

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2022, 4:00 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 December 15, 2021 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 Hannah Imes, Information Services Assistant, Information Services, Main Library, 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:

Molly Benson, Acquisitions Manager, Collection Development, Operations Center, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Hannah Imes, Information Services Assistant, Information Services, Main Library, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Collection Management in Libraries”, Kent State University, 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 “Materials for Youth”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the course “Youth Services”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, for a total of \$3,239.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Acquisitions and Management of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,642.12, and the course “Marketing for Libraries” Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,642.12 for a total of \$3,284.24.

E. 2022 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Portland, OR from March 23-25, 2022. It is recommended the Board authorize reimbursement in an amount up to \$330.00 for registration, \$500.00 for airfare, \$780.00 for lodging, \$45.00 for ground transportation, 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, \$5,325.00 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 \$500.00 for airfare, \$780.00 for lodging costs, \$45.00 for ground transportation, and \$120.00 for meals; and a maximum per person reimbursement of \$330.00 for registration costs. It is further recommended that \$5,325.00 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 December 2021 is included in the Board packet.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
12/15/2021	PLF	\$1,598,155.28	\$1,598,155.28	-	
12/15/2021	Personal Property Tax	\$237.64	\$132.03	\$105.61	Debt Service
	Total	\$1,598,	\$1,598,287.31	\$105.61	

7. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

8. TUITION REIMBURSEMENT - ACTION

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018 the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommends Board authorization to continue the 75% reimbursement policy for 2022.

9. EXECUTIVE DIRECTOR'S REPORT – DISCUSSION

10. APPROVAL OF MOU WITH GOODWILL EASTER SEALS OF THE MIAMI VALLEY- ACTION

In September 2021, Jennifer Bonifas from Goodwill Easter Seals presented the Board with a grant funded partnership opportunity, a pilot program that will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor at both locations for four hours per week.

The Executive Director recommends approval of the memorandum of understanding with Goodwill Easter Seals to establish this pilot program.

11. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

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

14. 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.

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:

William McIntire, Branch Library Manager, Vandalia Branch Library, to participate in “Core Forum Webinar Series on Leadership” being sponsored by ALA on December 1, 2021 through February 1, 2022. It is further recommended that registration in the amount of \$149.31 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff” online class being sponsored by ALA on January 24, 2022 through March 6, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Etanna Adams, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective January 2, 2022 at the rate of \$11.69 per hour.

Aleshi Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$17.54 per hour.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 2, 2022 at the rate of \$15.84 per hour.

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

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, from Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$17.54 per hour.

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

Dorri Hegyi, Interim Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Assistant Branch Library Manager, full-time, Grade 07, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$29.7135 per hour.

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

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 12, 2022 for 2.88 hours for personal reasons.

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

Cynthia Woodruff, Homework Help Manager, full-time, Grade S07, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 30, 2022 at the rate of \$24.6476 per hour.

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

Ann Riegle Crichton, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective December 19, 2021 at the rate of \$18.87 per hour.

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective December 19, 2021 at the rate of \$13.52 per hour (Revised Date).

Patrick Lemley, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective December 5, 2021 at the rate of \$11.89 per hour.

Alexandra Nagy, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective January 2, 2022 at the rate of \$18.65 per hour.

It is recommended that the following **Resignation** be accepted:

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 4, 2022 (Revised Date).

Alexandra Nagy, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective January 1, 2022.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective January 19, 2022.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 2, 2022.

It is recommended that the following **Retirement** be accepted:

Teresa Dues, Senior Patron Services Assistant, full-time, Grade 06, Miami Township Library, effective January 31, 2022 after 36 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2022, 4:00 p.m.

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

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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. Johnson, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the minutes of the Board meeting of December 15, 2021 were approved by the Board.

Ayes: Ms. Holihan, Mr. Jackson, Mr. Kennebrew, Mr. Thomas, Ms. Woodhull
Abstained: Ms. Johnson
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, seconded by Ms. Johnson, 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:

William McIntire, Branch Library Manager, Vandalia Branch Library, to participate in “Core Forum Webinar Series on Leadership” being sponsored by ALA on December 1, 2021 through February 1, 2022. It is further recommended that registration in the amount of \$149.31 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff” online class being sponsored by ALA on January 24, 2022 through March 6, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Etanna Adams, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective January 2, 2022 at the rate of \$11.69 per hour.

Aleshi Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$17.54 per hour.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 2, 2022 at the rate of \$15.84 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, from Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$17.54 per hour.

INTERIM CHANGE IN POSITION, CHANGE IN LOCATION

Dorri Hegyi, Interim Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Assistant Branch Library Manager, full-time, Grade 07, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$29.7135 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 12, 2022 for 2.88 hours for personal reasons.

PROMOTION, CHANGE IN LOCATION

Cynthia Woodruff, Homework Help Manager, full-time, Grade S07, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 30, 2022 at the rate of \$24.6476 per hour.

REHIRE AS SUBSTITUTE

Ann Riegle Crichton, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective December 19, 2021 at the rate of \$18.87 per hour.

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Alexandra Nagy, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective January 2, 2022 at the rate of \$18.65 per hour.

RESIGNATION

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 4, 2022 (Revised Date).

Alexandra Nagy, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective January 1, 2022.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective January 19, 2022.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 2, 2022.

RETIREMENT

Teresa Dues, Senior Patron Services Assistant, full-time, Grade 06, Miami Township Library, effective January 31, 2022 after 36 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Hannah Imes, Information Services Assistant, Information Services, Main Library, 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:

Molly Benson, Acquisitions Manger, Collection Development, Operations Center, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Hannah Imes, Information Services Assistant, Information Services, Main Library, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Collection Management in Libraries”, Kent State University, 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 “Materials for Youth”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the course “Youth Services”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, for a total of \$3,239.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Acquisitions and Management of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,642.12, and the course “Marketing for Libraries” Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,642.12 for a total of \$3,284.24.

2022 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Portland, OR from March 23-25, 2022. The Board authorized reimbursement in an amount up to \$330.00 for registration, \$500.00 for airfare, \$780.00 for lodging, \$45.00 for ground transportation, 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 was approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,325.00 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 \$500.00 for airfare, \$780.00 for lodging costs, \$45.00 for ground transportation, and \$120.00 for meals; and a maximum per person reimbursement of \$330.00 for registration costs. It was further approved that \$5,325.00 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.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2021 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
12/15/2021	PLF	\$1,598,155.28	\$1,598,155.28	-	
12/15/2021	Personal Property Tax	\$237.64	\$132.03	\$105.61	Debt Service
Total		\$1,598,	\$1,598,287.31	\$105.61	

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the December 2021 Financial Report was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF CYBERSECURITY INSURANCE

Marc Reynolds of Marsh & McLennan presented the Board with options for cybersecurity insurance coverage.

On a motion by Ms. Johnson, seconded by Ms. Holihan, the Board approved cybersecurity insurance through Travelers for an amount not to exceed \$11,404.00.

Ayes: All
Nays: None

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommended continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

There was discussion regarding if the funding was allocated to something in particular. The Board asked the Executive Director to explore it further and perhaps create an MOU with DSNH in order to make sure the funding is in alignment with DML strategic initiatives.

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board approved annual support of the Dayton Society of Natural History in the amount of \$15,000.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

Prior to 2019, the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018, the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommended and on a motion by Mr. Kennebrew, seconded by Mr. Jackson, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2022 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave a brief updates on some strategic initiatives and shared his plan for similar communications at the monthly Board meetings.

APPROVAL OF MOU WITH GOODWILL EASTER SEALS OF THE MIAMI VALLEY

In September 2021, Jennifer Bonifas from Goodwill Easter Seals presented the Board with a grant funded partnership opportunity, a pilot program that will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor at both locations for four hours per week.

On a motion by Mr. Jackson, seconded by Ms. Johnson, the Trustees approved the MOU with Goodwill Easter Seals.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West is 100% complete, minus some landscaping, and will open to the public in a soft opening on Monday, February 7th. Burkhardt has a small delay due to a wet muddy winter but has plans for a soft opening in April. Northmont has had 2 delays in the delivery of steel. Huber Heights plans will be going inf front of the planning board for approval and bids for the prime contractor are due on January 27th.

RECIPROCAL EASEMENT AGREEMENT

It was recommended that the Board approve the request from Goodwill Easter Seals Miami Valley for .62 acre easement for the Trotwood Branch property. Additionally, Goodwill Easter Seals Miami Valley will provide a .52 acre easement to the Library. This reciprocal easement agreement will allow for a shared detention basin and will not impact the library's use of the property.

On a motion by Mr. Jackson, seconded by Ms. Johnson, the Trustees approved the reciprocal easement agreement.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

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) to discuss appointment of a public employee.

On motion by Mr. Jackson, seconded by Ms. Johnson, the Board went into Executive Session. A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Jackson, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Mr. Thomas, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:56 p.m. and returned to open session at 5:44 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.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Mr. Jackson, the Board adjourned at 5:45 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 16, 2022, 4:00 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 January 26, 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 Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, in order to attend the Kent State University, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Karlos Marshall, Equity, Diversity, and Inclusion Director, Executive Administration, Main Library, in order to attend the University of Dayton, School of Educational & Health Sciences.

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:

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “Information Institutions and Professions” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Marketing the Library” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Theory and Methods of Archival Acquisition, Selection and Appraisal”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Leadership in Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies II: Internet Fundamentals” Kent State University, 3.0 credit hours, at a cost of \$737.00 for a total of \$7,370.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for 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 the course “Rare Books and Special Collections” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies I: Data Fundamentals” Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$5,159.00.

Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, for the course “Advocacy in and through Organizations” University of Dayton, 3.0 credit hours, at a cost of \$4,185.00, and the course “Finance” University of Dayton, 2.0 credit hours, at a cost of \$2,790.00 for a total of \$6,925.00.

E. NORTHMONT DP&L EASEMENT AGREEMENT

It is recommended that the Board approve the request from Dayton Power and Light for a 10 foot right of way and easement for the new Northmont property. The proposed easement would not impact the library’s use of the property.

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 January 2022 is included in the Board packet.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/14/2022	PLF	\$1,609,735.86	\$1,609,735.86	-	
1/28/2022	RE Tax Advance	\$160,336.61	\$160,336.61	-	
1/31/2021	RE Tax Advance	\$148,420.76	-	\$148,420.76	Debt Service
Total		\$1,918,493.23	\$1,770,072.47	\$148,420.76	

7. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Cultural Programming, Black History Month – Karlos Marshall, EDI Director
- Diversifying Collections – Holly Richards, Collection Development Director
- Pending Legislation regarding Board meetings of Public Bodies (HB51)

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. HUBER HEIGHTS BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE - ACTION

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Huber Heights Branch. Five (5) bids were received by the bid due date January 27, 2022.

<u>Bidder</u>	<u>Amount</u>
RL Fender Construction Co., Inc. Dayton, OH	\$11,233,711
Alpha Construction Inc. Harrison, OH	\$9,326,000
AKA Construction Brookville, OH	\$9,622,880
RW Setterlin Building Company Columbus, OH	\$9,755,000
Staffco Construction Fairborn, OH	\$9,237,000

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project manager, Danny Forterner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Staffco Construction submitted the lowest responsive and responsible bid.

It is recommended that the Board approve Staffco Construction for the single prime general contractor contract for the Huber Heights Branch for the amount of \$9,237,000. Additionally, it is recommended that the Board approve the addition of Alternates 2, 3, 5, and 6 totaling \$78,500. The Executive Director recommends approval of the single prime general contractor and the alternates mentioned above be awarded to Staffco Construction for a grand total amount not to exceed \$9,315,500. Approval of the recommended low bid for Huber Heights is contingent following the public hearing and City Council approval.

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

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. 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:

Camee Hart, Outreach Services Manager, Outreach Services, Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, and Caitlin Wissler, Staff Development Manager, Human Resources, Operations Center, to participate in “Building an Anti-Racist Library Culture” webinar series being sponsored by Library Journal on February 15, 2022 through March 1, 2022. It is further recommended that registration in the amount of \$208.25 each be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Dayton Chamber Breakfast Briefing” being held at the NCR Country Club on February 11, 2022. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Executive Women’s Council and Government Affairs Update” being held at the Marriott at UD on March 1, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beverly Barnes, Information Services Librarian, Information Services, Main Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$130.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in “Serving you Immigrant Population” webinar being sponsored by NEO-RLS on June 8, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Melissa Godsey, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective January 30, 2022 at the rate of \$18.11 per hour.

Caitlin Jones, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

Pamela Lipson, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective January 30, 2022 at the rate of \$13.52 per hour.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

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

James Balsamo, Construction Owner's Representative, full-time, Grade S07, Construction Management, Operations Center, effective February 6, 2022 for 80 hours for vacation.

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective February 10, 2022 for 140.5 hours for vacation.

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

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective January 30, 2022 at the rate of \$27.8202 per hour.

It is recommended that the following **Resignation** be accepted:

David Jewell, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective February 12, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 16, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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 Mr. Kennebrew, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hoihan, seconded by Ms. Woodhull, the minutes of the Board meeting of January 26, 2022 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Merz, 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:

Camee Hart, Outreach Services Manager, Outreach Services, Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, and Caitlin Wissler, Staff Development Manager, Human Resources, Operations Center, to participate in “Building an Anti-Racist Library Culture” webinar series being sponsored by Library Journal on February 15, 2022 through March 1, 2022. It is further recommended that registration in the amount of \$208.25 each be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Dayton Chamber Breakfast Briefing” being held at the NCR Country Club on February 11, 2022. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Executive Women’s Council and Government Affairs Update” being held at the Marriott at UD on March 1, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beverly Barnes, Information Services Librarian, Information Services, Main Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$130.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in “Serving you Immigrant Population” webinar being sponsored by NEO-RLS on June 8, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Melissa Godsey, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective January 30, 2022 at the rate of \$18.11 per hour.

Caitlin Jones, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

Pamela Lipson, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective January 30, 2022 at the rate of \$13.52 per hour.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

LEAVE WITHOUT PAY

James Balsamo, Construction Owner's Representative, full-time, Grade S07, Construction Management, Operations Center, effective February 6, 2022 for 80 hours for vacation.

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective February 10, 2022 for 140.5 hours for vacation.

PROMOTION, CHANGE IN HOURS

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective January 30, 2022 at the rate of \$27.8202 per hour.

RESIGNATION

David Jewell, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective February 12, 2022.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Haylee Hunt, Patron Services Assistant, Huber Heights Branch 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 Karlos Marshall, Equity, Diversity, and Inclusion Director, Executive Administration, Main Library, in order to attend the University of Dayton, School of Educational & Health Sciences.

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 Program Guidelines:

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course "Information Institutions and Professions" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Marketing the Library" Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Theory and Methods of Archival Acquisition, Selection and Appraisal”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Leadership in Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies II: Internet Fundamentals” Kent State University, 3.0 credit hours, at a cost of \$737.00 for a total of \$7,370.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for 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 the course “Rare Books and Special Collections” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies I: Data Fundamentals” Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$5,159.00.

Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, for the course “Advocacy in and through Organizations” University of Dayton, 3.0 credit hours, at a cost of \$4,185.00, and the course “Finance” University of Dayton, 2.0 credit hours, at a cost of \$2,790.00 for a total of \$6,925.00.

NORTHMONT DP&L EASEMENT AGREEMENT

It is recommended that the Board approve the request from Dayton Power and Light for a 10 foot right of way and easement for the new Northmont property. The proposed easement would not impact the library’s use of the property.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2022 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/14/2022	PLF	\$1,609,735.86	\$1,609,735.86	-	
1/28/2022	RE Tax Advance	\$160,336.61	\$160,336.61	-	
1/31/2021	RE Tax Advance	\$148,420.76	-	\$148,420.76	Debt Service
Total		\$1,918,493.23	\$1,770,072.47	\$148,420.76	

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Karlos Marshall, Equity, Diversity, & Inclusion Director, shared with the Board all of the work that the Black Heritage Committee has been doing in preparation of Black History Month.

Ann Riegle Crichton, Workforce Development Manager, gave the Board an update on workforce development and the projects she has been working on since taking the position.

The Executive Director announced that legislation is in front of the Governor that will allow public boards to meet virtually.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Burkhardt is at 82% and TCO is expected on March 25th. Steel is going up at Northmont and TCO is expected sometime in September. Huber Heights bids were successful.

HUBER HEIGHTS BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Huber Heights Branch. Five (5) bids were received by the bid due date January 27, 2022.

<u>Bidder</u>	<u>Amount</u>
RL Fender Construction Co., Inc. Dayton, OH	\$11,233,711
Alpha Construction Inc. Harrison, OH	\$9,326,000
AKA Construction Brookville, OH	\$9,622,880

RW Setterlin Building Company Columbus, OH	\$9,755,000
Staffco Construction Fairborn, OH	\$9,237,000

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project manager, Danny Fortner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Staffco Construction submitted the lowest responsive and responsible bid.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved Staffco Construction for the single prime general contractor contract for the Huber Heights Branch for the amount of \$9,237,000. Additionally, the Board approved the addition of Alternates 2, 3, 5, and 6 totaling \$78,500, for a grand total amount not to exceed \$9,315,500. Approval of the recommended low bid for Huber Heights is contingent following the public hearing and City Council approval.

Ayes: All
Nays: None

BOARD VACANCY

The Board discussed the upcoming Trustee vacancy. Shannon Isom from the YWCA had expressed interest in the position. After discussion, the Board agreed that she would be a good candidate and would submit her name to the Montgomery County Court of Common Pleas for consideration.

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board endorsed Shannon Isom as a candidate for the Board.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

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) to discuss appointment of a public employee.

On motion by Mr. Kennebrew, seconded by Ms. Merz, the Board went into Executive Session.
A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Jackson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:59 p.m. and returned to open session at 5:14 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.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:14 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 16, 2022, 4:00 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 February 16, 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. 2022 ALA NATIONAL CONFERENCE

The ALA National Conference will be held in Washington, DC from June 23-28, 2022. It is recommended the Board authorize reimbursement in an amount up to \$380.00 for registration, \$495.00 for airfare, \$960.00 for lodging, \$40.00 for ground transportation, 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, \$6,165.00 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 \$495.00 for airfare, \$960.00 for lodging costs, \$40.00 for ground transportation, and \$180.00 for meals; and a maximum per person reimbursement of \$380.00 for registration costs. It is further recommended that \$6,165.00 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 February 2022 is included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
2/14/2022	PLF	\$1,806,537.91	\$1,806,537.91	-	-
2/4/2022	RE Tax Advance	\$921,572.05	\$921,572.05	-	-
2/10/2022	RE Tax Advance	\$1,730,341.09	\$1,730,341.09	-	Debt Service
2/19/2022	RE Tax Advance	\$1,765,676.46	\$1,765,676.46	-	-
2/25/2022	RE Tax Advance	\$1,889,078.09	\$1,889,078.09	-	-
Total		\$8,113,205.60	\$8,113,205.60	-	

7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2022 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

It is recommended that the Board adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Final Appropriation for 2022

GENERAL FUND

1000 - Salaries and Benefits	\$25,379,500
2000 – Supplies	\$915,286
3000 - Purchased Services	\$6,767,869
4000 - Library Materials & Information	\$4,791,765
5000 - Capital Outlay	\$1,277,219
6000 - Debt Service	\$0
7000 - Other Objects	\$186,292
8000 – Contingency	\$0
9000 - Transfers to other funds	\$0
Total General Fund Appropriations	\$39,317,931

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	\$10,293,885
Total Debt Service Fund Appropriations	\$10,513,885

BUILDING & REPAIR FUND

3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	\$3,000
Total Building & Repair Fund Appropriations	\$8,051,000

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 10,500
3000 - Purchased Services	\$2,224,372
5000 - Capital Outlay	\$20,763,028
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	\$23,000,000

Total All Funds Appropriations **\$80,882,816**

A **roll call vote** of the Trustees is required.

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

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

- Homework Help – Cindy Woodruff

9. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

10. **RESOLUTION HONORING FRAN DEWINE – ACTION**

The Executive Director recommends approval of the following resolution:

WHEREAS, Fran DeWine established the Ohio Governor’s Imagination Library in 2019—in partnership with Dolly Parton’s Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio’s public libraries and other community organizations to expand the Ohio Governor’s Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program, including 14,333 of children in Montgomery County; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor’s Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

FURTHER, that Mrs. DeWine shares our library’s goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success.

Therefore, be it resolved on this 16th day of March 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 20, 2022 at 4:00 p.m. in the Community Room at the Main Library.

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. 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:

Tracee Arnold, Information Services Assistant, Northwest Branch Library, Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, Ashlee Hammond, Assistant Branch Library Manager, West Branch Library, Lisa Salyers, Public Services Director, Public Services Administration, Operations Center, David Senatore, Teen Services Librarian, Miamisburg Branch Library, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library, to participate in “Diversity, Equity, and Inclusion in Your Library: How to Start Talking about DEI” webinar being sponsored by Library 2.0 on February 10, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “Social Media Strategy and Best Practices for Libraries” webinar being sponsored by OLC on March 8, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff, Level 2” online class being sponsored by ALA on March 21, 2022 through May 1, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Tools for Locating Primary Sources in Archives and Online” webinar being sponsored by RUSA on April 6, 2022. It is further recommended that registration in the amount of \$46.61 be reimbursed by the Board.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, to participate in “A Joyous Way to Learn with Jim Gill” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Music Play to Promote School Readiness” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Lesley Burke, Teen Services Librarian, Vandalia Branch Library, Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, Operations Center, to attend “Take 5: Let’s Talk About It” being held in Columbus, OH on May 6, 2022. It is further recommended that registration in the amount of \$30.00 each, and mileage in an amount not to exceed \$83.07 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to participate in “Inspired to Bloom OVGTSL 2022” virtual conference being held on May 12, 2022 through May 13, 2022. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to attend “OMA Opening Minds through Art” in Canal Fulton, OH on August 9, 2022 through August 10, 2022. It is further recommended that registration in the amount of \$750.00, mileage in an amount not to exceed \$222.30, lodging in an amount not to exceed \$145.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Jerrin Cornish, Acquisitions Clerk, full-time, Grade 05, Collection Development, Operations Center, effective February 27, 2022 at the rate of \$16.50 per hour.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective February 27, 2022 at the rate of \$16.00 per hour.

Allison Knight, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 13, 2022 at the rate of \$43.2692 per hour.

Israel Olaore, Social Media Specialist, full-time, Grade 10, External Relations, Operations Center, effective March 13, 2022 at the rate of \$25.00 per hour.

Gabriela Pickett-Mosier, Newest American Specialist, full-time, Grade 12, Information Services, Main Library, effective March 13, 2022 at the rate of \$25.36 per hour.

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

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 31, 2022 for 26.18 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 14, 2022 for 29.1 hours for personal reasons.

James Balsamo, Construction Owner’s Representative, full-time, Grade S07, Construction Management, Operations Center, effective April 20, 2022 for 40 hours for vacation.

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective February 28, 2022 for 1 hour per week for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective March 1, 2022 hours for 25.49 hours for medical reasons.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 22, 2022 for 32 hours for vacation.

It is recommended that the following **Promotion** be accepted:

Megs Francis, Teen Services Librarian, full-time, Grade 11, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective February 13, 2022 at the rate of \$23.79 per hour.

Michael Pendleton, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, from Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective February 27, 2022 at the rate of \$26.4423 per hour.

Giselle Spurgeon, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 13, 2022 at the rate of \$23.79 per hour.

It is recommended that the following **Resignation** be accepted:

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, effective March 18, 2022.

Aziz Shadmonov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 30, 2021.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 16, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan (Virtual in at 4:13), Ronald Jackson (Out at 4:40), Elaine Johnson, Margot Merz, Nolan Thomas

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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. Johnson, seconded by Mr. Jascckson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Ms. Merz, the minutes of the Board meeting of March 16, 2022 were approved by the Board.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas
Abstained: Ms. Johnson
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, seconded by Ms. Merz, 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:

Tracee Arnold, Information Services Assistant, Northwest Branch Library, Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, Ashlee Hammond, Assistant Branch Library Manager, West Branch Library, Lisa Salyers, Public Services Director, Public Services Administration, Operations Center, David Senatore, Teen Services Librarian, Miamisburg Branch Library, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library, to participate in “Diversity, Equity, and Inclusion in Your Library: How to Start Talking about DEI” webinar being sponsored by Library 2.0 on February 10, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “Social Media Strategy and Best Practices for Libraries” webinar being sponsored by OLC on March 8, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff, Level 2” online class being sponsored by ALA on March 21, 2022 through May 1, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Tools for Locating Primary Sources in Archives and Online” webinar being sponsored by RUSA on April 6, 2022. It is further recommended that registration in the amount of \$46.61 be reimbursed by the Board.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, to participate in “A Joyous Way to Learn with Jim Gill” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Music Play to Promote School Readiness” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Lesley Burke, Teen Services Librarian, Vandalia Branch Library, Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, Operations Center, to attend “Take 5: Let’s Talk About It” being held in Columbus, OH on May 6, 2022. It is further recommended that registration in the amount of \$30.00 each, and mileage in an amount not to exceed \$83.07 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to participate in “Inspired to Bloom OVGTSL 2022” virtual conference being held on May 12, 2022 through May 13, 2022. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to attend “OMA Opening Minds through Art” in Canal Fulton, OH on August 9, 2022 through August 10, 2022. It is further recommended that registration in the amount of \$750.00, mileage in an amount not to exceed \$222.30, lodging in an amount not to exceed \$145.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Jerrin Cornish, Acquisitions Clerk, full-time, Grade 05, Collection Development, Operations Center, effective February 27, 2022 at the rate of \$16.50 per hour.

Stephen Ginochio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective February 27, 2022 at the rate of \$16.00 per hour.

Allison Knight, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 13, 2022 at the rate of \$43.2692 per hour.

Israel Olaore, Social Media Specialist, full-time, Grade 10, External Relations, Operations Center, effective March 13, 2022 at the rate of \$25.00 per hour.

Gabriela Pickett-Mosier, Newest American Specialist, full-time, Grade 12, Information Services, Main Library, effective March 13, 2022 at the rate of \$25.36 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 31, 2022 for 26.18 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 14, 2022 for 29.1 hours for personal reasons.

James Balsamo, Construction Owner’s Representative, full-time, Grade S07, Construction Management, Operations Center, effective April 20, 2022 for 40 hours for vacation.

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective February 28, 2022 for 1 hour per week for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective March 1, 2022 hours for 25.49 hours for medical reasons.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 22, 2022 for 32 hours for vacation.

PROMOTION

Megs Francis, Teen Services Librarian, full-time, Grade 11, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective February 13, 2022 at the rate of \$23.79 per hour.

Michael Pendleton, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, from Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective February 27, 2022 at the rate of \$26.4423 per hour.

Giselle Spurgeon, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 13, 2022 at the rate of \$23.79 per hour.

RESIGNATION

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, effective March 18, 2022.

Aziz Shadmonov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 30, 2021.

2022 ALA NATIONAL CONFERENCE

The ALA National Conference will be held in Washington, DC from June 23-28, 2022. The Board authorized reimbursement in an amount up to \$380.00 for registration, \$495.00 for airfare, \$960.00 for lodging, \$40.00 for ground transportation, 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 was approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$6,165.00 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 \$495.00 for airfare, \$960.00 for lodging costs, \$40.00 for ground transportation, and \$180.00 for meals; and a maximum per person reimbursement of \$380.00 for registration costs. It was further approved that \$6,165.00 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.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2022 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
2/14/2022	PLF	\$1,806,537.91	\$1,806,537.91	-	-
2/4/2022	RE Tax Advance	\$921,572.05	\$921,572.05	-	-
2/10/2022	RE Tax Advance	\$1,730,341.09	\$1,730,341.09	-	Debt Service
2/19/2022	RE Tax Advance	\$1,765,676.46	\$1,765,676.46	-	-
2/25/2022	RE Tax Advance	\$1,889,078.09	\$1,889,078.09	-	-
Total		\$8,113,205.60	\$8,113,205.60	-	

On a motion by Ms. Merz, seconded by Ms. Jackson, the February 2022 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was the recommended Final Appropriation Resolution for 2022 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Merz, seconded by Mr. Jackson, the Board adopted the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Final Appropriation for 2022

GENERAL FUND

1000 - Salaries and Benefits	\$25,379,500
2000 – Supplies	\$915,286
3000 - Purchased Services	\$6,767,869
4000 - Library Materials & Information	\$4,791,765
5000 - Capital Outlay	\$1,277,219
6000 - Debt Service	\$0
7000 - Other Objects	\$186,292
8000 – Contingency	\$0
9000 - Transfers to other funds	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,317,931</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,293,885</u>
Total Debt Service Fund Appropriations	<u>\$10,513,885</u>

BUILDING & REPAIR FUND

3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$3,000</u>
Total Building & Repair Fund Appropriations	<u>\$8,051,000</u>

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 10,500
3000 - Purchased Services	\$2,224,372
5000 - Capital Outlay	\$20,763,028
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	<u>\$23,000,000</u>

Total All Funds Appropriations	<u>\$80,882,816</u>
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A roll call vote was taken as follows:

Mr. Jackson, Aye
 Ms. Johnson, Aye
 Ms. Merz, Aye
 Ms. Thomas, Aye

Ayes: All
 Nays: None

Ms. Holihan came into the meeting virtually at 4:13 and left at 4:23 due to technical issues. She later rejoined the Executive Session remotely.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new key staff members to the Board.

Cindy Woodruff, Homework Help Manager, updated the Board on the homework help program. Right now, she is focusing on branches that service the Dayton Public School District as well as auditing the current program, talking with other libraries with similar programs to develop best practices, and creating an implementation timeline.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. There has been a delay in the TCO for Burkhardt by a few days, but otherwise everything is on schedule. Northmont is 38% complete but there has been a delay in the schedule due to the delay of steel deliveries. Huber Heights is currently in the site development stage.

RESOLUTION HONORING FRAN DEWINE

On a motion by Mr. Jackson, seconded by Ms. Merz the Board approved the following resolution:

WHEREAS, Fran DeWine established the Ohio Governor's Imagination Library in 2019—in partnership with Dolly Parton's Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio's public libraries and other community organizations to expand the Ohio Governor's Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program, including 14,333 of children in Montgomery County; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor's Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

FURTHER, that Mrs. DeWine shares our library's goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success.

Therefore, be it resolved on this 16th day of March 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 20, 2022 at 4:00 p.m. in the Community Room at the Main Library.

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 public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Johnson seconded.

A roll call vote was taken as follows:

Mr. Jackson, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Ms. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:29 p.m. and returned to open session at 4:58 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.

The President announced that the Board has had occasion to consider the job performance of the Executive Director over the last year. The Board has been happy to have him over the last year and they are pleased to report that the Director meets the Board's expectations. They are especially appreciative of how he has been responsive to Board feedback and have noticed the constructive way he has worked with staff to develop innovative partnerships and programs that are aligned with the Board and the Library's strategic plan. They appreciate especially his commitment to EDI and creating an inclusive work environment and they look forward to his work in coming years as he works towards a successful levy for the Library.

On a motion by Mr. Thomas, seconded by Ms. Merz, the Board approved a 4% increase to the Executive Director's salary.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 4:59 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2022, 4:00 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 March 16, 2022 meeting of the Board.

4. 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.

5. 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.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for March 2021 will be reviewed by the Fiscal Officer

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
3/15/2022	PLF	1,355,566.99	355,566.99	1,000,000.00	Star Ohio
3/4/2022	RE Tax Advance	2,815,978.01	11,110.47	1,500,000.00	Star Ohio
				1,304,867.54	Debt Service
Total		4,171,545.00	366,677.46	3,804,867.54	

8. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Pizza with the Police
- Welcome new staff
- Holly Richards – Collection Development Director
 - Equity, Diversity and Inclusion
 - Innovation
- Gabriela Pickett – Newest American Specialist

9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. CORRESPONDENCE

11. RESOLUTION HONORING DR. MARGARET E PETERS – ACTION

The Executive Director recommends approval of the following resolution:

WHEREAS, Dr. Margaret E. Peters' lifelong work was grounded in African-American history and her publications included *The Ebony Book of Black Achievement* and *Dayton's African American Heritage*; and

WHEREAS, Dr. Peters, as an educator with the Dayton Public Schools, Central State University and Sinclair Community College created curriculum for the study of African-American history, still used to this day; and

WHEREAS, Dr. Peters has served as President and President Emerita of the Paul Laurence Dunbar Branch of the Association for the Studies of African-American Life and History, promoting the study of African-American history throughout the Dayton region; and

WHEREAS, Dr. Peters excellence in teaching and scholarship has been honored by awards from the National Council of Negro Women, the University of Dayton, the National Education Association, the Southern Christian Leadership Conference; her induction into the Dayton Walk of Fame; culminating in her honorary Doctor of Humane Letters degree by Wright State University, indicate her extraordinary influence on the research, teaching and writing about Black History; and

WHEREAS, Dr. Peters, because of her constructive activism in the movements for peace and for civil rights for all people." was named a "Peace Hero" by the Dayton Peace Museum; and

FURTHER, that Dr. Peters, a legendary figure in Dayton for her extraordinary influence in the study of Dayton’s African American history, following her passing in April 1, 2022, has ensured the continuance of the study of Black History in Dayton by the donation of her papers to the Special Collections of the Dayton Metro Library.

Therefore, be it resolved on this 20th day of April 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges the memory and accomplishments of Dr. Margaret E. Peters, for her lasting contributions to the study of Dayton’s African American history.

12. SALE OF FORMER WESTWOOD BRANCH LIBRARY – ACTION

On March 15, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, to Lewis B. Robinson for the price of \$95,000.

The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$95,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

13. NEW BUSINESS

- Finance Committee Proposal

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 18, 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:

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Miriam J. Adams, Children Services Librarian, West Branch Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Nawal Hijazi, Information Services Assistant, West Carrollton Branch Library, to participate in “Summer Storytime Starters” webinar being sponsored by SWON on April 5, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Teresa Adkins, Patron Services Assistant, Vandalia Branch Library, Angela Jones, Assistant Branch Library Manager, Vandalia Branch Library, Melinda Pigg, Patron Services Assistant, New Lebanon Branch Library, and Alexis Whitney, Information Services Assistant, Brookville Branch Library to participate in the “Growing a Seed Library” webinar sponsored by SWON on March 18, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Margaret Steward, Assistant Branch Library Manager, Huber Heights Branch Library and Jason Long, Assistant Branch Library Manager, Northmont Branch Library to attend “Library Management & Leadership Conference” being held in Mason, Ohio on May 20, 2022. It is further recommended that registration in the amount of \$135.00 each be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services Department to participate in the “Services to Families Experiencing Homelessness” webinar sponsored by UW – Madison on April 6, 2022 through April 13, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources Department to participate in the “Re-Engaging Your Patrons and Community Post-Pandemic” webinar sponsored by ALA on April 12, 2022. It is further recommended that registration in the amount of \$115.34 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services Department and Karlos L. Marshal, Equity, Diversity and Inclusion Director, to attend “ALA Annual Conference” being held in Washington, DC on June 23, 2022 through June 28, 2022. It is further recommended that registration in the amount of \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$60.00 each and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$65.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$45.00,

ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Introduction to AV Preservation” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Introduction to Metadata” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Arrangement and Description of Archival Collections” webinar sponsored by Library Juice Academy on May 2, 2022 through May 29, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to attend “ALA Annual: The Digital Experience” webinar sponsored by ALA on June 23, 2022 through August 31, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the board.

Ben Steingass, Information Services Assistant, New Lebanon Branch Library, to attend the “Understanding Fair Use During the Pandemic” webinar sponsored by ALA on April 13, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources Department, Main Library, effective March 27, 2022 at the rate of \$69.71 per hour.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective April 10, 2022 at the rate of \$23.79 per hour.

Terri Shouse, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 27, 2022 at the rate of \$18.11 per hour.

Kaelyn Townsend, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$15.18 per hour.

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance Department, Main Library, effective March 27, 2022 at the rate of \$15.18 per hour.

It is recommended that the following **Promotion** be accepted:

Anne Jansen, Senior Patron Services Assistant, full-time, Grade 06, Miami Twp. Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Twp. Branch Library, effective April 10, 2022 at the rate of \$23.32 per hour.

LaToya Priest, Information Services Assistant, full-time, Grade 08, West Branch Library, from Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$18.12 per hour.

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

Holly Litfin, Children Services Librarian, full-time, Youth Services, Grade 11, Main Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective May 8, 2022 at the rate of \$21.07 per hour.

Gilbert Rutledge, Executive Assistant, full-time, Executive Administration, CE6, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 24, 2022 at the rate of \$21.53 per hour.

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

Aleshia Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective March 3, 2022 for 3.32 hours for illness.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective April 12, 2022 for 56 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 28, 2022 for 28.28 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective March 14, 2022 for 39.6 hours for personal reasons.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective March 23, 2022 for .18 hours for illness.

Ann Riegle-Crichton, Workforce Development Manager, full-time, Information Services Department, Main Library, effective June 9, 2022 for 40 hours for vacation.

It is recommended that the following **Resignation** be accepted:

Ashley Orr, Executive Assistant, full-time, Grade CE6, Administration, Main Library, effective March 25, 2022.

DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Carl Kennebrew, Margot Merz, Ronald Jackson, Sara Woodhull, Elaine Johnson, Nolan Thomas

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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. Merz, seconded by Ms. Johnson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Jackson, the minutes of the Board meeting of March 16, 2022 were approved by the Board.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas, Ms. Holihan, Mr. Kennebrew, Ms. Johnson
Abstained: Ms. Woodhull
Nays: None

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 public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Holihan seconded.

A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Kennebrew, Aye
Ms. Johnson, Aye
Ms. Merz, Aye
Ms. Woodhull, Aye
Mr. Thomas, Aye
Mr. Jackson, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:02 p.m. and returned to open session at 4:27 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.

CONSENT AGENDA

On a motion by Ms. Woodhull, seconded by Ms. Merz, 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:

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Miriam J. Adams, Children Services Librarian, West Branch Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Nawal Hijazi, Information Services Assistant, West Carrollton Branch Library, to participate in “Summer Storytime Starters” webinar being sponsored by SWON on April 5, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Teresa Adkins, Patron Services Assistant, Vandalia Branch Library, Angela Jones, Assistant Branch Library Manager, Vandalia Branch Library, Melinda Pigg, Patron Services Assistant, New Lebanon Branch Library, and Alexis Whitney, Information

Services Assistant, Brookville Branch Library to participate in the “Growing a Seed Library” webinar sponsored by SWON on March 18, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Margaret Steward, Assistant Branch Library Manager, Huber Heights Branch Library and Jason Long, Assistant Branch Library Manager, Northmont Branch Library to attend “Library Management & Leadership Conference” being held in Mason, Ohio on May 20, 2022. It is further recommended that registration in the amount of \$135.00 each be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services Department to participate in the “Services to Families Experiencing Homelessness” webinar sponsored by UW – Madison on April 6, 2022 through April 13, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources Department to participate in the “Re-Engaging Your Patrons and Community Post-Pandemic” webinar sponsored by ALA on April 12, 2022. It is further recommended that registration in the amount of \$115.34 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services Department and Karlos L. Marshal, Equity, Diversity and Inclusion Director, to attend “ALA Annual Conference” being held in Washington, DC on June 23, 2022 through June 28, 2022. It is further recommended that registration in the amount of \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed 960.00 each and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$65.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$45.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Introduction to AV Preservation” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Introduction to Metadata” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Arrangement and Description of Archival Collections” webinar sponsored by Library Juice Academy on May 2, 2022 through May 29, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to attend “ALA Annual: The Digital Experience” webinar sponsored by ALA on June 23, 2022 through August 31, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the board.

Ben Steingass, Information Services Assistant, New Lebanon Branch Library, to attend the “Understanding Fair Use During the Pandemic” webinar sponsored by ALA on April 13, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources Department, Main Library, effective March 27, 2022 at the rate of \$69.71 per hour.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective April 10, 2022 at the rate of \$23.79 per hour.

Terri Shouse, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 27, 2022 at the rate of \$18.11 per hour.

Kaelyn Townsend, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$15.18 per hour.

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance Department, Main Library, effective March 27, 2022 at the rate of \$15.18 per hour.

LEAVE WITHOUT PAY

Aleshia Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective March 3, 2022 for 3.32 hours for illness.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective April 12, 2022 for 56 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 28, 2022 for 28.28 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective March 14, 2022 for 39.6 hours for personal reasons.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective March 23, 2022 for .18 hours for illness.

Ann Riegle-Crichton, Workforce Development Manager, full-time, Information Services Department, Main Library, effective June 9, 2022 for 40 hours for vacation.

PROMOTION

Anne Jansen, Senior Patron Services Assistant, full-time, Grade 06, Miami Twp. Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Twp. Branch Library, effective April 10, 2022 at the rate of \$23.32 per hour.

LaToya Priest, Information Services Assistant, full-time, Grade 08, West Branch Library, from Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$18.12 per hour.

PROMOTION, CHANGE IN LOCATION

Holly Litfin, Children Services Librarian, full-time, Youth Services, Grade 11, Main Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective May 8, 2022 at the rate of \$21.07 per hour.

Gilbert Rutledge, Executive Assistant, full-time, Executive Administration, Grade CE6, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 24, 2022 at the rate of \$21.53 per hour.

RESIGNATION

Ashley Orr, Executive Assistant, full-time, Grade CE6, Administration, Main Library, effective March 25, 2022.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas, Ms. Holihan, Mr. Kennebrew, Ms. Woodhull
Nays: Ms. Johnson

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
3/15/2022	PLF	1,355,566.99	355,566.99	1,000,000.00	Star Ohio
3/4/2022	RE Tax Advance	2,815,978.01	11,110.47	1,500,000.00	Star Ohio
				1,304,867.54	Debt Service
Total		4,171,545.00	366,677.46	3,804,867.54	

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new staff members to the Board.

The Executive Director discussed the Pizza with the Police program, which was spearheaded by Heather McClure and Mike Pendleton of the Safety and Protective Services Office. Thus far, two highly successful events have taken place; one at Southeast and the other at Vandalia. Each program had more than one hundred attendees, and four police departments partnered with the initiative.

Holly Richards, Collection Development Director, provided an overview of the Library's efforts to expand patron access to collections and resources in alignment with the Library's Strategic Plan. E-resources have experienced considerable growth, and budgets have been adjusted accordingly. Ms. Richards also shared early results of the new Roku lending program, which are very positive, and connecting patrons to content that is only available through streaming. A review of the percentage of diverse titles in the collection has risen from 14% in September 2021 to 17% in January 2022. New Americans and the collections to support them have been a point of emphasis

beginning in May of 2021, which has led to the reorganization and prioritization of World Language Collections.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. The contract price for Huber Heights is now reflected in the updated budget. The Burkhardt Branch ribbon cutting and soft opening is scheduled for April 25, 2022, with a grand opening to follow when the parking lot is complete, sometime this summer. May 4, 2022 will be the community open house at the West branch, with the unveiling of the outdoor percussion play, and other special event activities, including a partner fair and UAS demonstrations from Sinclair's UAS training and certification center. Northmont's schedule has been delayed by approximately 30 day due to supply chain and delivery issues. The Huber Heights groundbreaking is scheduled for June 14, 2022. Burkhardt is 98% complete; Northmont is 40% complete, and Huber Heights is 7% complete.

CORRESPONDENCE

The Board received notice that Shannon T.L. Isom has been appointed to the Board effective June 1, 2022.

RESOLUTION HONORING DR. MARGARET E PETERS

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the following resolution:

WHEREAS, Dr. Margaret E. Peters' lifelong work was grounded in African-American history and her publications included *The Ebony Book of Black Achievement* and *Dayton's African American Heritage*; and

WHEREAS, Dr. Peters, as an educator with the Dayton Public Schools, Central State University and Sinclair Community College created curriculum for the study of African-American history, still used to this day; and

WHEREAS, Dr. Peters has served as President and President Emerita of the Paul Laurence Dunbar Branch of the Association for the Studies of African-American Life and History, promoting the study of African-American history throughout the Dayton region; and

WHEREAS, Dr. Peters excellence in teaching and scholarship has been honored by awards from the National Council of Negro Women, the University of Dayton, the National Education Association, the Southern Christian Leadership Conference; her induction into the Dayton Walk of Fame; culminating in her honorary Doctor of Humane Letters degree by Wright State University, indicate her extraordinary influence on the research, teaching and writing about Black History; and

WHEREAS, Dr. Peters, because of her constructive activism in the movements for peace and for civil rights for all people." was named a "Peace Hero" by the Dayton Peace Museum; and

FURTHER, that Dr. Peters, a legendary figure in Dayton for her extraordinary influence in the study of Dayton's African American history, following her passing in April 1, 2022, has ensured the continuance of the study of Black History in Dayton by the donation of her papers to the Special Collections of the Dayton Metro Library.

Therefore, be it resolved on this 20th day of April 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges the memory and accomplishments of Dr. Margaret E. Peters, for her lasting contributions to the study of Dayton's African American history.

Ayes: All
Nays: None

SALE OF FORMER WESTWOOD BRANCH LIBRARY

On March 15, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, to Lewis B. Robinson for the price of \$95,000.

The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$95,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the board approved the above recommendation.

Ayes: All
Nays: None

No. 2022-007

NEW BUSINESS

Mr. Jackson commended the Library's recent Poetry Slam event.

Ms. Holihan proposed the creation of an ad-hoc Finance Committee. Ms. Holihan, Mr. Jackson and Mr. Thomas volunteered to join this committee.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 18, 2022 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Johnson, the Board adjourned at 5:08 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 2022, 4:00 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 April 20, 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

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:

Amber Cristafaro, Information Services Assistant, Miamisburg Branch Library, for the course "The Public Library", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Information Literacy for Youth," Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Holly Litfin, Children Services Librarian, Main Youth Services, for the course, “Public Library Management”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,721.40.

Karlos Marshall, Equity, Diversity and Inclusion Director, Executive Administration, for the course “Law and Public Policy”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Dissertation in Practice”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Ed. D. Immersion”, University of Dayton, 2.0 credit hours, no charge, for a total of \$5,580.00.

Camyel Young, Senior Acquisitions Clerk, Collection Development, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.

E. AMERICAN LIBRARY ASSOCIATION

The 2022 ALA Annual Conference will be held at the Walter E. Washington Convention Center in Washington, D.C., from June 23 until June 28, 2022. It is recommended that the Board authorize payment of the registration fee of \$380.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$6,165.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$6,165.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

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 April 2022 will be reviewed by the Fiscal Officer.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
4/15/2022	PLF	\$1,322,708.13	\$572,708.13	\$750,000	Star Ohio
4/14/2022	RE Tax Advance	\$1,581,968.13	\$851,509.81	\$730,458.32	Debt Service
Total		<u>\$2,904,676.26</u>	<u>\$1,424,217.94</u>	<u>\$1,480,458.32</u>	

7. **CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK**

It is recommended that the Board approve the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

*Nolan Thomas, Board President
Jeffrey Trzeciak, Executive Director
Christina Sanders, Fiscal Officer & Treasurer*

8. REVISION OF INVESTMENT POLICY RESOLUTION- ACTION

The Executive Director and Fiscal Officer recommend approval of the following resolution concerning a revision to the Investment Policy:

The current Investment Policy was approved by the Board of Trustees on December 17, 2003. The policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. The revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. The Fiscal Officer recommends approval of the proposed Investment Policy.

9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Appointment of Board Liaison to Library Foundation per MOU
- Leverage Partnerships- Camee Hart
- Update on Volunteers Program- Amanda Arrington
- Staff Introductions: Yoonmee Hampson, Camille Hall, Sarah Engel

11. FEE FORGIVENESS RESOLUTION- ACTION

The Executive Director recommends the approval of the following Resolution:

In order to reduce barriers to the collection as a result of longstanding fees, staff shall be authorized to waive fees on an individual basis for all charges which are more than 5 years old.

12. NOMINATING COMMITTEE- ACTION

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. Each term shall be one year in length. Following the departure of Ms. Elaine Johnson, this position must be filled, with a term running through December 31, 2022.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 15, 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Annual Conference” being held in Washington, D.C. from June 24, 2022 to June 28, 2022. It is further recommended that registration in amount not to exceed \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$960.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “American Community Web Symposium” being held in Washington, D.C. on June 21, 2022. It is further recommended that airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$320.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, to attend “Association of Fundraising Professionals Lunch and Learn Workshops” being held at various locations on April 20, 2022 and May 24, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Creating Anti-Racist Storytimes” webinar sponsored by ALA on June 8, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Paula Fickel, Information Services Assistant, New Lebanon Branch Library, and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, to participate in the “Take and Make: Virtual Craft Programs for Teens & Adults” webinar sponsored by SWON on May 4, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Joan Gagan, Children Services Librarian, Northmont Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “How to be an Inclusive Leader” webinar sponsored by ALA on demand. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend the “NPELRA ATC” convention being held in Austin, Texas from June 26, 2022 to June 29, 2022. It is further recommended that registration in an amount not to exceed \$799.00, airfare in an amount not to exceed \$900.00, ground transportation in an amount not to exceed \$140.00, lodging in an amount not to exceed \$1,340.00, and meals in an amount not to exceed \$360.00 be reimbursed by the Board.

Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Inspired to Bloom: OVGTSL 2022” webinar sponsored

by OVGTSL from May 12, 2022 to May 13, 2022. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, to participate in the “A Joyous Way to Learn with Jim Gill” webinar sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, Dave Hicks, Branch Library Manager, Miamisburg Branch Library, Claudine Bennett, External Relations Manager, External Relations, and Lisa Salyers, Public Services Director, Public Services, to participate in the “Equity in Action: Solidarity in Social Justice” webinar sponsored by Library Journal on April 26, 2022. It is further recommended that registration in the amount of \$172.13 each be reimbursed by the Board.

Remy Muneza, Accountant, Finance, and Jennifer Russell, Senior Accounting Clerk, Finance, to participate in the “Right Click 2.0: Cybersecurity and TechCred” webinar sponsored by OLC on May 2, 2022. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Information Services, to participate in the “Providing Immigration Help with Community Partnerships” webinar sponsored by PLA on May 4, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to participate in the “Ohio Sunshine Laws” webinar sponsored by NEO on May 10, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, and Rachel Gut, Deputy Executive Director, Executive Administration, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, Main Library, effective May 8, 2022 at the rate of \$22.64 per hour.

Yoonmee Hampson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective May 8, 2022 at the rate of \$31.2500 per hour.

Kendall Westmoor, Information Services Assistant, substitute, Grade Sub 08, Youth Services, Operations Center, effective April 24, 2022 at the rate of \$13.52 per hour.

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

Erin Winchester, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 24, 2022 at the rate of \$17.54 per hour.

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

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19, 2022 for 24 hours for vacation.

Michelle Lehmkuhle, Library Aide, Northwest Branch Library, for the period beginning April 18, 2022 and ending May 16, 2022 for personal reasons.

It is recommended that the following **Promotion** be accepted:

William Stolz, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, from Assistant Library Branch Manager, full-time, Grade S07, Southeast Branch Library, effective May 8, 2022 at the rate of \$31.9923 per hour.

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

Margaret Castillo, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Senior Patrons Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective June 5, 2022 at the rate of \$17.65 per hour.

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

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective May 8, 2022 at the rate of \$17.54 per hour.

It is recommended that the following **Return to Appointed Position** be accepted:

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manager, full-time, Trotwood Branch Library, effective May 8, 2022 at the rate of \$28.8481 per hour.

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

Danni Grottla, Information Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 8, 2022 at the rate of \$13.57 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective May 8, 2022 at the rate of \$13.52 per hour.

It is recommended that the following **Resignation** be accepted:

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective May 7, 2022.

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, effective April 11, 2022.

Danni Grotta, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective April 30, 2022.

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective June 3, 2022.

It is recommended that the following **Separation** be accepted:

Mark Roma, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, effective April 27, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Margot Merz,
Sara Woodhull

PRESIDING: Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The Vice 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. Merz, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Jackson, the minutes of the Board meeting of April 20, 2022 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, seconded by Ms. Merz, 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Annual Conference” being held in Washington, D.C. from June 24, 2022 to June 28, 2022. It is further recommended that registration in amount not to exceed \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$960.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “American Community Web Symposium” being held in Washington, D.C. on June 21, 2022. It is further recommended that airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$320.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, to attend “Association of Fundraising Professionals Lunch and Learn Workshops” being held at various locations on April 20, 2022 and May 24, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Creating Anti-Racist Storytimes” webinar sponsored by ALA on June 8, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Paula Fickel, Information Services Assistant, New Lebanon Branch Library, and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, to participate in the “Take and Make: Virtual Craft Programs for Teens & Adults” webinar sponsored by SWON on May 4, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Joan Gagan, Children Services Librarian, Northmont Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “How to be an Inclusive Leader” webinar sponsored by ALA on demand. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend the “NPELRA ATC” convention being held in Austin, Texas from June 26, 2022 to June 29, 2022. It is further recommended that registration in an amount not to exceed \$799.00, airfare in an amount not to exceed \$900.00, ground transportation in an amount not to exceed \$140.00, lodging in an amount not to exceed \$1,340.00, and meals in an amount not to exceed \$360.00 be reimbursed by the Board.

Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Inspired to Bloom: OVGTSL 2022” webinar sponsored by

OVGTSL from May 12, 2022 to May 13, 2022. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, to participate in the “A Joyous Way to Learn with Jim Gill” webinar sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, Dave Hicks, Branch Library Manager, Miamisburg Branch Library, Claudine Bennett, External Relations Manager, External Relations, and Lisa Salyers, Public Services Director, Public Services, to participate in the “Equity in Action: Solidarity in Social Justice” webinar sponsored by Library Journal on April 26, 2022. It is further recommended that registration in the amount of \$172.13 each be reimbursed by the Board.

Remy Muneza, Accountant, Finance, and Jennifer Russell, Senior Accounting Clerk, Finance, to participate in the “Right Click 2.0: Cybersecurity and TechCred” webinar sponsored by OLC on May 2, 2022. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Information Services, to participate in the “Providing Immigration Help with Community Partnerships” webinar sponsored by PLA on May 4, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to participate in the “Ohio Sunshine Laws” webinar sponsored by NEO on May 10, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, and Rachel Gut, Deputy Executive Director, Executive Administration, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPONTMENT

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, Main Library, effective May 8, 2022 at the rate of \$22.64 per hour.

Yoonmee Hampson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective May 8, 2022 at the rate of \$31.2500 per hour.

Kendall Westmoor, Information Services Assistant, substitute, Grade Sub 08, Youth Services, Operations Center, effective April 24, 2022 at the rate of \$13.52 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Erin Winchester, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 24, 2022 at the rate of \$17.54 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Victoria Hix, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective May 23, 2021 at the rate of \$19.13 per hour.

LEAVE WITHOUT PAY

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19, 2022 for 24 hours for vacation.

Michelle Lehmkuhle, Library Aide, Northwest Branch Library, for the period beginning April 18, 2022 and ending May 16, 2022 for personal reasons.

PROMOTION

William Stolz, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, from Assistant Library Branch Manager, full-time, Grade S07, Southeast Branch Library, effective May 8, 2022 at the rate of \$31.9923 per hour.

PROMOTION, CHANGE IN LOCATION

Margaret Castillo, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Senior Patrons Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective June 5, 2022 at the rate of \$17.65 per hour.

PROMOTION, CHANGE IN HOURS

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective May 8, 2022 at the rate of \$17.54 per hour.

RETURN TO APPOINTED POSITION

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manager, full-time, Trotwood Branch Library, effective May 8, 2022 at the rate of \$28.8481 per hour.

REHIRE AS SUBSTITUTE

Danni Grottla, Information Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 8, 2022 at the rate of \$13.57 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective May 8, 2022 at the rate of \$13.52 per hour.

RESIGNATION

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective May 7, 2022.

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, effective April 11, 2022.

Danni Grottla, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective April 30, 2022.

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective June 3, 2022.

SEPARATION

Mark Roma, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, effective April 27, 2022.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Camyel Young, Senior Acquisitions Clerk, Collection Development, 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:

Amber Cristafaro, Information Services Assistant, Miamisburg Branch Library, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost

of \$2,211.00, and the course “Information Literacy for Youth,” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Holly Litfin, Children Services Librarian, Main Youth Services, for the course, “Public Library Management”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,721.40.

Karlos Marshall, Equity, Diversity and Inclusion Director, Executive Administration, for the course “Law and Public Policy”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Dissertation in Practice”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Ed. D. Immersion”, University of Dayton, 2.0 credit hours, no charge, for a total of \$5,580.00.

Camyel Young, Senior Acquisitions Clerk, Collection Development, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.

AMERICAN LIBRARY ASSOCIATION

The 2022 ALA Annual Conference will be held at the Walter E. Washington Convention Center in Washington, D.C., from June 23 until June 28, 2022. It is recommended that the Board authorize payment of the registration fee of \$380.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$6,165.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$6,165.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Alan Wood Jr. spoke to the Board about his experience with Dayton Metro Libraries, which has been positive.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for April 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
4/15/2022	PLF	\$1,322,708.13	\$572,708.13	\$750,000	Star Ohio
4/14/2022	RE Tax Advance	\$1,581,968.13	\$851,509.81	\$730,458.32	Debt Service
Total		\$2,904,676.26	\$1,424,217.94	\$1,480,458.32	

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

Ayes: All
Nays: None

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

On a motion by Ms. Merz, seconded by Mr. Jackson, the Board approved the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

Nolan Thomas, Board President
Jeffrey Trzeciak, Executive Director
Christina Sanders, Fiscal Officer & Treasurer

Ayes: All
Nays: None

REVISION OF INVESTMENT POLICY RESOLUTION

On a motion by Mr. Jackson, seconded by Ms. Merz, the Board approved the following revision to the Investment Policy:

The current Investment Policy was approved by the Board of Trustees on December 17, 2003. The policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. The revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. The Fiscal Officer recommends approval of the proposed Investment Policy.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is complete, with the exception of a few landscaping pieces. Burkhardt is about 97% complete, and is open to the public. The old Burkhardt building has been demolished, except for a few foundational pieces. Aiming to have the new parking lot in place by the end of June. Northmont is about 45% complete. The steel is up and the parking lot is being finished. Currently aiming for a TCO by the end of October, although supply chain issues may delay this. Huber Heights is about 12% complete. Soil mitigations are being performed, utilities are being installed, and the steel has been delivered. Anticipated TCO is March of 2023.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new staff members to the Board.

Camee Hart, Outreach Services Manager, updated the Board on the efforts being made to accomplish the Outreach Service goal to increase community outreach during the summer. These include offering Bookmobile services until 5 PM in the summer, as well as partnering with several local youth organizations in order to better serve Dayton children and communities during the Summer break.

Amanda Arrington, Volunteer Services Manager, updated the Board on the Volunteer Program, including the opportunities available, volunteer appreciation efforts, and how these services have changed in recent years. Despite the pandemic, the number of volunteers increased from 2019 to 2021, and a number of pre-pandemic services should return in the coming months.

FEE FORGIVENESS RESOLUTION

On a motion by Ms. Woodhull, seconded by Ms. Merz, the Board passed the following resolution:

In order to reduce barriers to the collection as a result of longstanding fees, staff shall be authorized to waive fees on an individual basis for all charges which are more than 5 years old.

Ayes: All
Nays: None

NOMINATING COMMITTEE

On a motion by Ms. Holihan, seconded by Mr. Jackson, the Board moved to table the following action until the June 2022 Board Meeting:

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. Each term shall be one year in length. Following the departure of Ms. Elaine Johnson, this position must be filled, with a term running through December 31, 2022.

NEW BUSINESS

Vice President Holihan recognized Margot Merz’s years of service to the library by proposing the following resolution:

WHEREAS, Marguerite (Margot) LeBreton Merz has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2008, through May 31, 2022; and

WHEREAS, she demonstrated her leadership by serving as President of the Board from January 2011 through December 2013, and on numerous committees to support special initiatives and execute necessary responsibilities of the Board throughout her tenure; and

WHEREAS, she offered her time to articulate the need for strong community support and substantially contributed to the successful passage of the 2009 operating levy; and

WHEREAS, she advocated for the audacious *Libraries for a Smarter Future* bond issue campaign that was overwhelmingly passed by voters in November 2012; and

WHEREAS, she served as an active member of design charrettes, reviewing best practices and world-class designs from across the country, helping to set high aspirations to blend both functionality and beauty in the design of Dayton Metro Library's new branches; and

WHEREAS, she served as a thoughtful leader and community advocate as the Board considered downtown locations to best serve the people of Dayton, ultimately determining that the original Cooper Park location provided the best blend of history, accessibility, and green space to make it the ideal location for the Main Library; and

WHEREAS, she expressed her creativity and vision giving birth to the *ReImagining Works* art program that has adorned Dayton Metro Library buildings with world class art; and

WHEREAS, her love of history, demonstrated by her volunteerism to digitize historic images, strengthened the library as well as the historical records of the region, offering access to published works through the library’s special collections; and

WHEREAS, her commitment to education is demonstrated not only in her own personal pursuits, as evidenced by a Bachelor of Arts and Master of Theological Studies from Harvard Divinity School, Master of Divinity from St. Leonard College, and Doctor of Ministry from the Graduate Theological Foundation; but also by her exemplary efforts to improve education and access to information for all students through her roles as teacher, director, and volunteer; and

WHEREAS, even as she sets a vision for the future, she celebrated Dayton Metro Library’s rich history by recognizing Electra C. Doren as a pioneer in library science and supporter of women’s suffrage; and

WHEREAS, she has personally given significant financial support to the Dayton Metro Library, including as a founding member of the Dayton Metro Library Foundation’s 1888 Society; and

WHEREAS, she freely and unselfishly gave of her time, talent, and expertise to promote, champion, and improve the library; and

WHEREAS, she defended the intellectual freedom of all citizens and helped ensure literary and media collections represented diverse viewpoints; and

WHEREAS, her clear vision of quality library service helped guide the Dayton Metro Library Board of Trustees in accomplishing its many goals and outcomes; and

WHEREAS, her dedicated service and commitment to excellence ensured quality library service to ALL residents of Montgomery County; NOW

THEREFORE BE IT RESOLVED, that on the EIGHTEENTH DAY OF MAY, TWO THOUSAND TWENTY-TWO, the Members of the Board of Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **MARGOT MERZ** has made to the Library, its Staff, and to the residents of Montgomery County during her distinguished service as a Library Trustee and volunteer to the community.

Attested to this date, May 18, 2022 by the Board of Library Trustees:

Nolan Thomas, Board President

Jeffrey Trzeciak, Executive Director

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 15, 2022 at 4:00 p.m. in the Main Library's Community Room.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the Board adjourned at 4:55 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2022, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Judge Michael Merz.

2. 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.

3. APPROVAL OF AGENDA - ACTION

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

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 18, 2022 meeting of the Board.

5. 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 Mikayla Burr, Patron Services Assistant, Burkhardt Branch Library, 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:

Mikayla Burr, Patron Services Assistant, Burkhardt Branch Library, for the course "Information Organization", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course "People iL Information Ecology", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Hannah Imes, Information Services Assistant, Information Services, for the course "Research and Assessment in Library and Info. Science", Kent State University, 3.0 credit hours, at a cost of \$2,280.27 and the course "Preservation and Conservation of Heritage Materials", Kent State University, 3.0 credit hours, at a cost of \$2,280.27, for a total of \$4,560.54.

E. 2022 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Toledo, Ohio from September 28-30, 2022. It is recommended that the Board authorize reimbursement in an amount up to \$195.00 for registration, \$174.33 for mileage, \$66.00 for parking, \$460.00 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, \$3,225.99 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 \$174.33 for mileage, \$66.00 for parking, \$460.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$195.00 for registration costs. It is further recommended that \$3,225.99 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2022 are included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/13/2022	PLF	2,328,182.11	2,328,182.11		
5/20/2022	RE Tax Advance	1,303,683.22	679,301.40	624,381.82	Debt Service
Total		3,631,865.33	3,007,483.51	624,381.82	

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones
- Workforce Participation

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Newest American Specialist- Gabriela Pickett

- Cards Without Addresses- Allison Dugan
- Levy Educational Update- Jayne Klose
- New Dashboards- Jayne Klose

10. SALE OF FORMER MADDEN HILLS BRANCH LIBRARY – ACTION

On June 10, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 2542 Germantown St., Dayton, OH, formerly the Madden Hills Branch Library, to Lewis B. Robinson for the price of \$110,000.

The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 2542 Germantown St., Dayton, OH, formerly the Madden Hills Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$110,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

11. CORRESPONDENCE- INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. David P. Williamson to the Board of Trustees of the Dayton Metro Library to fulfill an unexpired term effective June 15, 2022 until May 31, 2026.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 20, 2022 at 4:00 p.m. in the Community Room at the Main Library.

14. 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:

Elesa Davis, Information Services Assistant, Northwest Branch Library, to participate in the “Online Gatekeeper Training” on-demand webinar being sponsored by QPR Institute. It is further recommended that registration in the amount of \$29.95 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “ALA Annual Conference” being held in Washington, D.C. from June 23, 2022 to June 28, 2022. It is further recommended that registration in an amount not to exceed \$380.00, airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$960.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Zachary Birkenheuer, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 5, 2022 at the rate of \$17.54 per hour.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective June 5, 2022 at the rate of \$16.50 per hour.

Allison Kurtz, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective May 22, 2022 at the rate of \$17.54 per hour.

Ray Meade, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

Keress Weidner, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

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

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Miami Township Branch, from Patron Services Assistant, ½ time, Grade 05, Miami Township Branch, effective June 5, 2022 at the rate of \$17.23 per hour.

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

Jason Long, Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective May 16, 2022 at the rate of \$28.0688 per hour.

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

Gail Zapatony, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch, from Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch, effective May 22, 2022 at the rate of \$11.69 per hour.

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

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19-23, 2022 for 24 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 9, 2022 for 8 hours for personal reasons.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective May 25 2022 for 8 hours for personal reasons, and effective June 21, 2022 for 8 hours for vacation.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective May 5-6, 2022 for 8.73 hours for illness.

It is recommended that the following **Resignation** be accepted:

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective June 17, 2022.

David Rose, Information Services Librarian (Technology Emphasis), 3/5 time, Grade 11, New Lebanon Branch Library, effective June 1, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Shannon Isom,
Sara Woodhull, 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 4:01 p.m.

OATH OF OFFICE

The Oath of Office was administered to all Board Members present, as well as the Executive Director and Fiscal Officer, by Judge Michael Merz.

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

Approval of the minutes of the May 18, 2022 Board Meeting has been deferred until the July 20, 2022 Board Meeting.

CONSENT AGENDA

On a motion by Ms. Holihan, 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:

Elesa Davis, Information Services Assistant, Northwest Branch Library, to participate in the "Online Gatekeeper Training" on-demand webinar being sponsored by QPR Institute. It is further recommended that registration in the amount of \$29.95 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend "ALA Annual Conference" being held in Washington, D.C. from June 23, 2022 to June 28, 2022. It is further recommended that registration in an amount not to exceed \$380.00, airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$960.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Zachary Birkenheuer, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 5, 2022 at the rate of \$17.54 per hour.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective June 5, 2022 at the rate of \$16.50 per hour.

Allison Kurtz, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective May 22, 2022 at the rate of \$17.54 per hour.

Ray Meade, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

Keress Weidner, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

CHANGE IN HOURS

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Miami Township Branch, from Patron Services Assistant, ½ time, Grade 05,

Miami Township Branch, effective June 5, 2022 at the rate of \$17.23 per hour.

CHANGE IN LOCATION

Gail Zapatony, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch, from Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch, effective May 22, 2022 at the rate of \$11.69 per hour.

INTERIM CHANGE IN LOCATION AND POSITION

Jason Long, Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective May 16, 2022 at the rate of \$28.0688 per hour.

LEAVE WITHOUT PAY

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19-23, 2022 for 24 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 9, 2022 for 8 hours for personal reasons.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective May 25 2022 for 8 hours for personal reasons, and effective June 21, 2022 for 8 hours for vacation.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective May 5-6, 2022 for 8.73 hours for illness.

RESIGNATION

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective June 17, 2022.

David Rose, Information Services Librarian (Technology Emphasis), 3/5 time, Grade 11, New Lebanon Branch Library, effective June 1, 2022.

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:

Mikayla Burr, Patron Services Assistant, Burkhardt Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “People iL Information Ecology”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Hannah Imes, Information Services Assistant, Information Services, for the course “Research and Assessment in Library and Info. Science”, Kent State University, 3.0 credit hours, at a cost of \$2,280.27 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,280.27, for a total of \$4,560.54.

2022 OLC CONVENTION AND EXPO

The 2022 OLC Convention and Expo will be held at the Glass City Center in downtown Toledo, Ohio from September 28 until September 30, 2022. It is recommended that the Board authorize payment of the registration fee of \$195.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$3,225.99 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$3,225.99 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/13/2022	PLF	2,328,182.11	2,328,182.11		
5/20/2022	RE Tax Advance	1,303,683.22	679,301.40	624,381.82	Debt Service

Total	3,631,865.33	3,007,483.51	624,381.82
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On a motion by Mr. Jackson, seconded by Ms. Woodhull, the May 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. West is complete, with the exception of a few landscaping pieces. Burkhardt is 98% complete, and is open to the public. Still aiming to have the new parking lot in place by the end of June. Northmont is about 50% complete. The steel and roof are up, with work being done on the exterior. Currently aiming for a TCO in November, although supply chain issues may delay this. Huber Heights is about 17% complete. The groundbreaking event was a success. The slab is poured, will be ready to erect the steel when it arrives. Anticipated TCO is April of 2023.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared a presentation about programming. While programming has not yet reached pre-covid numbers, they are trending in the right direction. Highlighted programs included: events at the Main Library, Social Justice Speakers Series, AAPI Month, Wadaiko Gouken Japanese Drum Troupe, Levitt World Music Series, Pride Month, Free Family Films at the Neon, Access to Excess Partnership at Trotwood, Workforce Development, Alzheimer's Awareness Month, Summer Challenge, Waves Programs, and the Only Here Campaign.

Gabriela Pickett, New Americans Specialist, updated the Board on her efforts in her new position, which provide services to new Americans. These include free clinics, ESL classes, community ID drives, naturalization ceremonies, storytelling exchanges, homework help, and numerous local partnerships.

Allison Dugan, Patron Services Manager, updated the Board on the new cards designed for patrons without addresses. These cards, whose final name has yet to be decided, will operate similarly to student cards, but are for adults only. They will have a three-item limit, and one request at a time, and do not require an ID upon registration.

Jayne Klose, Community Engagement Manager, updated the Board on the basic processes and best practices for levy planning.

Jayne Klose, Community Engagement Manager, updated the Board on the new Metrics dashboards, which will be used to show the monthly and annual progress DML sees in measuring Total Visitors, Circulation, PC Usage and Programs, as well as a rotating stat of the month.

SALE OF FORMER MADDEN HILLS BRANCH LIBRARY

The Executive Director recommended that the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 2542

Germantown St., Dayton, OH, formerly the Madden Hills Branch Library to Lewis B. Robinson for the price of \$110,000 and further authorize the Fiscal Officer to execute any and all acts necessary and incidental to consummate the transaction.

On a motion by Mr. Williamson, seconded by Ms. Holihan, the sale of the former Madden Hills Library was approved by the Board.

Ayes: All
Nays: None

CORRESPONDENCE

The Board received a resolution from the Montgomery County Commissioners, appointing Mr. David P. Williamson to the Board of Trustees of the Dayton Metro Library to fulfill an unexpired term effective June 15, 2022 until May 31, 2026.

NEW BUSINESS

No items of New Business were brought forward.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 20, 2022 at 4:00 p.m. in the Main Library's Community Room.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board adjourned at 5:04 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2022, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbooks will be administered to Library Board Members who were unable to attend the June Meeting by Gil Rutledge, Notary Public.

2. 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.

3. APPROVAL OF AGENDA - ACTION

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

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the June 15, 2022 meeting of the Board. It is further recommended that the Board take action on the minutes of the May 18, 2022 meeting of the Board, as there were insufficient votes for approval during the previous meeting.

5. 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 Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, in order to attend the San Jose State University, School of 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:

Molly Benson, Acquisitions Manager, Collection Development, Operations Center, for the course "The Public Library", Kent State University, 3.0 credit hours, at a cost of \$2211.00.

Haylee Hunt, Information Services Assistant (Technology Emphasis), Electra C. Doren Branch Library, for the course "Preservation and Conservation of Heritage Materials", Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, for the course "Information Communities", San Jose State University, 3.0 credit hours, at a cost of \$1422.00, and "Online Learning", San Jose State University, 1.0 credit hour, at a cost of \$474.00.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for June 2022 is included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/15/2022	PLF	1,783,479.75	1,783,479.75		
6/24/2022	RE Tax Advance	497,077.19	266,050.32	231,026.87	Debt Service
Total		2,280,556.94	2,049,530.07	231,026.87	

8. FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2023 - ACTION

The Montgomery County Budget Commission has scheduled the 2023 Tax Budget Allocation Meeting for Thursday, August 25, 2022. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2023 County Budget Commission.

The Executive Director recommends the Board approve the following resolution:

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2023 Public Library Fund by the Montgomery County Budget Commission.

9. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

-Levy Information Sharing.

-Update on West Access.

New Managers:

- Tanela Hicks, Programming Manager
- Mariah Johnson, Cultural Programming Manager
- Migyeong Song (Caitlin O'Mara), Miami Township Branch Manager
- Amber Cristafaro, Early Literacy Coordinator
- Bill Stolz, Southeast Branch Manager

-Update on the Foundation's Quick Grants program -Paul Robinson

11. APPROVAL OF PROGRAM POLICY- ACTION

The Executive Director recommends the approval of the new Program Policy.

12. REVISION TO COLLECTION DEVELOPMENT POLICY-ACTION

The Executive Director recommends the approval of the revised Collection Development Policy.

13. APPROVAL OF ANTI-HARASSMENT AND DISCRIMINATION POLICY- ACTION

The Executive Director recommends the approval of the new Anti-Harassment and Discrimination Policy.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

16. 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, and Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Harassment Prevention Webinar” being sponsored by NEO on August 23, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Martha Ballinger, Information Services Librarian, Special Collections, William Stolz, Branch Library Manager, Southeast Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Cindy Woodruff, Homework Help Manager, Youth Services, to attend “OLC Convention and Expo” being held in Toledo, Ohio from September 28 to September 30, 2022. It is further recommended that registration in an amount not to exceed \$195.00 each, mileage in an amount not to exceed \$174.33 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Dance/USA Connect: Denver” being held in Denver, CO from August 17 to August 19, 2022. All expenses associated with this request have been covered.

Christian Brewington, Children Services Librarian, Outreach Services, Rachel Gut, Deputy Executive Director, Executive Administration, Tanela Hicks, Information Services Librarian, Trotwood Branch Library, and Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, to attend “ALA Annual Conference” being held in Washington, D.C. from June 24, 2022 to June 28, 2022. It is further recommended that registration in amount not to exceed \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$960.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Maggie Gall-Maynard, Teen Services Librarian, West Carrollton Branch Library, Giselle Spurgeon, Teen Services Librarian, Kettering-Moraine Branch, and Patrick Stump, Teen Services Librarian, Northmont Branch Library, to attend the “Youth Mental Health First Aid” seminar being sponsored by Montgomery County ADAMHS in downtown Dayton on September 15, 2022. It is further recommended that registration in the amount of \$54.67 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, and Janet L. Grant, Senior Patron Services Assistant, Wilmington-Stroop Branch Library, to participate in “Kindness in the Workplace: Self-Care, Mindfulness, and Remaining Positive” webinar being sponsored by Northeast Ohio Regional Library System on October 19, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar being sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to attend the “Help! I have Genealogy Patrons” three-part webinar sponsored by RUSA-ALA beginning July

26, 2022, and ending August 9, 2022. It is further recommended that registration in the amount of \$177.75 be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Weeding Your Collection Webinar” being sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium” being held in Baltimore, MD from November 4, 2022 to November 6, 2022. It is further recommended that registration in an amount not to exceed \$69.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Ben Murphy, Collection Development Librarian, Collection Development, to attend “Cultural Humility” being sponsored by Montgomery County ADAMHS on August 23, 2022. It is further recommended that parking in the amount of \$8.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Beyond the Stamp: Your Role, Responsibilities, and Risks as an Ohio Notary Public” seminar held in Centerville being sponsored by SWON on June 22, 2022. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Christopher Aich, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective July 19, 2022, at the rate of \$11.69 per hour.

Jillian Brookshire, Human Resources Manager, full-time, Grade S08, Human Resources, Main Library, effective August 7, 2022 at the rate of \$36.5385 per hour.

Jack Cotting, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, Operations Center, effective July 17, 2022 at the rate of \$17.16 per hour.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective June 19, 2022 at the rate of \$24.51 per hour.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective June 19, 2022 at the rate of \$18.07 per hour.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective June 19, 2022 at the rate of \$19.84 per hour.

Angela Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

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

Amber Cristafaro, Early Literacy Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective July 31, 2022 at the rate of \$24.95 per hour.

Tanela Hicks, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

Migyeong Song (Caitlin O'Mara), Branch Library Manager, full-time, Grade S09, Miami Township Branch Library, from Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective July, 31, 2022 at the rate of \$33.2721 per hour.

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

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Patron Services Assistant, 3/5-time, Huber Heights Branch Library, effective June 19, 2022 at the rate of \$18.07 per hour.

Mariah Johnson, Cultural Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

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

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Southeast Branch Library, effective July 17, 2022.

It is recommended that the following **Resignation** be accepted:

Jenelle Allen, Children Services Librarian, full-time, Southeast Branch Library, effective June 24, 2022.

Zachary Birkenheuer, Information Services Assistant, full-time, Trotwood Branch Library, effective June 7, 2022.

Katelyn Hannah, Information Services Assistant, full-time, Southeast Branch Library, effective July 8, 2022.

John Justice, Patron Services Assistant, 4/5-time, Patron Services, Main Library, effective June 22, 2022.

Suzanne Kirchner, Older Adult Services Librarian, full-time, Outreach Services, effective July 16, 2022.

Mike Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, effective June 24, 2022.

Heidi Smith, Children Services Librarian, full-time, Northmont Branch Library, effective July 8, 2022.

Nanette Wingrove, Information Services Librarian, substitute, Burkhardt Branch Library, effective December 23, 2021.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, effective July 15, 2022.

It is recommended that the following **Retirement** be accepted:

Lisa Loftin, Children Services Librarian, full-time, Miami Township Branch Library, effective July 31, 2022, after more than 23 years of service.

Mary Kay Mabe, Information Services Librarian, substitute, Special Collections, Main Library, effective July 29, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Shannon Isom (In at 4:04pm), Sara Woodhull, David Williamson, Carl Kennebrew

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

OATH OF OFFICE

The Oath of Office was administered to Carl Kennebrew, who was unable to attend the June meeting, by Gil Rutledge, Notary Public.

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. Kennebrew, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the minutes of the May 18, 2022 Meeting were approved by the Board.

Ayes: Four
Abstentions: Two

Nays: None

On a motion by Mr. Jackson, seconded by Ms. Woodhull, the minutes of the June 15, 2022 meeting were approved by the Board.

Ayes: All

Nays: None

CONSENT AGENDA

On a motion by Ms. Woodhull, 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, and Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Harassment Prevention Webinar” being sponsored by NEO on August 23, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Martha Ballinger, Information Services Librarian, Special Collections, William Stolz, Branch Library Manager, Southeast Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Cindy Woodruff, Homework Help Manager, Youth Services, to attend “OLC Convention and Expo” being held in Toledo, Ohio from September 28 to September 30, 2022. It is further recommended that registration in an amount not to exceed \$195.00 each, mileage in an amount not to exceed \$174.33 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Dance/USA Connect: Denver” being held in Denver, CO from August 17 to August 19, 2022. All expenses associated with this request have been covered.

Christian Brewington, Children Services Librarian, Outreach Services, Rachel Gut, Deputy Executive Director, Executive Administration, Tanela Hicks, Information Services Librarian, Trotwood Branch Library, and Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, to attend “ALA Annual Conference” being held in Washington, D.C. from June 24, 2022 to June 28, 2022. It is further recommended that registration in amount not to exceed \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed \$960.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Maggie Gall-Maynard, Teen Services Librarian, West Carrollton Branch Library, Giselle Spurgeon, Teen Services Librarian, Kettering-Moraine Branch, and Patrick Stump, Teen Services Librarian, Northmont Branch Library, to attend the “Youth Mental Health First Aid” seminar being sponsored by Montgomery County ADAMHS in downtown Dayton on September 15, 2022. It is further recommended that registration in the amount of \$54.67 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, and Janet L. Grant, Senior Patron Services Assistant, Wilmington-Stroop Branch Library, to participate in “Kindness in the Workplace: Self-Care, Mindfulness, and Remaining Positive” webinar being sponsored by Northeast Ohio Regional Library System on October 19, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar being sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to attend the “Help! I have Genealogy Patrons” three-part webinar sponsored by RUSA-ALA beginning July 26, 2022, and ending August 9, 2022. It is further recommended that registration in the amount of \$177.75 be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Weeding Your Collection Webinar” being sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium” being held in Baltimore, MD from November 4, 2022 to November 6, 2022. It is further recommended that registration in an amount not to exceed \$69.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Ben Murphy, Collection Development Librarian, Collection Development, to attend “Cultural Humility” being sponsored by Montgomery County ADAMHS on August 23, 2022. It is further recommended that parking in the amount of \$8.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Beyond the Stamp: Your Role, Responsibilities, and Risks as an Ohio Notary Public” seminar held in Centerville being sponsored by SWON on June 22, 2022. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Christopher Aich, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective July 19, 2022, at the rate of \$11.69 per hour.

Jillian Brookshire, Human Resources Manager, full-time, Grade S08, Human Resources, Main Library, effective August 7, 2022 at the rate of \$36.5385 per hour.

Jack Cotting, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, Operations Center, effective July 17, 2022 at the rate of \$17.16 per hour.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective June 19, 2022 at the rate of \$24.51 per hour.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective June 19, 2022 at the rate of \$18.07 per hour.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective June 19, 2022 at the rate of \$19.84 per hour.

Angela Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

PROMOTION, CHANGE IN LOCATION

Amber Cristafaro, Early Literacy Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective July 31, 2022 at the rate of \$24.95 per hour.

Tanela Hicks, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

Migyeong Song (Caitlin O'Mara), Branch Library Manager, full-time, Grade S09, Miami Township Branch Library, from Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective July, 31, 2022 at the rate of \$33.2721 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Patron Services Assistant, 3/5-time, Huber Heights Branch Library, effective June 19, 2022 at the rate of \$18.07 per hour.

Mariah Johnson, Cultural Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

REHIRE AS SUBSTITUTE

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Southeast Branch Library, effective July 17, 2022.

RESIGNATION

Jenelle Allen, Children Services Librarian, full-time, Southeast Branch Library, effective June 24, 2022.

Zachary Birkenheuer, Information Services Assistant, full-time, Trotwood Branch Library, effective June 7, 2022.

Katelyn Hannah, Information Services Assistant, full-time, Southeast Branch Library, effective July 8, 2022.

John Justice, Patron Services Assistant, 4/5-time, Patron Services, Main Library, effective June 22, 2022.

Suzanne Kirchner, Older Adult Services Librarian, full-time, Outreach Services, effective July 16, 2022.

Mike Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, effective June 24, 2022.

Heidi Smith, Children Services Librarian, full-time, Northmont Branch Library, effective July 8, 2022.

Nanette Wingrove, Information Services Librarian, substitute, Burkhardt Branch Library, effective December 23, 2021.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, effective July 15, 2022.

RETIREMENT

Lisa Loftin, Children Services Librarian, full-time, Miami Township Branch Library, effective July 31, 2022, after more than 23 years of service.

Mary Kay Mabe, Information Services Librarian, substitute, Special Collections, Main Library, effective July 29, 2022

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, in order to attend the San Jose State University, School of 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 “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2211.00.

Haylee Hunt, Information Services Assistant (Technology Emphasis), Electra C. Doren Branch Library, for the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, for the course “Information Communities”, San Jose State University, 3.0 credit hours, at a cost of \$1422.00, and “Online Learning”, San Jose State University, 1.0 credit hour, at a cost of \$474.00.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

Ms. Isom joined the meeting at 4:04 p.m.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for June 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
6/15/2022	PLF	1,783,479.75	1,783,479.75		
6/24/2022	RE Tax Advance	497,077.19	266,050.32	231,026.87	Debt Service
Total		2,280,556.94	2,049,530.07	231,026.87	

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

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2023

The Montgomery County Budget Commission has scheduled the 2023 Tax Budget Allocation Meeting for Thursday, August 25, 2022. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board passed the following resolution in anticipation of the Budget Commission meeting.

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2023 Public Library Fund by the Montgomery County Budget Commission.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is complete, with the exception of a few landscaping pieces. Burkhardt is complete, except for a few punch list items. The Grand Opening will be held August 10, 2022. Northmont is about 61% complete. The structure is up, currently aiming for a TCO in November. Huber Heights is about 23% complete. The steel is up, anticipated TCO is April of 2023.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced the following new managers: Tanela Hicks, Programming Manager, Mariah Johnson, Cultural Programming Manager, Migyeong Song, Miami Township Branch Library Manager, and Amber Cristafaro, Early Literacy Coordinator.

The Executive Director mentioned the status of work being done concerning the West Branch.

Paul Robinson provided an update on the Foundation's new Quick Grants program, which allows Library staff to propose and enact initiatives to increase library door counts. The Foundation hopes to continue this program into future years.

APPROVAL OF PROGRAM POLICY

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the Program Policy.

Ayes: All
Nays: None

REVISION TO COLLECTION DEVELOPMENT POLICY

On a motion by Ms. Isom, seconded by Mr. Williamson, the Board approved the revised Collection Development Policy.

Ayes: All
Nays: None

APPROVAL OF ANTI-HARASSMENT AND DISCRIMINATION POLICY

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the Anti-Harassment and Discrimination Policy.

Ayes: All
Nays: None

NEW BUSINESS

Mr. Thomas, on behalf of the Board, thanked Diane Farrell for her years of dedicated service to Dayton Metro Library.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the Board adjourned at 4:45 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 21, 2022, 4:00 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 July 20, 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 Siara Farrar, Patron Services Assistant, Huber Heights Branch Library, in order to attend Sinclair Community College, School of Liberal Arts.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Blanca Carolina Hannon, Information Services Assistant, West

Branch Library, 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:

Amber Cristofaro, Early Literacy Coordinator, Youth Services, for the course “Engaging Young Children and Families”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Collection Management in Libraries”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Siara Farrar, Patron Services Assistant, Huber Heights Branch Library, for the course “Interpersonal Communication”, Sinclair Community College, 3.0 credit hours at a cost of \$408.09, and the course “Physical Geology”, Sinclair Community College, 4.0 credit hours at a cost of \$544.12, for a total of \$952.21.

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, the course “People in the Information Ecology”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, 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 \$8,844.00.

Angela Keltner, Special Collections Clerk, Special Collections, for the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “People in the Information Ecology”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Camyl Young, Senior Acquisition Clerk, Collection Development, for the course “Cultural Heritage Informatics”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Foundations of Recordkeeping”, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

5. COMMENTS FROM THE GENERAL PUBLIC

- Toshika Howard-Patterson

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 Reports for July and August 2022 are included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
7/1/2022	RE Tax Advance	\$354,426.99	\$188,786.23	\$165,640.76	Debt Service
7/8/2022	RE Tax Advance	\$1,084,848.73	\$568,893.36	\$515,955.37	Debt Service
7/15/2022	PLF	\$1,910,131.44	\$910,131.44	\$1,000,000.00	Star Ohio
7/15/2022	RE Tax Advance	\$1,448,836.12	\$769,136.51	\$679,699.61	Debt Service
7/23/2022	RE Tax Advance	\$3,343,026.22	\$1,788,782	\$1,554,244.22	Debt Service
7/30/2022	RE Tax Advance	\$1,494,054	\$800,300	\$693,753.97	Debt Service
8/12/2022	PLF	\$1,431,945	\$431,945	\$1,000,000.00	Star Ohio
Total		\$11,067,268.36	\$5,457,974.43	\$5,609,293.93	

7. 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 - ACTION

It is recommended that the Board adopt the following Resolution:

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, 2023; 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:

<u>Fund</u>	<u>Amount To Be Derived From Levies Outside 10 M. Limitation</u>	<u>County Auditor's Estimate of Tax Rate To Be Levied</u>
General Fund	\$11,739,567.00	1.75
Bond Fund	\$10,326,458.00	1.40

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.

A **roll call** vote is needed.

8. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

New Manager Intros:

- Bill Stolz, Branch Manager, Southeast
- Robert Owens, Assistant Branch Manager, Southeast
- Gabriela Varnson, Teen Services Librarian, Southeast
- Jillian Brookshire, Human Resources Manager
- Huahua Zhu, Accounting Manager

- Assured Partners Discussions regarding Benefits
- Claudine Bennett: "External Relations Audit"
- Jamie McQuinn: Paul Laurence Dunbar painting

- Sanghyun Lee: Playtime for Families Around the World and Bilingual Storytimes
- Gabriela Pickett: Hispanic Heritage Month

9. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. NOMINATING COMMITTEE- ACTION

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. Each term shall be one year in length. Following the departure of Ms. Elaine Johnson, this position must be filled, with a term running through December 31, 2022.

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 appointment of a public employee.

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

13. DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION

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 19, 2022 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.

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 19, 2022 at 4:10 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, Sarah Beavers, Information Services Librarian, Information Services, and Kristina Richey, Information Services Librarian, Information Services, to attend the “Safe Space: LGBTQ+ Cultural Competence Training” sponsored by Northeast Ohio Regional Library System being held at Medina County District Library on September 13, 2022. It is further recommended that registration in the amount of \$85.00 each and mileage in the amount of \$225.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, to participate in the “Introduction to Web Archiving” e-course offered by Information School of UW-Madison beginning September 19, 2022 and ending October 30, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, to participate in the virtual “Advanced eCourse: Outreach and Marketing for Underserved Populations” sponsored by ALA beginning September 12, 2022 and ending December 11, 2022. It is further recommended that registration in the amount of \$450.00 be reimbursed by the Board.

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Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Chelsey Hostetler, Information Services Assistant, Northwest Branch Library, 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.

Jeanette Dohner, Senior Patron Services Assistant, Brookville Branch Library, Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Robyn Williamson, Patron Services Assistant, Brookville Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Phillip Dunlevy, Maintenance Manager, Facilities, to participate in the “Building Operator Certification Level 1” e-course sponsored by BOC beginning August 17, 2022 and ending November 17, 2022. It is further recommended that registration in the amount of \$1,695.00 be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend “OHPELRA-Better Together” sponsored by OHPELRA being held in Lancaster, OH on September 16, 2022. It is further recommended that registration in the amount of \$87.50 and mileage in the amount of \$120.63 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Brave Voices, Brave Choices” webinar sponsored by PLA-ALA on July 27, 2022. It is further recommended that registration in the amount of \$71.10 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” sponsored by JCLC in St. Pete Beach, FL from October 5, 2022 until October 9, 2022. It is further recommended that registration in the amount of \$350.00, airfare in the amount of \$775.00, ground transport in the amount of \$100.00, lodging in the amount of \$1,200.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Conference 2022” sponsored by ABOS being held in Scottsdale, AZ, from October 4, 2022 through October 6, 2022. It is further recommended that registration in the amount of \$350.00, airfare in an amount not to exceed \$850.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Jessica Hunter, Information Services Librarian, Trotwood Branch Library, to participate in the “Finding a Needle in a Haystack: How to Successfully Research Grants” webinar sponsored by CharityHowTo on August 24, 2022. It is further recommended that registration in the amount of \$87.00 be reimbursed by the Board.

Douglas Keech, Facilities Manager, Facilities, to attend the “PIVOT- Pathway to Decarbonization” conference sponsored by Heapy Engineering being held September 14, 2022 at Sinclair Community College. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, Jason Long, Assistant Branch Library Manager, Northmont Branch Library, and Laura McIntosh, Patron Services Assistant, Northmont Branch Library, to participate in the “Weeding Your Collection” webinar sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, Michael 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 September 15, 2022. It is further recommended that registration in the amount of \$97.00 each be reimbursed by the Board.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in the “Cultivating Civility, Resilience and Reflection in the Library Workplace” e-course sponsored by ALA beginning September 26, 2022 and ending

October 24, 2022. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to participate in the “Engage Your Community Uniting Marketing/Outreach” e-course sponsored by LJ & SLJ beginning November 30, 2022 and ending December 14, 2022. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Kristina Richey, Information Services Librarian, Information Services, to participate in the “How to Build LGBTQIA+ Centered Spaces, Programs, and Services” online workshop sponsored by LJ&SLJ beginning November 10, 2022 and ending December 1, 2022. It is further recommended that registration in the amount of \$209.94 be reimbursed by the Board.

Christina Sanders, Fiscal Officer/Finance Director, Finance, and Huahua Zhu, Accounting Manager, Finance, to participate in the “Library Fiscal Officer 102” webinar being sponsored by OLC on August 19, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in the “Patron Response Framework” webinar sponsored by NEO on August 17, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “Addressing Microaggressions” webinar sponsored by NEO on December 14, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “Recognizing Bias” webinar being sponsored by NEO on December 1, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “In-Person Metro Directors Meeting” being held in Columbus, OH on October 3, 2022. It is further recommended that mileage in the amount of \$88.75, parking in the amount of \$40.00, and lodging in the amount of \$390.37 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources, to participate in the “Articulate Storyline Certificate” e-course sponsored by ATD from September 8, 2022 until September 9, 2022. It is further recommended that registration in the amount of \$1,166.10 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Reuben Clements, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 28, 2022 at the rate of \$17.00 per hour.

Julian Elmore, Jr., Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 28, 2022 at the rate of \$18.07 per hour.

Rae Elsen, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

Blair Hayes, Information Services Assistant, Grade 08, full-time, Grade 08, Southeast Branch Library, effective July 31, 2022 at the rate of \$18.07 per hour.

Mahalah Hines, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective August 28, 2022 at the rate of \$13.52 per hour.

Jasmine Jones, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, effective August 14, 2022 at the rate of \$18.07 per hour.

Robert Owens, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective July 31, 2022 at the rate of \$28.8462 per hour.

Sarah Pearson, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective September 11, 2022 at the rate of \$24.51 per hour.

Tory Tomlinson, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective August 28, 2022 at the rate of \$17.16 per hour.

Emily Townsley, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 14, 2022 at the rate of \$13.52 per hour.

Gabriela Varnson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective August 14, 2022 at the rate of \$24.51 per hour.

Huahua Zhu, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective August 14, 2022 at the rate of \$33.1731 per hour.

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

Markell Scott, Patron Services Assistant, full-time, Grade 05, West Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, West Branch Library effective August 28, 2022 at the rate of \$17.10 per hour.

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

Christina Alford, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Carrollton Branch Library, effective September 11, 2022 at the rate of \$18.97 per hour.

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

Ariya Smith, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, from Information Services Assistant (Technology Emphasis), full-time, Northwest Branch Library, effective August 7, 2022 at the rate of \$20.50 per hour.

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

Marla Bremer, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, effective July 11, 2022 for 18 hours for personal reasons.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 8, 2022 for 24 hours for personal reasons.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective August 15, 2022 for 16.82 hours for illness.

Andrea Hayes, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective August 8, 2022 for 8 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective October 28, 2022 for 16 hours for personal reasons.

Jasmine Jones, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, effective August 29, 2022 for 40 hours for commitments made before hire.

Robert Owens, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective August 19, 2022 for 24 hours for contracted days, effective August 26, 2022 for 2 hours for personal reasons, and effective October 7, 2022 for 24 hours for contracted days.

Kaelyn Townsend, Patron Services Assistant, full-time, West Branch Library, effective August 15, 2022 for 40 hours for illness, and effective August 24, 2022 for 16 hours for injury.

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

Kim Dellinger, Events Manager, full-time, Grade S08, External Relations, Main Library, effective August 28, 2022 at the rate of \$33.1085 per hour.

It is recommended that the following **Promotion** be accepted:

Subrina Thompson, Senior Patron Services Assistant, full-time, Grade 06, Patron Services, Main Library, from Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective July 31, 2022 at the rate of \$18.66 per hour.

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

Theresa Araya, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective August 14, 2022 at the rate of \$16.85 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective September 11, 2022 at the rate of \$26.12 per hour.

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

Destinee Hamilton, Human Resources Assistant, full-time, Grade CE4, Human Resources, Main Library, from Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective August 14, 2022 at the rate of \$19.84 per hour.

Bradley Kuykendall, Floater Manager, full-time, Grade S09, Public Services Administration, from Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective July 31, 2022 at the rate of \$33.2721 per hour.

Jeffrey Opt, Audio-Visual Services Technician, full-time, Grade10, Information Technology Services, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective September 11, 2022 at the rate of \$21.12 per hour.

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

Katelyn Hannah, Information Services Assistant (Technology Emphasis), substitute, Grade Sub08, Southeast Branch Library, effective July 17, 2022 at the rate of \$14.22 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective September 11, 2022 at the rate of \$11.69 per hour.

It is recommended that the following **Resignation** be accepted:

Mikayla Burr, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective September 13, 2022.

Megan Cooper, Development Manager, full-time, Grade S08, External Relations, Main Library, effective September 23, 2022.

Jennifer Effinger, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Outreach Services, effective September 10, 2022.

Diane Farrell, External Relations and Development Director, full-time, Grade S11, External Relations, effective September 6, 2022.

Kelly Fullan, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective August 11, 2022.

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources, Main Library, effective October 7, 2022.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective August 26, 2022.

Raida Hamad, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective July 22, 2022.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CE5, External Relations, Main Library, effective September 22, 2022.

Benjamin Steingass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 6, 2022.

Margaret Steward, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective September 23, 2022.

It is recommended that the following **Return to Appointed Position** be accepted:

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective July 31, 2022 at the rate of \$28.3414 per hour.

It is recommended that the following **Retirement** be accepted:

Cynthia Manship, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective September 30, 2022, after more than 20 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 21, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Shannon Isom, Sara Woodhull,
David Williamson, Carl Kennebrew

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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 Mr. Kennebrew, seconded by Mr. Williamson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Holihan, the minutes of the July 20, 2022 Meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Williamson, seconded by Ms. Woodhull, 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, Sarah Beavers, Information Services Librarian, Information Services, and Kristina Richey, Information Services Librarian, Information Services, to attend the “Safe Space: LGBTQ+ Cultural Competence Training” sponsored by Northeast Ohio Regional Library System being held at Medina County District Library on September 13, 2022. It is further recommended that registration in the amount of \$85.00 each and mileage in the amount of \$225.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, to participate in the “Introduction to Web Archiving” e-course offered by Information School of UW-Madison beginning September 19, 2022 and ending October 30, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the Board.

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further recommended that registration in the amount of \$188.20 be reimbursed by the Board.

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Angie Cotton, Patron Services Assistant, Patron Services, Jeanette Dohner, Senior Patron Services Assistant, Brookville Branch Library, Siara Farrar, Patron Services Assistant, Huber Heights Branch Library, and Ashlee Hammond, Assistant Branch Library Manager, West Branch Library, to participate in the “Kindness in the Workplace” webinar sponsored by Northeast Ohio Regional Library System on October 19, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Ann Crichton, Workforce Development Manager, Information Services, and Camille Hall, Business Services Specialist, Information Services, to attend “ULC Improve Your Local Economy Conference” sponsored by Urban Libraries and held in Baltimore, MD from September 21 to September 23, 2022. It is further recommended that registration in the amount of \$595.00 each, airfare in the amount of \$625.00 each, ground transportation in the amount of \$63.00 each, and lodging in the amount of 635.00 each be reimbursed by the Board.

Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Chelsey Hostetler, Information Services Assistant, Northwest Branch Library, 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.

Jeanette Dohner, Senior Patron Services Assistant, Brookville Branch Library, Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Robyn Williamson, Patron Services Assistant, Brookville Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Phillip Dunlevy, Maintenance Manager, Facilities, to participate in the “Building Operator Certification Level 1” e-course sponsored by BOC beginning August 17, 2022 and ending November 17, 2022. It is further recommended that registration in the amount of \$1,695.00 be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend “OHPELRA-Better Together” sponsored by OHPELRA being held in Lancaster, OH on September 16,

2022. It is further recommended that registration in the amount of \$87.50 and mileage in the amount of \$120.63 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Brave Voices, Brave Choices” webinar sponsored by PLA-ALA on July 27, 2022. It is further recommended that registration in the amount of \$71.10 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” sponsored by JCLC in St. Pete Beach, FL from October 5, 2022 until October 9, 2022. It is further recommended that registration in the amount of \$350.00, airfare in the amount of \$775.00, ground transport in the amount of \$100.00, lodging in the amount of \$1,200.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Conference 2022” sponsored by ABOS being held in Scottsdale, AZ, from October 4, 2022 through October 6, 2022. It is further recommended that registration in the amount of \$350.00, airfare in an amount not to exceed \$850.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$600.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Jessica Hunter, Information Services Librarian, Trotwood Branch Library, to participate in the “Finding a Needle in a Haystack: How to Successfully Research Grants” webinar sponsored by CharityHowTo on August 24, 2022. It is further recommended that registration in the amount of \$87.00 be reimbursed by the Board.

Douglas Keech, Facilities Manager, Facilities, to attend the “PIVOT- Pathway to Decarbonization” conference sponsored by Heapy Engineering being held September 14, 2022 at Sinclair Community College. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, Jason Long, Assistant Branch Library Manager, Northmont Branch Library, and Laura McIntosh, Patron Services Assistant, Northmont Branch Library, to participate in the “Weeding Your Collection” webinar sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, Michael 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 September 15, 2022. It is further recommended that registration in the amount of \$97.00 each be reimbursed by the Board.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, to participate in the “Cultivating Civility, Resilience and Reflection in the Library Workplace” e-course sponsored by ALA beginning September 26, 2022 and ending October 24, 2022. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to participate in the “Engage Your Community Uniting Marketing/Outreach” e-course sponsored by LJ & SLJ beginning November 30, 2022 and ending December 14, 2022. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Kristina Richey, Information Services Librarian, Information Services, to participate in the “How to Build LGBTQIA+ Centered Spaces, Programs, and Services” online workshop sponsored by LJ&SLJ beginning November 10, 2022 and ending December 1, 2022. It is further recommended that registration in the amount of \$209.94 be reimbursed by the Board.

Christina Sanders, Fiscal Officer/Finance Director, Finance, and Huahua Zhu, Accounting Manager, Finance, to participate in the “Library Fiscal Officer 102” webinar being sponsored by OLC on August 19, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in the “Patron Response Framework” webinar sponsored by NEO on August 17, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “Addressing Microaggressions” webinar sponsored by NEO on December 14, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “Recognizing Bias” webinar being sponsored by NEO on December 1, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “In-Person Metro Directors Meeting” being held in Columbus, OH on October 3, 2022. It is further recommended that mileage in the amount of \$88.75, parking in the amount of \$40.00, and lodging in the amount of \$390.37 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources, to participate in the “Articulate Storyline Certificate” e-course sponsored by ATD from September 8, 2022 until September 9, 2022. It is further recommended that registration in the amount of \$1,166.10 be reimbursed by the Board.

Ayes: All
Nays: None

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Reuben Clements, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 28, 2022 at the rate of \$17.00 per hour.

Julian Elmore, Jr., Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 28, 2022 at the rate of \$18.07 per hour.

Rae Elsen, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

Blair Hayes, Information Services Assistant, Grade 08, full-time, Grade 08, Southeast Branch Library, effective July 31, 2022 at the rate of \$18.07 per hour.

Mahalah Hines, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective August 28, 2022 at the rate of \$13.52 per hour.

Jasmine Jones, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, effective August 14, 2022 at the rate of \$18.07 per hour.

Robert Owens, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective July 31, 2022 at the rate of \$28.8462 per hour.

Sarah Pearson, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective September 11, 2022 at the rate of \$24.51 per hour.

Tory Tomlinson, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective August 28, 2022 at the rate of \$17.16 per hour.

Emily Townsley, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 14, 2022 at the rate of \$13.52 per hour.

Gabriela Varnson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective August 14, 2022 at the rate of \$24.51 per hour.

Huahua Zhu, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective August 14, 2022 at the rate of \$33.1731 per hour.

CHANGE IN HOURS

Markell Scott, Patron Services Assistant, full-time, Grade 05, West Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, West Branch Library effective August 28, 2022 at the rate of \$17.10 per hour.

CHANGE IN HOURS, LOCATION AND POSITION

Christina Alford, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Carrollton Branch Library, effective September 11, 2022 at the rate of \$18.97 per hour.

CHANGE IN LOCATION

Ariya Smith, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, from Information Services Assistant (Technology Emphasis), full-time, Northwest Branch Library, effective August 7, 2022 at the rate of \$20.50 per hour.

LEAVE WITHOUT PAY

Marla Bremer, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, effective July 11, 2022 for 18 hours for personal reasons.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 8, 2022 for 24 hours for personal reasons.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective August 15, 2022 for 16.82 hours for illness.

Andrea Hayes, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective August 8, 2022 for 8 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective October 28, 2022 for 16 hours for personal reasons.

Jasmine Jones, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Southeast Branch Library, effective August 29, 2022 for 40 hours for commitments made before hire.

Robert Owens, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective August 19, 2022 for 24 hours for contracted days, effective August 26, 2022 for 2 hours for personal reasons, and effective October 7, 2022 for 24 hours for contracted days.

Kaelyn Townsend, Patron Services Assistant, full-time, West Branch Library, effective August 15, 2022 for 40 hours for illness, and effective August 24, 2022 for 16 hours for injury.

HAY RECLASSIFICATION

Kim Dellinger, Events Manager, full-time, Grade S08, External Relations, Main Library, effective August 28, 2022 at the rate of \$33.1085 per hour.

PROMOTION

Subrina Thompson, Senior Patron Services Assistant, full-time, Grade 06, Patron Services, Main Library, from Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective July 31, 2022 at the rate of \$18.66 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Theresa Araya, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective August 14, 2022 at the rate of \$16.85 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective September 11, 2022 at the rate of \$26.12 per hour.

PROMOTION, CHANGE IN LOCATION

Destinee Hamilton, Human Resources Assistant, full-time, Grade CE4, Human Resources, Main Library, from Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective August 14, 2022 at the rate of \$19.84 per hour.

Bradley Kuykendall, Floater Manager, full-time, Grade S09, Public Services Administration, from Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective July 31, 2022 at the rate of \$33.2721 per hour.

Jeffrey Opt, Audio-Visual Services Technician, full-time, Grade10, Information Technology Services, from Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective September 11, 2022 at the rate of \$21.12 per hour.

REHIRE AS SUBSTITUTE

Katelyn Hannah, Information Services Assistant (Technology Emphasis), substitute, Grade Sub08, Southeast Branch Library, effective July 17, 2022 at the rate of \$14.22 per hour.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective September 11, 2022 at the rate of \$11.69 per hour.

RESIGNATION

Mikayla Burr, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective September 13, 2022.

Megan Cooper, Development Manager, full-time, Grade S08, External Relations, Main Library, effective September 23, 2022.

Jennifer Effinger, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Outreach Services, effective September 10, 2022.

Diane Farrell, External Relations and Development Director, full-time, Grade S11, External Relations, effective September 6, 2022.

Kelly Fullan, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective August 11, 2022.

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources, Main Library, effective October 7, 2022.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective August 26, 2022.

Raida Hamad, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective July 22, 2022.

Donna Hangen, Administrative Assistant for Development, full-time, Grade CE5, External Relations, Main Library, effective September 22, 2022.

Benjamin Steingass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 6, 2022.

Margaret Steward, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective September 23, 2022.

RETURN TO APPOINTED POSITION

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective July 31, 2022 at the rate of \$28.3414 per hour.

RETIREMENT

Cynthia Manship, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective September 30, 2022, after more than 20 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Siara Farrar, Patron Services Assistant, Huber Heights Branch Library, in order to attend Sinclair Community College, School of Liberal Arts.

The Board approved the Tuition Reimbursement Agreement between the Board and Blanca Carolina Hannon, Information Services Assistant, West Branch Library, 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:

Amber Cristofaro, Early Literacy Coordinator, Youth Services, for the course “Engaging Young Children and Families”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Collection Management in Libraries”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Siara Farrar, Patron Services Assistant, Huber Heights Branch Library, for the course “Interpersonal Communication”, Sinclair Community College, 3.0 credit hours at a cost of \$408.09, and the course “Physical Geology”, Sinclair Community College, 4.0 credit hours at a cost of \$544.12, for a total of \$952.21.

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, the course “People in the Information Ecology”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, 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 \$8,844.00.

Angela Keltner, Special Collections Clerk, Special Collections, for the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “People in the Information Ecology”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course “Cultural Heritage Informatics”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Foundations of Recordkeeping”, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

COMMENTS FROM THE GENERAL PUBLIC

Toshika Howard-Patterson addressed the Board with regards to the sidewalk located near the Northwest Branch Library.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
7/1/2022	RE Tax Advance	\$354,426.99	\$188,786.23	\$165,640.76	Debt Service
7/8/2022	RE Tax Advance	\$1,084,848.73	\$568,893.36	\$515,955.37	Debt Service
7/15/2022	PLF	\$1,910,131.44	\$910,131.44	\$1,000,000.00	Star Ohio
7/15/2022	RE Tax Advance	\$1,448,836.12	\$769,136.51	\$679,699.61	Debt Service
7/23/2022	RE Tax Advance	\$3,343,026.22	\$1,788,782	\$1,554,244.22	Debt Service
7/30/2022	RE Tax Advance	\$1,494,054	\$800,300	\$693,753.97	Debt Service
8/12/2022	PLF	\$1,431,945	\$431,945	\$1,000,000.00	Star Ohio
Total		\$11,067,268.36	\$5,457,974.43	\$5,609,293.93	

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the July and August 2022 Financial Reports 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 roll 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, 2023; 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:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,739,567.00	1.75
Bond Fund	\$10,326,458.00	1.40

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 Ms. Woodhull, seconded by Ms. Holihan, the Board adopted the resolution.

A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Williamson, Aye
Ms. Isom, Aye
Mr. Kennebrew, Aye
Ms. Woodhull, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced the following new managers: Bill Stolz, Southeast Branch Manager, Robert Owens, Assistant Southeast Branch Manager, Gabriela Varnson, Southeast Teen Services Librarian, Jillian Brookshire, HR Manager and Huahua Zhu, Accounting Manager.

The Executive Director mentioned the forthcoming change from Horan to Assured Partners as new benefits broker. A proposal will be introduced to the Board in October.

Claudine Bennett, External Relations Manager, informed the Board of the recent External Relations Audit, as well as the proposed solutions and next steps. Jamie McQuinn, Special Collections Manager, presented a newly acquired painting, which is now on display in the Dayton Room. Sanghyun Lee, Information Services Assistant, Main Youth Services, informed the Board of the “Playtimes for Families Around the World” and “Bilingual Storytimes” programs. Gabriela Pickett, Newest Americans Specialist, shared highlights of the programming associated with Hispanic Heritage Month.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. Northmont is about 71% complete, currently aiming for a TCO in early December or early January. Huber Heights is about 30% complete, anticipated TCO is April of 2023.

NOMINATING COMMITTEE

In accordance with the MOU with the Dayton Metro Library Foundation, the Board appointed David Williamson to serve as liaison to the Foundation Board of Directors, on a term expiring December 31, 2022.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved this nomination.

Ayes: Five
Nays: None
Abstentions: One

NEW BUSINESS

Mr. Thomas, on behalf of the Board, thanked Megan Cooper for her years of dedicated service to the Library.

Mr. Thomas congratulated Mr. Kennebrew for his being named to the inaugural *Ohio Business* “Ohio 500” list of powerful and influential Ohioans.

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. Kennebrew, seconded by Ms. Woodhull, the Board went into Executive Session.

A roll call vote was taken as follows:

Ms. Holihan, Aye
Ms. Isom, Aye
Mr. Kennebrew, Aye
Mr. Williamson, Aye
Ms. Woodhull, Aye

Mr. Thomas, Aye

Ayes: All

Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 6:01 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 7 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 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 requirements 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 19, 2022 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 19, 2022 at 4:10 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Isom, the Board adjourned at 6:03 p.m.

Ayes: All

Nays: None

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:

Major Sources of Revenue, Uses, and Investments

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
9/8/2022	RE Tax Advance	1,124,972.50	603,953.32	521,019.18	Debt Service
9/15/2022	PLF	1,754,395.48	1,754,395.48	-	

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

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Superior Dental - Single	\$23.66	\$18.94	\$4.72	\$2.36
United Health Care - Single	\$21.61	\$17.29	\$4.32	\$2.16
Superior Dental - Family	\$99.10	\$79.28	\$19.82	\$9.91
United Health Care – Family	\$90.51	\$72.41	\$18.10	\$9.05

- 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.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
EyeMed - Single	\$5.36	\$4.30	\$1.06	\$0.53
United Health Care - Single	\$4.98	\$3.98	\$1.00	\$0.50
Eye Med - Family	\$13.66	\$10.94	\$2.72	\$1.36
United Health Care – Family	\$12.69	\$10.15	\$2.54	\$1.27

- 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.

<i>HSA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Anthem - Single	\$659.73	\$560.77	\$98.96	\$49.48
United Health Care - Single	\$682.03	\$579.73	\$102.30	\$51.15
Anthem - Family	\$1458.01	\$1239.31	\$218.70	\$109.35
United Health Care – Family	\$1507.29	\$1281.21	\$226.08	\$113.04

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

<i>HRA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Anthem - Single	\$710.76	\$568.62	\$142.14	\$71.07
United Health Care - Single	\$718.44	\$574.76	\$143.68	\$71.84
Anthem - Family	\$1570.79	\$1256.63	\$314.16	\$157.08
United Health	\$1587.75	\$1270.21	\$317.54	\$158.77

Care – Family				
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- 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 dictates 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	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

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

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:

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.

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 PearsonVUE 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:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
9/8/2022	RE Tax Advance	1,124,972.50	603,953.32	521,019.18	Debt Service
9/15/2022	PLF	1,754,395.48	1,754,395.48	-	
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.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Superior Dental - Single	\$23.66	\$18.94	\$4.72	\$2.36
United Health Care - Single	\$21.61	\$17.29	\$4.32	\$2.16
Superior Dental - Family	\$99.10	\$79.28	\$19.82	\$9.91
United Health Care – Family	\$90.51	\$72.41	\$18.10	\$9.05

- 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.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
EyeMed - Single	\$5.36	\$4.30	\$1.06	\$0.53
United Health Care - Single	\$4.98	\$3.98	\$1.00	\$0.50
Eye Med - Family	\$13.66	\$10.94	\$2.72	\$1.36
United Health Care – Family	\$12.69	\$10.15	\$2.54	\$1.27

- 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.

<i>HSA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Anthem - Single	\$659.73	\$560.77	\$98.96	\$49.48
United Health Care - Single	\$682.03	\$579.73	\$102.30	\$51.15
Anthem - Family	\$1458.01	\$1239.31	\$218.70	\$109.35
United Health Care – Family	\$1507.29	\$1281.21	\$226.08	\$113.04

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

<i>HRA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Anthem - Single	\$710.76	\$568.62	\$142.14	\$71.07
United Health Care - Single	\$718.44	\$574.76	\$143.68	\$71.84
Anthem - Family	\$1570.79	\$1256.63	\$314.16	\$157.08
United Health Care – Family	\$1587.75	\$1270.21	\$317.54	\$158.77

- 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 7 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

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2022, 4:00 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 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					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/8/2022	RE Tax Advance	\$3,249.24	\$1,712.86	\$1,536.38	Debt Service
10/13/2022	PLF	\$1,638,317.79	\$1,638,317.79	-	
Total		<u>\$1,641,567.03</u>	<u>\$1,640,030.65</u>	<u>\$1,536.38</u>	

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.

Policy	Insurance Company	2022 Expiring Premium	2023 Renewal Premium
Liability and Property	Westfield	\$164,613	\$177,546
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$2,651	\$2,651
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$15,878	\$15,878
Cyber	Travelers	\$11,404	\$13,756
TOTAL		\$194,546	\$209,831

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.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, David Williamson,
Shannon Isom, Nolan Thomas, Sara Woodhull

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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 Mr. Jackson, seconded by Ms. Woodhull, 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 Board meeting of October 19, 2022 were approved by the Board.

Ayes: Five
Nays: None
Abstentions: One

CONSENT AGENDA

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

PROMOTION, CHANGE IN HOURS

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.

PROMOTION, CHANGE IN LOCATION

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.

REHIRE AS SUBSTITUTE

Huahua Zhu, Information Services Librarian, substitute, Grade Sub11, Miami Township Branch Library, effective November 6, 2022 at the rate of \$16.22 per hour.

RESIGNATION

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.

RETIREMENT

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2022 was included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/8/2022	RE Tax Advance	\$3,249.24	\$1,712.86	\$1,536.38	Debt Service
10/13/2022	PLF	\$1,638,317.79	\$1,638,317.79	-	
	Total	<u>\$1,641,567.03</u>	<u>\$1,640,030.65</u>	<u>\$1,536.38</u>	

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

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2022

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board adopted 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.”

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds from Marsh & McLennan reviewed the proposed 2022-2023 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2022 Expiring Premium	2023 Renewal Premium
Liability and Property	Westfield	\$164,613	\$177,546
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$2,651	\$2,651
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$15,878	\$15,878
Cyber	Travelers	\$11,404	\$13,756
TOTAL		\$194,546	\$209,831

On a motion by Mr. Jackson, seconded by Ms. Holihan, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$209,831.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Claudine Bennett, External Relations Manager, gave a presentation introducing the Library's new Cultural Branding initiative, which will be used to highlight cultural programs and observances beginning in 2023.

Caitlin Wissler, Staff Development Manager, gave a presentation detailing the Principles of Strategic Leadership training which has been given to managers in 2022, with the intent that the concepts be shared amongst staff.

The Executive Director introduced Debi Chess, the new External Relations and Development Director. He also shared updates on the Library's new Menstrual Equity initiative, Career Adventures Day, as well as the new food pantry partnership. He shared updates on library levies across the state, which passed at a 30% higher rate than other levies. He informed the Board that city funds have been allocated to implement a shuttle service for patrons at West, though an overpass is still being sought.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Northmont is 91% complete, and received TCO 11/8/2022, anticipating final permit 11/28/2022. Huber Heights is 60% complete, anticipated TCO is April of 2023.

NOMINATING COMMITTEE

The Board President appointed Ms. Holihan, Mr. Jackson and Ms. Isom to serve as the nominating committee in order to present a 2023 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2022. Additionally, a liaison to the Foundation Board of Trustees will need to be appointed.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commission 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.

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. Woodhull, seconded by Ms. Holihan, the Board went into Executive Session. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

Mr. Kennebrew joined the meeting at 5:08 p.m.

Mr. Jackson left the meeting at 5:25 p.m.

The Board entered Executive Session at 4:55 p.m. and returned to open session at 5:49 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, December 21, 2022 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Isom, the Board adjourned at 5:49 p.m.

Ayes: All.

Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 21, 2022, 4:00 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 November 16, 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 Margaret Castillo, Children Services Librarian, Southeast Branch Library, in order to attend the Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, in order to attend the Kent State University, School of Information.

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:

Margaret Castillo, Children Services Librarian, Southeast Branch Library, for the course "Methods Information Profession", Indiana-University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,569.48 and the course "Tools and Techs for Information Profession", Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,569.48, for a total of \$3,138.96.

Amber Cristafaro, Early Literacy Coordinator, Youth Services, for the course "Leadership in Libraries and Information Centers", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course "Youth Literature in the Digital Realm", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

E. BURKHARDT DP&L EASEMENT AGREEMENT

It is recommended that the Board approve the request from Dayton Power and Light for a 10 foot right of way and easement for the Burkhardt property. The proposed easement would not impact the library's use of the property.

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 Reports for November 2022 are included in the Board Packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
11/4/2022	RE Tax Settlement	\$1,305,074.87	\$679,937.69	\$625,137.18	Debt Service
11/10/2022	RE Tax Settlement	\$7,634.30	\$4,005.34	\$3,628.96	Debt Service
11/14/2022	PLF	\$1,610,283.37	\$1,610,283.37	-	-

Total	<u>\$2,922,992.54</u>	<u>\$2,294,226.40</u>	<u>\$628,766.14</u>
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7. AMENDED 2022 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2022 Appropriation Resolution so that unencumbered funds in various accounts may be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommends the following amended appropriation allocations for fiscal year ending December 31, 2022:

General Fund	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
1000 – Salaries & Benefits	\$25,379,500	\$23,329,500	\$(2,050,000)
2000 – Supplies	\$915,286	\$915,286	\$0
3000 - Purchased Services	\$6,767,869	\$7,767,869	\$1,000,000
4000 - Library Materials & Information	\$4,791,765	\$5,091,765	\$300,000
5000 - Capital Outlay	\$1,277,219	\$1,977,219	\$700,000
7000 - Other Objects	\$186,292	\$236,292	\$50,000
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$39,317,931</u>	<u>\$39,317,931</u>	<u>\$(0)</u>
<u>Debt Service Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$220,000	\$220,000	\$ 0

6000 - Debt Service	<u>\$10,293,885</u>	<u>\$10,293,885</u>	<u>\$0</u>
Total	<u>\$10,513,885</u>	<u>\$10,513,885</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$10,500	\$10,500	\$0
3000 - Purchased Services	\$2,224,372	\$2,224,372	\$0
5000 – Capital Outlay	\$20,763,028	\$20,763,028	\$0
7000 – Other Objects	<u>\$2,100</u>	<u>\$2,100</u>	<u>\$0</u>
Total	<u>\$23,000,000</u>	<u>\$23,000,000</u>	<u>\$0</u>

8. TEMPORARY 2023 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March, 2023.

GENERAL FUND

1000 – Salaries & Benefits	\$24,173,963
2000 - Supplies	\$1,155,375
3000 - Purchased Services	\$7,495,499
4000 – Library Materials & Information	\$5,144,000
5000 - Capital Outlay	\$1,613,400
6000 - Debt Service	\$0
7000 - Other Objects	\$212,077
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,794,314</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	<u>\$10,166,196</u>
Total Debt Services Fund Appropriations	<u>\$10,386,196</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$3,000</u>
Total Building and Repair Fund Appropriations	<u>\$8,051,000</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$10,500
3000 - Purchased Services	\$1,000,000
5000 - Capital Outlay	\$5,794,500
7000 - Miscellaneous	<u>\$20,000</u>
Total Taxable Construction Fund Appropriations	<u>\$6,825,000</u>

Total All Funds Appropriations **\$65,056,510**

It is recommended that the Board approve the Temporary Appropriation for 2023 for the General Fund in the amount of \$39,794,314, the Debt Service Fund in the amount of \$10,386,196, the Building & Repair Fund in the amount of \$8,051,000, and the Taxable Construction Fund in the amount of \$6,825,00.

9. **EXECUTIVE DIRECTOR'S REPORT - INFORMATION**

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

-Year in Review: Rachel Gut and Jeffrey Trzeciak

The Executive Director will introduce new manager-level staff:

- Dave Hicks, Public Services Director, and Interim Deputy Executive Director
- Bill McIntire, Public Services Director
- Adam Schwiebert, Government Relations and Advocacy Director
- Caitlin Wissler, Public Services Director

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

- Project budget update
- Facilities progress and upcoming milestones

11. LIBRARY AIDE AND SUBSTITUTE WAGE RATES - ACTION

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2023**

Current Rate	\$10.50	\$10.75	\$11.18
New Rate	\$11.00	\$11.25	\$11.68

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2023**

Grade	Minimum	Maximum
Sub 01	\$10.59	\$12.65
Sub 02	\$10.90	\$13.01
Sub 03	\$11.24	\$13.43
Sub 04	\$11.64	\$13.89
Sub 05	\$12.16	\$14.52
Sub 06	\$12.69	\$15.14
Sub 07	\$13.33	\$15.92
Sub 08	\$14.06	\$16.78
Sub 09	\$14.85	\$17.73
Sub 10	\$15.81	\$18.88
Sub 11	\$16.87	\$20.14
Sub 12	\$18.14	\$21.65

Professional Offset \$1.97

The Executive Director recommends approval of the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 1, 2023.

12. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Holihan, Mr. Jackson and Ms. Isom to serve as the chair for the ad hoc nominating committee in order to present a 2023 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2022. Additionally, the nominating committee will put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2023.

The Board President should seek nominations from the floor prior to the election.

Traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. Surety bonds for these

two officers in the amount of \$25,000 will need to be authorized by the Board. The Executive Director recommends Trustees approval to authorize securing the recommended surety bonds.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 25, 2023 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:

Claudine Bennett, External Relations Manager, External Relations, Debi Chess, External Relations and Development Director, External Relations, Adam Schwiebert, Government Relations Advocacy Director, External Relations, and Jeffrey Trzeciak, Executive Director, Executive Administration to participate in the “Ballot Issues Workshop” webinar being sponsored by OLC on November 29, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Adulting in the Library: Teaching Life Skills to Teens” webinar sponsored by ALA beginning January 2, 2023 and ending February 12, 2023. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

Blair Hayes, Information Services Assistant, Southeast Branch Library, to attend the “ServSafe PIC Training” on-demand webinar. It is further recommended that the registration in the amount of \$22.00 be reimbursed by the Board.

Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “ALA LibLearn X” sponsored by ALA and being held in New Orleans, LA, from January 27, 2023 until January 30, 2023. It is further recommended that registration in the amount of \$380.00, airfare in the amount of \$626.00, mileage in the amount of \$72.00, lodging in the amount of \$1,080.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Ballot Issues Workshop” sponsored by OLC and held in Dublin, OH on November 29, 2022. It is further recommended that registration in the amount of \$65.00 and mileage in the amount of \$91.00 be reimbursed by the Board.

Holly Richards, Collection Development Director, Collection Development, to attend “Digipalooza” being sponsored by Overdrive in Cleveland, OH on August 9, 2023 through August 11, 2023. It is further recommended that registration in the amount of \$249.00, mileage in an amount not to exceed \$265.00, parking in an amount not to exceed \$70.00, and lodging in an amount not to exceed \$502.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Jasmine Clay, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective November 20, 2022 at the rate of \$19.00 per hour.

Jacob Crosen, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective December 4, 2022 at the rate of \$18.07 per hour.

Jay Eckley, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective December 4, 2022 at the rate of \$33.1731 per hour.

Sarah Fox, Patron Services Assistant, substitute, Grade Sub05, Miami-Township Branch Library, effective December 18, 2022 at the rate of \$11.69 per hour.

Melissa Kreitzer, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective December 18, 2022 at the rate of \$13.52 per hour.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, full-time, Grade S12, effective December 4, 2022, at the rate of \$52.8846 per hour.

Kristi Ross, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective December 4, 2022 at the rate of \$24.51 per hour.

Shannon Schilling, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective December 4, 2022 at the rate of \$27.4038 per hour.

Alexandra Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective November 20, 2022 at the rate of \$18.07 per hour.

Sharron Williams, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective November 20, 2022 at the rate of \$13.52 per hour.

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

Angela Jones, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, effective December 18, 2022 at the rate of \$33.2721 per hour.

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

Keress Weidner, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, effective December 4, 2022 at the rate of \$18.07 per hour.

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

David Hicks, Public Services Director, full-time, Grade S11, Public Services, from Interim Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources, effective December 18, 2022 at the rate of \$41.7370 per hour.

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

Marla Bremer, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, effective November 10, 2022 for 25 hours for illness.

Keress Weidner, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 27, 2022 for 32 hours for vacation.

It is recommended that the following **Promotion** accepted:

Danielle Oh, Information Services Assistant (Tech Emphasis), full-time, Grade 08, West Carrollton Branch Library, from Senior Patron Services Assistant, full-time, Grade 05,

West Carrollton Branch Library, effective December 4, 2022 at the rate of \$18.07 per hour.

William McIntire, Public Services Director, full-time, Grade S11, Public Services, from Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 18, 2022 at the rate of \$41.7370 per hour.

Jeanette Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, from Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective December 18, 2022 at the rate of \$13.52 per hour.

Caitlin Wissler, Public Services Director, full-time, Grade S11, Public Services, from Staff Development Manager, full-time, Grade S07, Human Resources, effective December 18, 2022 at the rate of \$41.7370 per hour.

Melissa Zimmerman, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, from Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective January 1, 2023 at the rate of \$27.8779 per hour.

It is recommended that the following **Resignation** be accepted:

Elesa Davis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 1, 2022.

Rebecca Haflich, Information Services Assistant, substitute, Grade Sub08, Youth Services, Main Library, effective December 1, 2022.

Maeghan Keck, Teen Services Librarian, full-time, Grade 11, Youth Services, Main Library, effective November 25, 2022.

Karah Power, Main Youth Services Manager, full-time, Grade S08, Youth Services, effective December 16, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 21, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Carl Kennebrew
David Williamson, Shannon Isom, Sara Woodhull

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina 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 Mr. Kennebrew, seconded by Ms. Isom, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the minutes of the Board meeting of November 16, 2022 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Isom, seconded by Mr. Kennebrew, 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:

Claudine Bennett, External Relations Manager, External Relations, Debi Chess, External Relations and Development Director, External Relations, Adam Schwiebert, Government Relations Advocacy Director, External Relations, and Jeffrey Trzeciak, Executive Director, Executive Administration to participate in the “Ballot Issues Workshop” webinar being sponsored by OLC on November 29, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Adulting in the Library: Teaching Life Skills to Teens” webinar sponsored by ALA beginning January 2, 2023 and ending February 12, 2023. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

Blair Hayes, Information Services Assistant, Southeast Branch Library, to attend the “ServSafe PIC Training” on-demand webinar. It is further recommended that the registration in the amount of \$22.00 be reimbursed by the Board.

Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “ALA LibLearn X” sponsored by ALA and being held in New Orleans, LA, from January 27, 2023 until January 30, 2023. It is further recommended that registration in the amount of \$380.00, airfare in the amount of \$626.00, mileage in the amount of \$72.00, lodging in the amount of \$1,080.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Ballot Issues Workshop” sponsored by OLC and held in Dublin, OH on November 29, 2022. It is further recommended that registration in the amount of \$65.00 and mileage in the amount of \$91.00 be reimbursed by the Board.

Holly Richards, Collection Development Director, Collection Development, to attend “Digipalooza” being sponsored by Overdrive in Cleveland, OH on August 9, 2023 through August 11, 2023. It is further recommended that registration in the amount of \$249.00, mileage in an amount not to exceed \$265.00, parking in an amount not to exceed \$70.00, and lodging in an amount not to exceed \$502.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Jasmine Clay, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective November 20, 2022 at the rate of \$19.00 per hour.

Jacob Crosen, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective December 4, 2022 at the rate of \$18.07 per hour.

Jay Eckley, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective December 4, 2022 at the rate of \$33.1731 per hour.

Sarah Fox, Patron Services Assistant, substitute, Grade Sub05, Miami-Township Branch Library, effective December 18, 2022 at the rate of \$11.69 per hour.

Melissa Kreitzer, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective December 18, 2022 at the rate of \$13.52 per hour.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, full-time, Grade S12, effective December 4, 2022, at the rate of \$52.8846 per hour.

Kristi Ross, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective December 4, 2022 at the rate of \$24.51 per hour.

Shannon Schilling, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective December 4, 2022 at the rate of \$27.4038 per hour.

Alexandra Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective November 20, 2022 at the rate of \$18.07 per hour.

Sharron Williams, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective November 20, 2022 at the rate of \$13.52 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Angela Jones, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, effective December 18, 2022 at the rate of \$33.2721 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Keress Weidner, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, effective December 4, 2022 at the rate of \$18.07 per hour.

CHANGE IN POSITION

David Hicks, Public Services Director, full-time, Grade S11, Public Services, from Interim Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources, effective December 18, 2022 at the rate of \$41.7370 per hour.

LEAVE WITHOUT PAY

Marla Bremer, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, effective November 10, 2022 for 25 hours for illness.

Keress Weidner, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 27, 2022 for 32 hours for vacation.

PROMOTION

Danielle Oh, Information Services Assistant (Tech Emphasis), full-time, Grade 08, West Carrollton Branch Library, from Senior Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective December 4, 2022 at the rate of \$18.07 per hour.

William McIntire, Public Services Director, full-time, Grade S11, Public Services, from Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 18, 2022 at the rate of \$41.7370 per hour.

Jeanette Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, from Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective December 18, 2022 at the rate of \$13.52 per hour.

Caitlin Wissler, Public Services Director, full-time, Grade S11, Public Services, from Staff Development Manager, full-time, Grade S07, Human Resources, effective December 18, 2022 at the rate of \$41.7370 per hour.

Melissa Zimmerman, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, from Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective January 1, 2023 at the rate of \$27.8779 per hour.

RESIGNATION

Elesa Davis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 1, 2022.

Rebecca Haflich, Information Services Assistant, substitute, Grade Sub08, Youth Services, Main Library, effective December 1, 2022.

Maeghan Keck, Teen Services Librarian, full-time, Grade 11, Youth Services, Main Library, effective November 25, 2022.

Karah Power, Main Youth Services Manager, full-time, Grade S08, Youth Services, effective December 16, 2022.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Margaret Castillo, Children Services Librarian, Southeast Branch Library, in order to attend

the Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

The Board approved the Tuition Reimbursement Agreement between the Board and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, in order to attend the Kent State University, School of Information.

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 Program Guidelines:

Margaret Castillo, Children Services Librarian, Southeast Branch Library, for the course “Methods Information Profession”, Indiana-University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,569.48 and the course “Tools and Techs for Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,569.48, for a total of \$3,138.96.

Amber Cristafaro, Early Literacy Coordinator, Youth Services, for the course “Leadership in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Youth Literature in the Digital Realm”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

BURKHARDT DP&L EASEMENT AGREEMENT

The Board approved the request from Dayton Power and Light for a 10 foot right of way and easement for the Burkhardt property. The proposed easement will not impact the library’s use of the property.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association, addressed the Board with concerns over recent safety issues at Main, as well as the decision to relocate the Teen Area in Main. She requests greater cooperation with front-line staff moving forward.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for November 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
11/4/2022	RE Tax Settlement	\$1,305,074.87	\$679,937.69	\$625,137.18	Debt Service

11/10/2022	RE Tax Settlement	\$7,634.30	\$4,005.34	\$3,628.96	Debt Service
11/14/2022	PLF	\$1,610,283.37	\$1,610,283.37	-	-

Total	\$2,922,992.54	\$2,294,226.40	\$628,766.14
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On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the November 2022 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2022 APPROPRIATION RESOLUTION

Christina Sanders, Fiscal Officer, told Trustees that it would be necessary to amend the 2022 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Mr. Williamson, seconded by Ms. Holihan, the following amended appropriation allocations for fiscal year ending December 31, 2022:

General Fund	Current Budget w/Carryover	Amended Budget w/Carryover	Amount Changed
1000 – Salaries & Benefits	\$25,379,500	\$23,329,500	\$(2,050,000)
2000 – Supplies	\$915,286	\$915,286	\$0
3000 - Purchased Services	\$6,767,869	\$7,767,869	\$1,000,000
4000 - Library Materials & Information	\$4,791,765	\$5,091,765	\$300,000
5000 - Capital Outlay	\$1,277,219	\$1,977,219	\$700,000
7000 - Other Objects	\$186,292	\$236,292	\$50,000
9000 - Transfer to other funds	\$0	\$0	\$0
Total	<u>\$39,317,931</u>	<u>\$39,317,931</u>	<u>\$(0)</u>
<u>Debt Service Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed
3000 - Purchased Services	\$220,000	\$220,000	\$ 0
6000 - Debt Service	<u>\$10,293,885</u>	<u>\$10,293,885</u>	<u>\$0</u>
Total	<u>\$10,513,885</u>	<u>\$10,513,885</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	Current Appropriation	Amended Appropriation	Amount Changed

3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$10,500	\$10,500	\$0
3000 - Purchased Services	\$2,224,372	\$2,224,372	\$0
5000 – Capital Outlay	\$20,763,028	\$20,763,028	\$0
7000 – Other Objects	<u>\$2,100</u>	<u>\$2,100</u>	<u>\$0</u>
Total	<u>\$23,000,000</u>	<u>\$23,000,000</u>	<u>\$0</u>

Ayes: All
Nays: None

TEMPORARY 2023 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2023.

GENERAL FUND

1000 – Salaries & Benefits	\$24,173,963
2000 - Supplies	\$1,155,375
3000 - Purchased Services	\$7,495,499
4000 – Library Materials & Information	\$5,144,000
5000 - Capital Outlay	\$1,613,400
6000 - Debt Service	\$0
7000 - Other Objects	\$212,077
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,794,314</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	\$10,166,196
Total Debt Services Fund Appropriations	<u>\$10,386,196</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$3,000</u>

Total Building and Repair Fund Appropriations	<u>\$8,051,000</u>
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TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$10,500
3000 - Purchased Services	\$1,000,000
5000 - Capital Outlay	\$5,794,500
7000 - Miscellaneous	<u>\$20,000</u>
Total Taxable Construction Fund Appropriations	<u>\$6,825,00</u>

Total All Funds Appropriations	<u>\$65,056,510</u>
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On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved the Temporary Appropriation for 2023 for the General Fund in the amount of \$39,794,314, the Debt Service Fund in the amount of \$10,386,196, the Building & Repair Fund in the amount of \$8,051,000, and the Taxable Construction Fund in the amount of \$6,825,00.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new manager-level staff to the Board:

- Dave Hicks, Public Services Director, and Interim Deputy Executive Director
- Bill McIntire, Public Services Director
- Adam Schwiebert, Government Relations and Advocacy Director
- Caitlin Wissler, Public Services Director

Rachel Gut, Deputy Executive Director, shared a presentation highlighting the Library's 2022 Accomplishments.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Jayne Klose, Community Engagement Manager, updated the Board on the current building schedule. Northmont is 98% complete, the Grand Opening is scheduled for January 7, 2023, with normal service commencing 1/9/2023. Huber Heights is 69% complete, anticipated TCO is April.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library
Library Aide Pay Schedule**

Effective January 1, 2023

Current Rate	\$10.50	\$10.75	\$11.18
New Rate	\$11.00	\$11.25	\$11.68

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

DAYTON METRO LIBRARY

Substitute Pay Ranges

Effective January 1, 2023

Grade	Minimum	Maximum
Sub 01	\$10.59	\$12.65
Sub 02	\$10.90	\$13.01
Sub 03	\$11.24	\$13.43
Sub 04	\$11.64	\$13.89
Sub 05	\$12.16	\$14.52
Sub 06	\$12.69	\$15.14
Sub 07	\$13.33	\$15.92
Sub 08	\$14.06	\$16.78
Sub 09	\$14.85	\$17.73
Sub 10	\$15.81	\$18.88
Sub 11	\$16.87	\$20.14
Sub 12	\$18.14	\$21.65

Professional Offset \$1.97

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2023.

Ayes: All
Nays: None

NOMINATING COMMITTEE

At the November meeting the Board President appointed Ms. Holihan to serve as the chair for the ad hoc nominating committee in order to present a 2022 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented as follows:

Nolan Thomas – President
Jeanne Holihan – Vice President
Ronald Jackson – Secretary

The President asked if there were nominations from the floor and there were none.

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board elected the slate of officers as presented.

Ayes: All
Nays: None

President Thomas explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. He explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. The nominating committee put forth David Williamson's name to serve in this capacity.

On a motion by Mr. Kennebrew, seconded by Ms. Isom, the Board elected Mr. Williamson to serve as the 2023 liaison to the Foundation.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas thanked Library staff for their hard work and dedication during a difficult time.

Mr. Williamson asked for an update on the teen situation, which led to a discussion of the measures in place or in process, as well as the roots of the issue.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 25, 2023 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board adjourned at 5:20 p.m.

Ayes: All
Nays: None