CALL TO ORDER

The President called the meeting to order at 4:00 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 Ms. Woodhull, seconded by Ms. Merz, the minutes of the Board meeting of June 16, 2021 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Thomas, 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:

Mike Nemire, Audio-Visual Services Technician, Information Technology Services, Operations Center, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center to attend “CTS Exam” being held in Moraine, OH. It is further recommended that registration in the amount of $490.00 each be reimbursed by the Board.

Jeff Reid, Materials Selection Librarian, Collection Development, Operations Center, to participate in “Fundamentals of collection Development and Management” online course being sponsored by Core on June 21, 2021 through July 16, 2021. It is further recommended that the Board reimburse registration in the amount of $139.00.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Library Ethics: Earning Trust and Respect” webinar being sponsored by Library Works on June 22, 2021. It is further recommended that registration in the amount of $299.00 be reimbursed by the Board.

Heather McClure, Security Manager, Security, Operations Center, and Michael Pendleton, Security Assistant, Security, Operations Center, to attend “Law Enforcement De-escalation” being held in Centerville, OH on July 15, 2021. It is further recommended that registration in the amount of $99.00 each be reimbursed by the Board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to participate in “New Directors Workshop Series” being sponsored by OLC on July 29, 2021 through August 31, 2021. It is further recommended that registration in the amount of $190.00 be reimbursed by the Board.

Rachel Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Society of American Archivists Storytelling Workshop” being sponsored by COPA on August 2, 2021. It is further recommended that registration in the amount of $49.00 be reimbursed by the Board.

Rachel Bussert, Local History Librarian, Special Collections, Main Library, to attend “Society of American Archivists Annual Meeting” being sponsored by SOA on August 4, 2021 through August 6, 2021. It is further recommended that registration in the amount of $149.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Mikayla Burr, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective July 18, 2021 at the rate of $15.18 per hour.
Lauren Day, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective July 18, 2021 at the rate of $15.18 per hour.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 4, 2021 at the rate of $15.18 per hour.

Haylee Hunt, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective July 18, 2021 at the rate of $15.18 per hour.

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective July 18, 2021 at the rate of $17.54 per hour.

Brea McQueen, Youth Services Manager, full-time, Main Youth Services, Main Library, effective July 18, 2021 at the rate of $28.0490 per hour.

Eileen O’Connor-Ramsey, Information Services Librarian, substitute, Grade Sub11, New Lebanon Branch Library, effective July 18, 2021 at the rate of $17.42 per hour.

Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, effective August 1, 2021 at the rate of $23.79 per hour.

**CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION**

Christy Trotter, External Relations Content Writer, full-time, Grade 08, External Relations, Operation Center, from Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective July 4, 2021 at the rate of $17.54 per hour.

**CHANGE IN LOCATION**

Tomas Underwood, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of $21.97 per hour.

**CHANGE IN TITLE**

Phillip Green, Event Operations Assistant, full-time, Grade 08, External Relations, Main Library, from Administrative Assistant for Event Operations, full-time, Grade 08, External Relations, Main Library, effective July 1, 2021 at the rate of $19.87 per hour.

**LEAVE WITHOUT PAY**

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective June 29, 2021 for 24 hours for pre-planned vacation.
Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective November 22, 2021 for 56 hours for pre-planned vacation.

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective July 3, 2021 for 24 hours for pre-planned vacation.

**PROMOTION**

Molly Benson, Acquisition Manager, full-time, Grade S06, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 08, Collection Development, Operations Center, effective July 18, 2021 at the rate of $22.3067 per hour.

**RETIREMENT RESCINDED**

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library.

**TUITION REIMBURSEMENT AGREEMENT**

The Board approved the Tuition Reimbursement Agreement between the Board and Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, in order to attend the Kent State University, School of Library and Information Science.

**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 Agreement:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course “People in the Information Ecology”, Kent State University, 3.0 credit hour, at a cost of $2211.00.

Ayes: All
Nays: None

**COMMENTS FROM THE GENERAL PUBLIC**

Lori Rotterman, President of the Dayton Metro Library Staff Association addressed the Board. She stated that the union appreciates Jeffrey’s efforts to improve open communication and transparency with the staff. She also stated that while things are getting better there is still is need for improvement within the Library as a whole.
LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING

Bob Frantz from Stifel, Nicolaus & Company gave a presentation to the Board about the plan to refinance the remaining bonds for the Libraries for a Smarter Future building project.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2021 were included in the Board folder. Chrissy Sanders, 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>
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<tbody>
<tr>
<td>6/15/2021</td>
<td>PLF</td>
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<td>6/18/2021</td>
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<td>6/18/2021</td>
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<td>7/2/2021</td>
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<td>7/2/2021</td>
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<tr>
<td>Total</td>
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<td>$5,240,401</td>
<td>$4,621,411</td>
<td>$618,990</td>
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On a motion by Mr. Jackson, seconded by Ms. Merz, the June 2021 Financial Report was approved by the Board.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2022

The Montgomery County Budget Commission has scheduled the 2022 Tax Budget Allocation Meeting for Thursday, August 25, 2021. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2022 County Budget Commission.

On a motion by Ms. Woodhull, seconded by Ms. Merz, the Board approved the following resolution:
WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to developed a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2022 Public Library Fund by the Montgomery County Budget Commission.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Holly Richards, Collection Development Director, gave the Trustees an overview of the results of the Collection Equity Audit that was performed by Ingram.

Diane Farrell, External Relations and Development Director, gave a presentation about the Undesign the Redline exhibit being hosted by the Main Library in August and September.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction consultant, gave the Board an update on the current building schedule for completion of projects. West is 76% complete with lots of interior work being done. Burkhardt is 30% complete but there have been some slight delays which have pushed the project back about 30 days. Huber Heights is not in the design development phase.
NORTHMONT 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 Northmont Branch. Four (4) bids were received by the bid due date July 15, 2021.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>AKA Construction Inc.</td>
<td>$6,443,500</td>
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<td>Brookville, OH</td>
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<tr>
<td>Brumbaugh Construction Inc.</td>
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<td>Staffco Construction Inc</td>
<td>$6,942,000</td>
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<tr>
<td>Fairborn, OH</td>
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<tr>
<td>Tuttle Construction</td>
<td>$6,959,000</td>
</tr>
<tr>
<td>Lima, OH</td>
<td></td>
</tr>
</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 AKA Construction Inc. submitted the lowest responsive and responsible bid.

On a motion by Ms. Merz, seconded by Ms. Woodhull, the Board approval AKA Construction Inc. for the single prime general contractor contract for the Northmont Branch for an amount not to exceed $6,443,500.

Ayes: All
Nays: None

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, August 18, 2021 at 4:00 p.m. in the Community Room at the Main Library.

The Board will be holding a strategic retreat on Saturday, August 28, 2021 at 9:00 a.m. at the Southeast Branch Library, 21 Watervliet Ave, Dayton, OH 45420. (This meeting was later canceled due to the rising COVID numbers).

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 a public employee.

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

A roll call vote was taken as follows:

Mr. Jackson, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:31 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. Merz, seconded by Ms. Woodhull, the Board adjourned at 5:32 p.m.

Ayes: All
Nays: None