DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 15, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson, Carl Kennebrew, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

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. Holihan, 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 Mr. Kennebrew, the minutes of the Board meeting of July 21, 2021 and the minutes of the Board meeting of August 18, 2021 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Thomas, seconded by Mr. Jackson, 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:

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Discovering Family History in Library Collections” being held virtually on July 27, 2021 through August 10, 2021. It is further recommended that registration in the amount of $108.00 be reimbursed by the Board.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Designed with You in Mind: Creating an Inclusive Library” being held virtually on August 4, 2021. It is further recommended that registration in the amount of $129.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “OLC Youth Services Conference” being held virtually on August 19, 2021. It is further recommended that registration in the amount of $65.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “What Fundraisers Can Learn from Biz Developers” being held at the Main Library on September 15, 2021. It is further recommended that registration in the amount of $25.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Art & Science of Fundraising” being held in Dayton, OH on October 7, 2021. It is further recommended that registration in the amount of $150.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Relations Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of $25.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of $30.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:
APPOINTMENT

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective August 23, 2021 at the rate of $14.53 per hour.

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 12, 2021 at the rate of $23.79 per hour.

Nathan Forsha, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of $17.54 per hour.

Danni Grottla, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 1, 2021 at the rate of $15.18 per hour.

Melissa Gwinn, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective August 1, 2021 at the rate of $32.6923 per hour.

Deneka LeMaster, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective August 15, 2021 at the rate of $13.00 per hour.

Nathan LeVasseur, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective August 29, 2021 at the rate of $22.64 per hour.

Blanca Lopez, Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of $13.00 per hour.

Karlos Marshall, Equity, Diversity and Inclusion Director, full-time, Grade S11, Executive Administration, Main Library, effective August 29, 2021 at the rate of $45.6731 per hour.

Laura McIntosh, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective August 15, 2021 at the rate of $15.18 per hour.

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of $23.50 per hour.

Ryann Pope, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of $13.00 per hour.

Zuheily Rodriguez Roman, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of $23.50 per hour.
Benjamin Steingrass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 15, 2021 at the rate of $17.54 per hour.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of $17.54 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Robyn Williamson, Patron Services Assistant, 3/5-time, Grade 05, Brookville Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 15, 2021 at the rate of $17.42 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Giselle Spurgeon, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Librarian, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective August 1, 2021 at the rate of $17.54 per hour.

CHANGE IN LOCATION

Hannah Imes, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective August 29, 2021 at the rate of $17.72 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective August 29, 2021 at the rate of $11.24 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION, CHANGE IN GRADE

Sandra George, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective August 15, 2021 at the rate of $22.64 per hour.

Steve Moser, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, effective August 15, 2021 at the rate of $28.74 per hour.

CHANGE IN POSITION

Kristina Richey, Information Services Librarian (LGBTQIA+ Emphasis), full-time, Grade 11, Information Services, Main Library, from Information Services Librarian (Technology Emphasis), full-time,
Grade 11, Information Services, Main Library, effective August 29, 2021 at the rate of $26.16 per hour.

CHANGE IN TITLE

Michael Pendleton, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, from Security Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective September 1, 2021 at the rate of $19.75 per hour.

CHANGE IN TITLE, HAY RECLASSIFICATION

Heather McClure, Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, Operations Center, from Security Manager, full-time, Grade S08, Safety and Protective Services, Operations Center, effective August 15, 2021 at the rate of $33.3961 per hour.

LEAVE WITHOUT PAY

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 31, 2021 for 3.48 hours for medical reasons.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 10, 2021 for 0.5 hours for timeclock error.

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, effective July 12, 2021 for 48.88 hours for medical reasons.

John Justice, Patron Services Assistant, 4/5-time, Grade 04, Patron Services, Main Library, effective March 3, 2021 for 431.13 hours for medical reasons.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 13, 2021 for 40 hours for vacation.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective September 16, 2021 for 72 hours for vacation.

PROMOTION

Phillip Dunlevy, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, from Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 15, 2021 at the rate of $24.6476 per hour.
Carissa Smith, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, from Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 15, 2021 at the rate of $15.17 per hour.

REHIRE AS SUBSTITUTE

LaSasha Dixon, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective August 15, 2021 at the rate of $13.68 per hour.

Honee Bee Edmonds, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of $15.11 per hour.

RESIGNATION

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, effective October 9, 2021.

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective August 7, 2021.

LaSasha Dixon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 14, 2021.

Emma Haney, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective January 29, 2021.

Ariane Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, effective February 27, 2021.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 11, 2021.

Sarah Mellon, Senior Patron Services Assistant, full-time, 06, Burkhardt Branch Library, effective July 27, 2021.

Austin Smith, Information Services Assistant, full-time, Grade 08, West Carrollton, effective July 22, 2021.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Angela Keltner, Special Collections Clerk, Special Collections, Main Library, in order to attend the Kent State University, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Holly Litfin, Information Services Assistant, Southeast Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.
The Board approved the Tuition Reimbursement Agreement between the Board and Molly Millsop, Information Services Assistant, Miami Township Branch Library, in order to attend Indiana University-Purdue 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, Acquisitions Manager, Collection Development, Operations Center, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours at a cost of $2,211.00, for a total of $4,422.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours at a cost of $2,211.00, for a total of $2,211.00.

Amber Cristofaro, Information Services Assistant, Miamisburg 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 “Research and Assessment in Library and Information Science” 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 LIS: ADV Multimodal Communication Skills”, University of Kentucky, 3.0 credit hours, at a cost of $2,131.50, and the course “Introduction to Digital Libraries”, University of Kentucky, 3.0 credit hours at a cost of $2,131.50, for a total of $4,263.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Information Organization” Kent State University, 3.0 credit hours at a cost of $2,211.00, and the course “Information Institutions and Professions”, 3.0 credit hours at a cost of $2,211.00, for a total of $4,422.00.

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Organization and Representation of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of $1,736.20, for a total of $1,736.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Methods and Tools for the Information Profession”, Indiana University-Purdue University, 3.0 credit hours, at a cost of $1,619.60, and the course “Information Sources and Services” Indiana University-Purdue University, 3.0 credit hours at a cost of $1,619.60 for a total of $3,239.20.

2021 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Columbus, OH from October 13-15, 2021. The Board authorized reimbursement in an amount up to $195.00 for registration, $81.20
for mileage, $45.00 for parking, $430.00 for lodging, and $120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, $2,613.60 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of $81.20 for mileage, $45.00 for parking, $430.00 for lodging costs, and $120.00 for meals; and a maximum per person reimbursement of $195.00 for registration costs. It is further recommended that $2,613.60 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

GRANT FUNDED PARTNERSHIP

Jennifer Bonifas from Goodwill Easter Seals gave presentation for a grant funded partnership opportunity with the Library. This pilot program will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor would spend 4 hours per week at each location.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2021 were included in the Board folder. Chrissy Sanders, 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>7/16/2021</td>
<td>RE Tax Advance</td>
<td>$863,986</td>
<td>$650,165</td>
<td>$213,821</td>
<td>Star Ohio</td>
</tr>
<tr>
<td>7/23/2021</td>
<td>RE Tax Advance</td>
<td>$2,301,571</td>
<td>-</td>
<td>$2,301,571</td>
<td>Star Ohio</td>
</tr>
<tr>
<td>7/23/2021</td>
<td>RE Tax Advance</td>
<td>$2,114,096</td>
<td>-</td>
<td>$2,114,096</td>
<td>Debt Service</td>
</tr>
<tr>
<td>7/30/2021</td>
<td>RE Tax Advance</td>
<td>$625,373</td>
<td>$625,373</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7/30/2021</td>
<td>RE Tax Advance</td>
<td>$567,881</td>
<td>-</td>
<td>$567,881</td>
<td>Debt Service</td>
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<tr>
<td>8/15/2021</td>
<td>PLF</td>
<td>$1,384,608</td>
<td>-</td>
<td>$1,384,608</td>
<td>Star Ohio</td>
</tr>
</tbody>
</table>

Total $8,661,413 $1,275,538 $7,385,875
On a motion by Mr. Kennebrew, seconded by Mr. Thomas, the July and August 2021 Financial Report were approved by the Board.

Ayes: All  
Nays: None

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2022; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount To Be Derived From Levies Outside 10 M. Limitation</th>
<th>County Auditor’s Estimate of Tax Rate To Be Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$11,678,686</td>
<td>1.75</td>
</tr>
<tr>
<td>Bond Fund</td>
<td>$10,762,724</td>
<td>1.40</td>
</tr>
</tbody>
</table>

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board adopted the resolution.

A roll call vote was taken as follows:

Ms. Holihan, Aye  
Mr. Jackson, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Mr. Thomas, Aye
EXECUTIVE DIRECTOR’S REPORT

The Executive Director gave the Trustees an update on current library programs and services as well as partnerships he has been developing in the community.

Josh Ashworth, Information Technology Services Director, gave a presentation on steps the Library has taken to increase cybersecurity.

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 86% complete. Burkhardt is 40% complete with the roof and exterior wall up. Northmont had its groundbreaking and it is about 5% complete.

PARCEL TRANSFER OF FORMER BELMONT BRANCH LIBRARY

On May 20, 2020, the Board authorized the sale of the former Belmont Branch Library. When completing the transfer of property, the Library was not aware that the building and the parking lot were two separate parcels. The parcel on which the building is on has been properly transferred to the new owners but the parking lot, which was included in the purchase agreement, still needs authorization to be transferred.

On a motion by Mr. Thomas, seconded by Mr. Kennebrew, the Board authorized Fiscal Officer Christina Sanders to execute all necessary documents to convey the parcel located at 1045-47 Watervliet Ave, Dayton, OH to Sean and Kristi McCartney as determined in the purchase agreement originally signed in 2020.

NEW BUSINESS

The President announced that she had appointed Margot Merz to head the nominating committee for 2022 officers.

She also announced that Tim Kambitsch, former Executive Director, will be receiving the 2021 Hall of Fame Librarian Award at the OLC Convention in October.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

As required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director, and all seven Library Trustees.
Among the requirement of the law, is an annual meeting to review the Library’s records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 20, 2021 at 4:00 p.m. in the Community Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 20, 2021 at 4:10 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Mr. Thomas, the Board adjourned at 5:26 p.m.

Ayes: All
Nays: None