DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 21, 2021, 4:00 p.m.

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

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

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

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. Merz, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Ms. Merz, the minutes of the Board meeting of March 17, 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:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to participate in “IUG 2021 Conference” virtual conference sponsored by III Innovative on March 22, 2021 through March 25, 2021. It is further recommended that registration in the amount of $75.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to participate in “Computers in Libraries Conference 2021” sponsored by Information Today on March 23, 2021 through March 25, 2021. It is further recommended that registration in the amount of $299.00 be reimbursed by the Board.

Jeni Allen, Children Services Librarian, Southeast Branch Library, Christian Brewington, Children Services Librarian, Outreach Services, Mandie Burns, Youth Services Director, Youth Services, Operations Center, Theresa Callen, Children Services Librarian, Main Youth Services, Main Library, Amber Cristofaro, Information Services Librarian, Miamisburg Branch Library, Tonya Cross, Information Services Assistant, Main Youth Services Main Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, Megs Francis, Information Services Assistant, Main Youth Services, Main Library, Isaac Fry, Children Services Librarian, Burkhardt Branch Library, Jacki Fulwood, Youth Experiences Manager, Youth Services, Operations Center, Dani Gustavich, Children Services Librarian, Trotwood Branch Library, Andrew Hiatt, Children Services Librarian, Miamisburg Branch Library, Candice Jeske, Information Services Assistant, Main Youth Services, Main Library, Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Molly Millsop, Information Services Assistant, Miami Township Branch Library, Caitlin O’Mara, Children Services Librarian, Southeast Branch Library, Karah, Power, Children Services Librarian, Main Youth Services, Main Library, Haley Pratt, Children Services Librarian, Kettering-Moraine Branch Library, Jennifer Reis, Children Services Librarian, Miamisburg Branch Library, Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, Terri Stringer, Children Services Librarian, Vandalia Branch Library, Erin Wen, Materials Selection Specialist, Collection Development, Operations Center, and Melissa Zimmerman, Children Services Librarian, Electra C. Doren Branch Library to participate in “Storytime: An Opportunity for Social Justice” online class sponsored by UW-Madison being held March 28, 2021 through May 9, 2021. It is further recommended that registration in the amount of $200.00 each be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to participate in “CPIM – Public Library Fiscal Officer Conference” webinar sponsored by OLC on April 7, 2021 through April 8, 2021. It is further recommended that registration in the amount of $60.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “Whole Person Librarianship” online class sponsored by RUSA(ALA) being held April 19, 2021 through May 24, 2021. It is further recommended that registration in the amount of $175.00 be recommended by the Board.
Megan Cooper, Development Manager, External Relations, Main Library, to participate in “International Public Library Fundraising Conference” virtual conference sponsored by Carl Bloom Associates on June 8, 2021 through June 9, 2021. It is further recommended that registration in the amount of $85.50 be recommended by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPONMENT

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of $17.03 per hour.

Sanghyun Lee, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective April 11, 2021 at the rate of $17.03 per hour.

CHANGE IN POSITION

Aziz Shadmanov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, effective March 28, 2021 at the rate of $13.00 per hour.

LEAVE WITHOUT PAY

Lauren Simmons, Patron Services Assistant, full-time, Grade 05, Kettering-Moraine Branch Library, effective May 21, 2021 for 13 hours for vacation.

PROMOTION

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, from Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective March 28, 2021 at the rate of $30.7620 per hour.

RESIGNATION

Carrie Bebris, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective January 23, 2020.

Dave Hess, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, effective May 31, 2021.

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

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

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is about 38% complete with the shell completely up and close to being able to enclose the building. Burkhardt is about 10% complete. Northmont had a slight delay due to the need for a small redesign because of the limited availability for certain construction materials. Huber Heights should be done with site development by the beginning of May.

MIAMI TOWNSHIP ROOFING PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Miami Township roofing package for the Miami Township Branch. Three (3) bids were received by the bid due date April 2, 2021.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Enterprise Roofing &amp; Sheet Metal Company</td>
<td>$103,508</td>
</tr>
<tr>
<td>Harold J/ Becker Company</td>
<td>$138,200</td>
</tr>
<tr>
<td>BK Contracting</td>
<td>$131,425</td>
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</tbody>
</table>

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook Senior Project Engineer, Danny Forterner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Enterprise Roofing & Sheet Metal Company submitted the lowest responsive bid.

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board approved Enterprise Roofing & Sheet Metal Company for the roofing contract for the Miami Township Branch for an amount not to exceed $103,508. Additionally, the Board approved alternates 1, 2, 3, and 4 totaling $22,128 with an amount not to exceed $125,636 for the entire contract.
EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave the Trustees an update on his orientation to the Dayton Metro Library. He told Trustees that he has been on a listening and learning tour of the system, getting out to branches as well as departments at Main and the Operations Center. The major themes he has been receiving are that staff would like better communication and increased transparency from Administration. He will be continuing his branch visits throughout May and is starting to meet external partners.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 19, 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) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss employment of a public employee and the collective bargaining agreement, respectively.

Ms. Merz made a motion for the Board to enter into Executive Session, Mr. Jackson 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
Mr. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:44 p.m. and returned to open session at 5:33 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) and Section 121.22 (G)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Jackson, seconded by Ms. Merz, the Board adjourned at 5:33 p.m.

Ayes: All
Nays: None