current crisis, and in recognition of his service in the library community and the greater Dayton community.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Board will be holding a Special meeting on Tuesday, February 23, 2021 at 12:30 p.m. via WebEx.

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

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:03 p.m.

Ayes: All
Nays: None