DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
Wednesday, October 19, 2022, 4:02 p.m.

PRESENT: Nolan Thomas, Shannon Isom, Ronald Jackson, David Williamson

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER
The President called the meeting to order at 4:02 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 Mr. Williamson, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES
On a motion by Mr. Williamson, seconded by Ms. Isom, the minutes of the September 21, 2022 Meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA
On a motion by Mr. Jackson, seconded by Mr. Williamson, 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:

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 PeasonVUE Testing Center on September 16, 2022. It is further recommended that registration in the amount of $490.00 be reimbursed by the Board.

PERSONNEL ACTIONS
The following personnel actions were approved by the Board:

**APPOINTMENT**

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.

**CHANGE IN HOURS**

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.
HAY RECLASSIFICATION

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.

INTERIM CHANGE IN HOURS AND POSITION

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.

LEAVE WITHOUT PAY

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.

PROMOTION, CHANGE IN LOCATION

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.

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

RESIGNATION

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.

RETIREMENT

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

TERMINATION

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

TUITION REIMBURSEMENT AGREEMENT

The Board approved 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.

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:

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.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC
Madeline Iseli from Citizens for Sinclair informed the Board of Sinclair Community College’s renewal levy, Issue 10 on the November 8, 2022 ballot, which would not raise taxes.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2022 was included in the Board packet. Christina 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>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>
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<td></td>
</tr>
</tbody>
</table>

Total 2,879,367.98 2,358,348.80 521,019.18

On a motion by Mr. Jackson, seconded by Ms. Isom, the September 2022 Financial Report was approved by the Board.

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. Northmont is about 85% complete, currently aiming for a TCO in October. Huber Heights is about 53% complete, anticipated TCO is April of 2023.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update regarding a public comment made about security in the September Board meeting, as well as updates regarding the Foundation and levy considerations.

Bill Stolz, Southeast Library Branch Manager, provided an update on his branch’s work with teen patrons. Jacqueline Gazda, Information Services Librarian, informed the Board of the Library’s Legal Aid Clinics. Holly Richards, Collection Development Director, provided an update on the diversity of the library’s collections, as well as the percentage of electronic copies in the collection.

2023 HEALTH AND VISION INSURANCE

On a motion by Mr. Williamson, seconded by Mr. Jackson, the Board approved 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 - Single</td>
<td>$23.66</td>
<td>$18.94</td>
<td>$4.72</td>
<td>$2.36</td>
</tr>
<tr>
<td>United Health Care - Single</td>
<td>$21.61</td>
<td>$17.29</td>
<td>$4.32</td>
<td>$2.16</td>
</tr>
<tr>
<td>Superior Dental - Family</td>
<td>$99.10</td>
<td>$79.28</td>
<td>$19.82</td>
<td>$9.91</td>
</tr>
<tr>
<td>United Health Care – Family</td>
<td>$90.51</td>
<td>$72.41</td>
<td>$18.10</td>
<td>$9.05</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>HSA</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>

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2023 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2023. The approved meeting dates for 2023 are as follows:

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

On a motion by Mr. Williamson, seconded by Mr. Jackson, the Board approved the proposed Board meeting dates for 2023.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.
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.

On motion by Mr. Thomas, seconded by Mr. Jackson, the Board went into Executive Session.

A roll call vote was taken as follows:

Mr. Thomas, Aye
Ms. Isom, Aye
Mr. Williamson, Aye
Mr. Jackson, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:03 p.m. and returned to open session at 5:52 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.

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.

ADJOURNMENT

On a motion by Ms. Isom, seconded by Mr. Jackson, the Board adjourned at 5:53 p.m.

Ayes: All
Nays: None