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

Wednesday, March 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

DEPUTY EXECUTIVE DIRECTOR: Rachel Gut

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 Mr. Jackson, 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 Ms. Holihan, the minutes of the Board meeting of February 17, 2021 and the special meeting of February 23, 2021 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, 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:

Ronald Jackson, Trustee, Dayton Metro Library, and Nolan Thomas, Trustee, Dayton Metro Library to participate in “OLC Trustee Workshop” webinar being sponsored by OLC on March 6, 2020. It is further recommended that registration in the amount of $40.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Christy Trotter, Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective February 28, 2021 at the rate of $14.74 per hour.

Jeffrey Trzeciak, Executive Director, full-time, Grade S17, Executive Administration, Main Library, effective March 29, 2021 at the rate of $93.75 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Megan Francis, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective March 14, 2021 at the rate of $18.25 per hour.

Jaclyn Fulwood, Youth Experience Manager, full-time, Grade S08, Youth Services, Operations Center, from Youth Service Manager, full-time, Grade S08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of $30.8737 per hour.

LEAVE WITHOUT PAY

Destinee Hamilton, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective February 20, 2021 for 0.4 hours for vacation.

RESIGNATION

Shari Bowers, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective April 3, 2021.

Leslie Allen, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective February 10, 2020.

Siara Farrar, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 2, 2020.
Jasmine Jones, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective March 13, 2020.

Deborah Sevitts, Patron Services Assistant, substitute, Grade Sub05, Kettering-Moraine Branch Library, effective March 7, 2020.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective May 2, 2020.

**RETIREMENT**

Tanya Thomas-Smiley, Processor, full-time, Grade 02, Cataloging, Operations Center, effective April 30, 2021 after 38 years of service.

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

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>2/15/2021</td>
<td>PLF</td>
<td>1,625,226</td>
<td>625,226</td>
<td>1,000,000</td>
<td>Star Ohio</td>
</tr>
<tr>
<td>2/12/2021</td>
<td>RE Tax Advance</td>
<td>476,746</td>
<td>476,746</td>
<td>-</td>
<td></td>
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<tr>
<td>2/19/2021</td>
<td>RE Tax Advance</td>
<td>445,060</td>
<td></td>
<td>445,060</td>
<td>Debt Service</td>
</tr>
<tr>
<td>2/26/2021</td>
<td>RE Tax Advance</td>
<td>457,022</td>
<td>457,022</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2/19/2021</td>
<td>RE Tax Advance</td>
<td>412,620</td>
<td></td>
<td>412,620</td>
<td>Debt Service</td>
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<tr>
<td>2/26/2021</td>
<td>RE Tax Advance</td>
<td>1,314,003</td>
<td>1,314,003</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2/12/2021</td>
<td>RE Tax Advance</td>
<td>1,228,797</td>
<td></td>
<td>1,228,797</td>
<td>Debt Service</td>
</tr>
<tr>
<td>3/5/2021</td>
<td>RE Tax Advance</td>
<td>1,864,358</td>
<td>64,358</td>
<td>1,800,000</td>
<td>Star Ohio</td>
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<tr>
<td>3/5/2021</td>
<td>RE Tax Advance</td>
<td>1,724,778</td>
<td></td>
<td>1,724,778</td>
<td>Debt Service</td>
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</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>9,548,610</td>
<td>2,937,355</td>
<td>6,611,255</td>
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On a motion by Ms. Merz, seconded by Ms. Hayde, the February 2021 Financial Report was approved by the Board.
Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2021 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2021, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

**Final Appropriation for 2021**

**GENERAL FUND**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Salaries and Benefits</td>
<td>$23,276,500</td>
</tr>
<tr>
<td>2000 – Supplies</td>
<td>$790,632</td>
</tr>
<tr>
<td>3000 - Purchased Services</td>
<td>$7,355,975</td>
</tr>
<tr>
<td>4000 - Library Materials &amp; Information</td>
<td>$3,871,765</td>
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<tr>
<td>5000 - Capital Outlay</td>
<td>$1,448,772</td>
</tr>
<tr>
<td>6000 - Debt Service</td>
<td>$0</td>
</tr>
<tr>
<td>7000 - Other Objects</td>
<td>$196,356</td>
</tr>
<tr>
<td>8000 – Contingency</td>
<td>$0</td>
</tr>
<tr>
<td>9000 - Transfers to other funds</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total General Fund Appropriations</strong></td>
<td><strong>$36,940,000</strong></td>
</tr>
</tbody>
</table>

**DEBT SERVICE FUND**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 - Purchased Services</td>
<td>$211,000</td>
</tr>
<tr>
<td>6000 – Debt Service</td>
<td>$10,995,153</td>
</tr>
<tr>
<td><strong>Total Debt Service Fund Appropriations</strong></td>
<td><strong>$11,206,153</strong></td>
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**BUILDING & REPAIR FUND**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 - Purchased Services</td>
<td>$548,000</td>
</tr>
<tr>
<td>5000 - Capital Outlay</td>
<td>$7,500,000</td>
</tr>
<tr>
<td>7000 - Miscellaneous</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Total Building &amp; Repair Fund Appropriations</strong></td>
<td><strong>$8,051,000</strong></td>
</tr>
</tbody>
</table>

**TAXABLE CONSTRUCTION FUND**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 – Supplies</td>
<td>$10,500</td>
</tr>
<tr>
<td>3000 - Purchased Services</td>
<td>$2,224,372</td>
</tr>
<tr>
<td>5000 - Capital Outlay</td>
<td>$26,963,028</td>
</tr>
<tr>
<td>7000 - Miscellaneous</td>
<td>$2,100</td>
</tr>
<tr>
<td><strong>Total Taxable Construction Fund Appropriations</strong></td>
<td><strong>$29,200,000</strong></td>
</tr>
</tbody>
</table>
Total All Funds Appropriations $85,397,153

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
Ms. Thomas, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Deputy Executive Director updated the Trustees on the Library’s response to the COVID-19 outbreak. The Library will be ending furloughs for all staff by the end of March and once staff are back to full hours all locations will reopen to the public on Mondays. She was also excited to announce that the Northwest Branch will be serving as a vaccination site.

The Deputy Executive Director also shared information about this year’s legislative week. This year will be completely virtual with a large social media presence every day during the week of April 5th through April 9th.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. The West Branch is about 28% complete with the wall almost completely up. For the Burkhardt Branch, the Columbia Hall building has been demolished and contractors are now working on some elevation issues regarding adjoining properties. Northmont is on schedule and on budget as of this moment. Huber Heights is in the schematic design phase. It was also mentioned that since the Trotwood Branch was unable to have a Grand Opening celebration due to the pandemic, the Library hopes to celebrate its one year anniversary of being open in July.

NEW BUSINESS

President Johnson announced that the Montgomery County Commissioners declined the Board’s candidate to fill the vacancy that will be left when Ms. Hayde rolls off the Board in May 2021 due to residency requirements.

President Johnson also announced the Friends of the Library annual meeting is being held virtually on Saturday, March 20th and if any Trustee wanted to attend to get in contact with Rachel Gut or Amanda Arrington. In preparing for the annual meeting, she realized that it would be a good idea for the Board and the Affinity groups to have better communication. She suggested sharing meeting minutes between the Friends, Foundation, and Fiduciary Boards, as well as creating a reporting structure between the Boards.
DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 21, 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) of the Ohio Revised Code to discuss employment of public employees.

Mr. Kennebrew made a motion for the Board to enter into Executive Session, Ms. Holihan seconded.

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
Ms. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:35 p.m. and returned to open session at 5:30 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.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the change in date of hire for the new Executive Director, Jeffrey Trzeciak, from April 1, 2021 to March 29, 2021.

Ayes: All
Nays: None

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board approved a $1,500 recognition bonus to Deputy Executive Director, Rachel Gut in recognition for her leadership during the COVID pandemic and the continuation of operation during those conditions, as well as recognizing her willingness to perform the leadership role during the Executive Director transition.
Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Jackson, seconded by Ms. Holihan, the Board adjourned at 5:32 p.m.

Ayes: All
Nays: None