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 October 19, 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. 2023 ALA LIBLEARNX

The 2023 ALA LibLearnX Conference will be held at the Ernest N. Morial Convention Center in New Orleans, Louisiana on January 27-30, 2023. There will be an in-person (LLX Full Access) option and an online-only LLX Studio+ option. It is recommended that the Board authorize reimbursement in an amount up to $380.00 for registration, $626.00 for airfare, $72.00 for ground transportation, $1080.00 for lodging, and $180.00 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, $7,014.00 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 $626.00 for airfare, $72.00 for ground transportation, $1,080.00 for lodging costs, and $180.00 for meals; and a maximum per person reimbursement of $380.00 for registration costs. It is further recommended that $7,014.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

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 October 2022 was included in the Board Packet.

The Executive Director approved the following investments:
### Major Sources of Revenue, Uses, and 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>
</thead>
<tbody>
<tr>
<td>10/8/2022</td>
<td>RE Tax Advance</td>
<td>$3,249.24</td>
<td>$1,712.86</td>
<td>$1,536.38</td>
<td>Debt Service</td>
</tr>
<tr>
<td>10/13/2022</td>
<td>PLF</td>
<td>$1,638,317.79</td>
<td>$1,638,317.79</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,641,567.03</strong></td>
<td><strong>$1,640,030.65</strong></td>
<td><strong>$1,536.38</strong></td>
<td></td>
</tr>
</tbody>
</table>

7. **ADVANCE ON TAX DOLLARS COLLECTED IN 2023 - ACTION**

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2023, and

WHEREAS, these funds will be used for current operating expenses throughout 2023, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be $100,000 from the Real Estate and Personal Property Taxes processed weekly.”

The resolution requires a *roll call vote*.

8. **PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION**

Marc Reynolds of Marsh & McLennan will review with the Board the proposed 2022-2023 rates for Property, Liability and Blanket Insurance coverage.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Insurance Company</th>
<th>2022 Expiring Premium</th>
<th>2023 Renewal Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability and Property</td>
<td>Westfield</td>
<td>$164,613</td>
<td>$177,546</td>
</tr>
<tr>
<td>Equipment Breakdown and Mechanical (Boiler)</td>
<td>Cincinnati</td>
<td>$2,651</td>
<td>$2,651</td>
</tr>
<tr>
<td>Executive (Directors &amp; Officers Liability and Employment Practices Liability)</td>
<td>Cincinnati</td>
<td>$15,878</td>
<td>$15,878</td>
</tr>
<tr>
<td>Cyber</td>
<td>Travelers</td>
<td>$11,404</td>
<td>$13,756</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$194,546</strong></td>
<td><strong>$209,831</strong></td>
</tr>
</tbody>
</table>

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed $209,831.
9. **EXECUTIVE DIRECTOR’S REPORT – INFORMATION**

The Executive Director will update the Board on current library programs and services.

- Cultural Branding - Claudine Bennett
- Supervisor Training and Development - Caitlin Wissler
- New Manager Introductions - Debi Chess, External Relations and Development Director
- Update on Statewide levies

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

- Project budget update
- Facilities progress and upcoming milestones

11. **NOMINATING COMMITTEE - INFORMATION**

The Board President will need to appoint a nominating committee in order to present a 2023 Slate of Officers for election at the annual meeting in December 2022. The offices of President, Vice President, and Secretary will need to be filled.

*Additionally, the nominating committee will need to make a recommendation to appoint a Trustee to serve as liaison to the Foundation Board of Directors in 2023.*

The nominating committee will also need to make a recommendation for Board approval in December and submission to the Montgomery County Commissioners concerning the upcoming Board of Trustees vacancy in May 2023. Mr. Ronald Jackson has served on the Board for two years, fulfilling an unexpired term, and is eligible for reappointment.

12. **NEW BUSINESS**

13. **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.

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 21, 2022 at 4:00 p.m. in the Community Room at the Main Library.

15. **ADJOURNMENT – ACTION**
CONSENT AGENDA ADDENDUM

A. WORKSHOP HOURS

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

Joshua Ashworth, Information and Technology Services Director, IT, to attend “Taste of IT,” sponsored by Technology First and held in the Sinclair Ponitz Center November 16, 2022. It is further recommended that registration in the amount of $175.00 be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Disrupting Middle Class Bias in Library Programming” on-demand webinar sponsored by ALA/PLA. It is further recommended that registration in the amount of $71.10 be reimbursed by the Board.

Phillip Dunlevy, Maintenance Manager, Facilities, to participate in the “Quiet Leadership: Foster Your Identity as an Introverted or Quiet Leader” webinar sponsored by RUSA on December 7, 2022. It is further recommended that registration in the amount of $79.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, Main Library, to attend “2022 ULC Annual Forum: Creating a Place for Democracy” being held in Washington, D.C, from November 16, 2022 until November 18, 2022. It is further recommended that registration in the amount of $795.00, airfare in an amount not to exceed $365.00, ground transportation in an amount not to exceed $48.00, and meals in an amount not to exceed $890.00 be reimbursed by the Board.

Tory Tomlinson, Dispatch Officer, Safety and Protective Services, Ops, to attend “CPR/AED/First Aid Certification” sponsored by the American Red Cross and being held in-person and online December 8, 2022. It is further recommended that registration in the amount of $97.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Christian Elder, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective October 23, 2022 at the rate of $13.52 per hour.

Maria Hummel, Information Services Librarian, full-time, Grade 11, Southeast Branch Library, effective December 4, 2022 at the rate of $24.51 per hour.

Katie Indoe, Programming Assistant, full-time, Grade 09, Youth Services, Operations Center, effective November 6, 2022 at the rate of $19.12 per hour.

Julia Rice, Information Services Assistant, substitute, Grade Sub08, Vandalia Branch Library, effective November 6, 2022 at the rate of $13.52 per hour.

Myra Sanders, Information Services Assistant, substitute, Grade Sub08, Vandalia Branch Library, effective November 6, 2022 at the rate of $13.52 per hour.
Adam Schweibert, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective November 20, 2022 at the rate of $36.0577 per hour.

Moneeka Stanifer, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective October 23, 2022 at the rate of $16.22 per hour.

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

Jim Balsamo, Construction Owner’s Rep, full-time, Grade S07, Construction Management, effective October 31, 2022 for 24 days for personal reasons.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective October 17, 2022 for 32 hours for illness.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective November 10, 2022 for 8 hours for personal reasons.

Steven Jackson, Systems Technician, full-time, Grade 08, IT Services, effective November 8, 2022 for 11 hours for illness.

Tory Tomlinson, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective November 29, 2022 for 32 hours for personal reasons.

It is recommended that the following Promotion be accepted:

Mariah Busher, Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective October 23, 2022 at the rate of $24.51 per hour.

Lauren Day, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective October 23, 2022 at the rate of $18.07 per hour.

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

Brittany Graham, Information Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective October 23, 2022 at the rate of $24.51 per hour.

Hannah Priebe, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective October 23, 2022 at the rate of $18.07 per hour.

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

Molly Millsop, Information Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective November 6, 2022 at the rate of $21.71 per hour.

It is recommended that the following Rehire as Substitute be accepted:
Huahua Zhu, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective November 6, 2022 at the rate of $16.22 per hour.

It is recommended that the following Resignation be accepted:

Kathryn Carnegis, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Huber Heights Branch Library, effective November 4, 2022.

Michael Pendleton, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, Operations Center, effective November 18, 2022.

It is recommended that the following Retirement be accepted:

Ann May, Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, effective November 30, 2022, after more than 24 years of service.