DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 19, 2022, 4:10 p.m.

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 September 21, 2022 meeting of the Board.

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. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

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

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Lauren Day, Patron Services Assistant, Outreach Services, in order to attend the Kent State University, School of Library and Information Science.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve 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:
Lauren Day, Patron Services Assistant, Outreach Services, for the course “Information Organization”, Kent State University, 3.0 credit hours at a cost of $2,211.00, and the course “People in the Information Economy”, Kent State University, 3.0 credit hours at a cost of $2,211.00, for a total of $4,422.00.

5. COMMENTS FROM THE GENERAL PUBLIC

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. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for September 2022 is included in the Board Packet.

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>9/8/2022</td>
<td>RE Tax Advance</td>
<td>1,124,972.50</td>
<td>603,953.32</td>
<td>521,019.18</td>
<td>Debt Service</td>
</tr>
<tr>
<td>9/15/2022</td>
<td>PLF</td>
<td>1,754,395.48</td>
<td>1,754,395.48</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
7. **LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

8. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

The Executive Director will update the Board on current library programs and services.
- Bill Stolz- Southeast Update
- Jacqueline Gazda- Expanding Legal Clinics
- Holly Richards- Update on diversity of collections and electronics as percent of overall collection

9. **2023 HEALTH DENTAL AND VISION INSURANCE – ACTION**

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2023:

- Switching to United Health Care for group health insurance (medical, vision, and dental) in benefit coverage or plan design, and an overall 2.89% increase in premiums. Continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a Library funded contribution of $1,000 for a single plan and $1,500 contribution for a family plan. The Dayton Metro Library will also receive a $10,000 wellness credit for switching carriers.

- Switch to United Health Care’s dental plan with an 8.4% premium reduction for single coverage and an 8.7% premium reduction for family coverage for full-time employees.

<table>
<thead>
<tr>
<th></th>
<th>Monthly Premium</th>
<th>Library Monthly Cost</th>
<th>Employee Monthly Cost</th>
<th>Employee Cost Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Dental</td>
<td>$23.66</td>
<td>$18.94</td>
<td>$4.72</td>
<td>$2.36</td>
</tr>
<tr>
<td>- Single</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Health</td>
<td>$21.61</td>
<td>$17.29</td>
<td>$4.32</td>
<td>$2.16</td>
</tr>
<tr>
<td>Care - Single</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superior Dental</td>
<td>$99.10</td>
<td>$79.28</td>
<td>$19.82</td>
<td>$9.91</td>
</tr>
<tr>
<td>- Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Health</td>
<td>$90.51</td>
<td>$72.41</td>
<td>$18.10</td>
<td>$9.05</td>
</tr>
<tr>
<td>Care – Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 2,879,367.98  2,358,348.80  521,019.18
- Switch to United Health Care’s vision plan with a 5.7% premium reduction for single coverage a 6.6% premium reduction for family coverage for full-time employees.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Monthly Premium</th>
<th>Library Monthly Cost</th>
<th>Employee Monthly Cost</th>
<th>Employee Cost Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>EyeMed - Single</td>
<td>$5.36</td>
<td>$4.30</td>
<td>$1.06</td>
<td>$0.53</td>
</tr>
<tr>
<td>United Health Care - Single</td>
<td>$4.98</td>
<td>$3.98</td>
<td>$1.00</td>
<td>$0.50</td>
</tr>
<tr>
<td>Eye Med - Family</td>
<td>$13.66</td>
<td>$10.94</td>
<td>$2.72</td>
<td>$1.36</td>
</tr>
<tr>
<td>United Health Care – Family</td>
<td>$12.69</td>
<td>$10.15</td>
<td>$2.54</td>
<td>$1.27</td>
</tr>
</tbody>
</table>

- The Library will continue to pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions will continue to be pro-rated for designated part-time staff.

- Switch to United Health Care’s HSA plan with a 3.4% premium increase for full-time employees.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Monthly Premium</th>
<th>Library Monthly Cost</th>
<th>Employee Monthly Cost</th>
<th>Employee Cost Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthem - Single</td>
<td>$659.73</td>
<td>$560.77</td>
<td>$98.96</td>
<td>$49.48</td>
</tr>
<tr>
<td>United Health Care - Single</td>
<td>$682.03</td>
<td>$579.73</td>
<td>$102.30</td>
<td>$51.15</td>
</tr>
<tr>
<td>Anthem - Family</td>
<td>$1458.01</td>
<td>$1239.31</td>
<td>$218.70</td>
<td>$109.35</td>
</tr>
<tr>
<td>United Health Care – Family</td>
<td>$1507.29</td>
<td>$1281.21</td>
<td>$226.08</td>
<td>$113.04</td>
</tr>
</tbody>
</table>

- Switch to United Health Care’s HRA plan with a 1.1% premium increase for full-time employees.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Monthly Premium</th>
<th>Library Monthly Cost</th>
<th>Employee Monthly Cost</th>
<th>Employee Cost Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthem - Single</td>
<td>$710.76</td>
<td>$568.62</td>
<td>$142.14</td>
<td>$71.07</td>
</tr>
<tr>
<td>United Health Care - Single</td>
<td>$718.44</td>
<td>$574.76</td>
<td>$143.68</td>
<td>$71.84</td>
</tr>
<tr>
<td>Anthem - Family</td>
<td>$1570.79</td>
<td>$1256.63</td>
<td>$314.16</td>
<td>$157.08</td>
</tr>
<tr>
<td>United Health</td>
<td>$1587.75</td>
<td>$1270.21</td>
<td>$317.54</td>
<td>$158.77</td>
</tr>
</tbody>
</table>
Care – Family

- Prescription Drugs will now require a copay after the deductible.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2023 MEETINGS - ACTION

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictate that the meeting be held the third Wednesday of each month. It is recommended the following dates be approved with the January meeting scheduled for the fourth Wednesday to allow for the Finance office to close the prior year’s finances, and no meeting scheduled in August:

- January 25, 2023
- February 1, 2023
- March 15, 2023
- April 19, 2023
- May 17, 2023
- June 21, 2023
- July 19, 2023
- August – no meeting
- September 20, 2023
- October 18, 2023
- November 15, 2023
- December 20, 2023

11. NEW BUSINESS

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)(1) of the Ohio Revised Code to discuss employment of a public employee.

A roll call vote will be needed.

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 16, 2022 at 4:00 p.m. in the Community Room at the Main Library.

14. ADJOURNMENT – ACTION
A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend “Project Shield Workshop,” being held on at Kent State University from November 4, 2022 until November 5, 2022. There is no registration fee associated with this event. It is further recommended that mileage in the amount of $258.75, lodging in an amount not to exceed $252.00, and meals in an amount not to exceed $60.00 be reimbursed by the Board.

Destinee Hamilton, Human Resources Assistant, Human Resources, Jen Kadel, Recruitment and Retention Manager, Human Resources, and Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend the “Equity, Diversity, and Inclusion Conference” sponsored by OLC and held in Cleveland, OH on October 19, 2022. It is further recommended that registration in the amount of $135.00 each, lodging in the amount of $135.00 each, and mileage in the amount of $255.00 each be reimbursed by the Board.

Ashlee Hammond, Assistant Branch Library Manager, West Branch Library, to participate in the “From Peer to Leader” webinar sponsored by NEO on November 17, 2022. It is further recommended that registration in the amount of $40.00 be reimbursed by the Board.

Jasmine Jones, Information Services Assistant, Southeast Branch Library, and Shawna Woodard, Information Services Librarian, Special Collections, to participate in the “ASL for Librarians Bundle” webinar series beginning October 31, 2022 and ending April 9, 2023. It is further recommended that registration in the amount of $599.00 each be reimbursed by the Board.

Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “OLC Convention and Expo” being held in Toledo, Ohio from September 28, 2022 through September 30, 2022. It is further recommended that registration in the amount of $270.00, mileage in the amount of $174.33, parking in an amount not to exceed $66.00, lodging in an amount not to exceed $460.00, and meals in an amount not to exceed $180.00 be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, Mike Pendleton, Protective Services Manager, Safety and Protective Services, and Taylor Smith, Protective Services Assistant, Safety and Protective Services, to participate in the “CPR/AED/First Aid Certification” webinar sponsored by American Red Cross on October 24, 2022. It is further recommended that registration in the amount of $97.00 each be reimbursed by the Board.

Jeff Opt, Audio-Visual Systems Technician, Information Technology Services, to attend “CTS Certification” sponsored by Avixa and being held at PearsonVUE Testing Center on September 16, 2022. It is further recommended that registration in the amount of $490.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS
It is recommended that the following **Appointments** be accepted:

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective September 25, 2022 at the rate of $15.64 per hour.

Debi Chess, External Relations and Development Director, full-time, Grade S12, External Relations, effective October 23, 2022 at the rate of $48.0769 per hour.

Amanda Feuerstein, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective September 25, 2022 at the rate of $15.64 per hour.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective September 25, 2022 at the rate of $15.64 per hour.

Jesse Lawhead, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective October 23, 2022 at the rate of $16.22 per hour.

Maria Ruiz Olide, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective October 23, 2022 at the rate of $24.51 per hour.

Jessica Roncalli-McCoard, Patron Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective October 9, 2022 at the rate of $11.69 per hour.

Lisa Scarpelli, Patron Services Assistant, 1/2-time, Grade 05, Miami Township Branch Library, from Library Aide, West Carrollton Branch Library, effective October 9, 2022 at the rate of $15.64 per hour.

Jannetta Walker, Patron Services Assistant, substitute, Grade Sub05, West Branch Library, effective September 25, 2022 at the rate of $11.69 per hour.

Janice Williams, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective October 9, 2022 at the rate of $13.52 per hour.

It is recommended that the following **Change in Hours** be accepted:

Cameron Myers, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, from Patron Services Assistant, substitute, Grade Sub05, Patron Services, Main Library, effective September 25, 2022 at the rate of $15.64 per hour.

It is recommended that the following **Hay Reclassification** be accepted:

Kristina Richey, LGBTQIA+ Services Specialist, full-time, Grade 12, Information Services, Main Library, from Information Services Librarian (LGBTQIA+ Emphasis), full-time, Grade 11, Information Services, Main Library, effective October 9, 2022 at the rate of $27.91 per hour.

It is recommended that the following **Interim Change in Location and Position** be accepted:

David Hicks, Interim Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources, Main Library, from Branch Library Manager, full-
time, Grade S09, Miamisburg Branch Library, effective September 25, 2022 at the rate of $46.7452 per hour.

Angela Jones, Interim Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library effective September 25, 2022 at the rate of $33.2721 per hour.

It is recommended that the following Leave Without Pay be accepted:

Julian Elmore Jr., Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective October 11, 2022 for 8 hours for personal reasons.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective October 8, 2022 for 13 hours for personal reasons.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, effective September 20, 2022 for 2 hours for personal reasons.

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

Margaret Castillo, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, from Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective October 23, 2022 at the rate of $21.71 per hour.

Sanghyun Lee, Children Services Librarian, full-time, Grade 11, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective October 23, 2022 at the rate of $21.71 per hour.

It is recommended that the following Rehire as Substitute be accepted:

Alexis Mays, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective October 9, 2022 at the rate of $13.52 per hour.

It is recommended that the following Resignation be accepted:

Zuheily Rodriguez Roman, Accountant, full-time, Grade 11, Finance Office, Main Library, effective October 7, 2022.

Alexis Whitney, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective October 15, 2022.

Huahua Zhu, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective October 28, 2022.

It is recommended that the following Retirement be accepted:

Nancy Hafer, Human Resources Assistant, full-time, Grade CE4, Human Resources, Main Library, effective November 30, 2022, after 18 years of service.

It is recommended that the following Termination be accepted:

Lisa Salyers, Public Services Director, full-time, Grade S11, Public Services Administration, Operations Center, effective October 4, 2022.