1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the March 18, 2020 meeting of the Board.

The April 6, 2020 Facilities meeting of the Board was canceled.

4. CONSENT AGENDA - ACTION

All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

A. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

- Lori Rotterman – DMLSA President

RULES AND PROCEDURE FOR PUBLIC COMMENT

1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.

2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.

3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.

5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.

6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.

7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.

8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE** - INFORMATION

   - Project budget update
   - Facilities progress and upcoming milestones

7. **MONTHLY FINANCIAL REPORT** - ACTION

The Monthly Financial Report for March 2020 will be reviewed by the Fiscal Officer

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>
</tr>
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<tr>
<td>4/15/2020</td>
<td>PLF</td>
<td>$1,179,738</td>
<td>$1,179,738</td>
<td>-</td>
<td>JP Morgan Chase</td>
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<tr>
<td>Total</td>
<td></td>
<td>$1,179,738</td>
<td>$1,179,738</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

8. **MERGER OF THE SUSTAINABILITY FUND WITH THE GENERAL FUND** - ACTION

   WHEREAS, the Sustainability Fund (Fund 102) was established in 2011 by the Board of Trustees to provide “budget stabilization” to be used to offset any dramatic shortfall in reserves to the General Fund (Fund 101); and

   WHEREAS, the Sustainability Fund (Fund 102) was entirely created through the use of General Fund dollars; and

   WHEREAS, it is projected that that the General Fund (Fund 101) will require additional funds in order to meet the reserve policy of maintaining a minimum of 60 days of cash on hand by the end of 2020; NOW
THEREFORE BE IT RESOLVED, that the balance of the Sustainability Fund (Fund 102) in the amount of $9,903,685.15 plus accrued interest, be transferred back into the General Fund (Fund 101).

9. MERGER OF FUTURE EMPLOYEE COMPENSATION FUND WITH THE GENERAL FUND - ACTION

WHEREAS, the Future Employee Compensation Fund (Fund 201) was established in 2011 by the Board of Trustees to accumulate money to provide benefit payouts of accrued sick/vacation hours of all employees in total; and

WHEREAS, the Future Employee Compensation Fund (Fund 201) was entirely created through the use of General Fund dollars; and

WHEREAS, the Board of Trustee’s 60-day reserve policy already provides for funding for sick/vacation leave payouts, making the Future Employee Compensation Fund (Fund 201) duplicative; NOW

THEREFORE BE IT RESOLVED, that the balance of the Future Employee Compensation Fund (Fund 201) in the amount of $1,997,003.70 plus accrued interest, be transferred back into the General Fund (Fund 101).

10. MERGER OF FACILITIES ENHANCEMENT FUND WITH THE GENERAL FUND - ACTION

WHEREAS, the Facilities Enhancement Fund (Fund 103) was established in 2013 upon the receipt of an anonymous bequest in the amount of $1,311,444 of which $1.0 million was approved to provide facility enhancements for all branches within the Library network; and

WHEREAS, these funds were originally established as General Fund dollars when the Facilities Enhancement Fund was created; and

WHEREAS, only $284,275 of the remaining balance is needed for the completion of the Facilities Enhancement Project; NOW

THEREFORE BE IT RESOLVED, that the balance of the Facilities Enhancement Fund (Fund 103) in the amount of $645,674.77 plus accrued interest, be transferred back into the General Fund (Fund 101).

11. COVID-19 VIRUS - INFORMATION

The Executive Director will update the Board impact of the COVID-19 Virus.

- COVID-19 Service Program Interruptions and Planning for the Restoration of Services
- COVID-19 Financial Projections and Implications
12. **EXECUTIVE SESSION**

It is 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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code to discuss the collective bargaining agreement and property acquisition.

A **roll call vote** will be needed.

13. **NEW BUSINESS**

14. **DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING**

The next Facilities Meeting will be held Monday, May 11, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

15. **ADJOURNMENT – ACTION**
A. PERSONNEL ACTIONS

It is recommended that the following Change in Hours, Change in Position, Change in Location be accepted:

Shamar Roberson, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, from Patron Services Assistant, half-time, Grade 05, Trotwood Branch Library, effective April 12, 2020 at the rate of $15.15 per hour.

It is recommended that the following Resignation be accepted:

Melissa Hesson, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective March 12, 2020.