

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2023, 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 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

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:

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course "Information Sources and Reference", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Selection and Acquisition of Library Materials", 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 December 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>
12/15/2022	RE Tax Settlement	1,746,524.00	1,746,524.00	-	-
				-	
	Total	1,746,524.00	1,746,524.00	-	

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 RATE - 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 2023.

9. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

The Executive Director will introduce the following new staff members to the Board:

- Deansai Myers, Human Resources and Organizational Development Director
- Lauren Tappel, Development Director
- Shannon Schilling, Assistant Branch Library Manager, Northwest Branch
- Melissa Zimmerman, Assistant Branch Library Manager, Huber Heights Branch

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

10. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. EQUITY, DIVERSITY AND INCLUSION BOARD RESOLUTION- ACTION

The Executive Director recommends the passage of the following Resolution:

We, the Board of Trustees of the Dayton Metro Library, affirm that equity, diversity, and inclusion (EDI) are mission-critical by passing this Board resolution. We are committed to addressing the ever-evolving needs of our diverse community, staff members, and volunteers by advancing inclusive excellence.

This effort includes (but is not limited to) a structural (re)examination of our organizational philosophy, strategic priorities, culture and climate, (re)allocation of resources, policies and practices, services models and programs, marketing and communications. More specifically, we will place an increased emphasis on the following objectives in the immediate future:

- Expand required EDI training for all staff with additional professional development for individuals in leadership positions.
- Establish workforce inclusion initiatives to recruit, retain, and advance diverse staff members and volunteers, while cultivating spaces and support systems for belonging.
- Enhance collection diversity efforts to ensure our materials reflect the interests of the multicultural communities we serve, while attracting new patrons and developing readers.
- Expand programs that are culturally-relevant and responsive to community needs.
- Leverage technological resources for digital equity, and invest in automated functions to support the tracking of recruitment, retention, and promotion of diverse staff members.
- Develop an EDI scorecard to track and regularly report EDI progress.
- Expand supplier diversity efforts and establish procurement pathways.
- Enhance staffing capacity and organizational collaboration to support EDI efforts.
- Establish EDI training opportunities for volunteers, Board of Directors, Foundation Board of Directors, Friends of the Library, and Safety and Protective Services officers.
- Continuously monitor and revise policies that govern our public services and create barriers for patrons, staff members, or volunteers.

Our promise is to uphold the Library’s core value of access for all by advancing equity and social justice. This includes an unwavering commitment to systematically marginalized populations, communities, and neighborhoods, while continuously examining our role in perpetuating systems of injustice.

To that end, we uphold standards of the American Library Association’s Bill of Rights in high esteem to protect intellectual freedom and to establish the Dayton Metro Library as a book sanctuary. We also assert that it is our obligation as a publicly-funded library to ensure that Children Have the Right to Read.

We will continue to stay abreast of legislative trends and commit to working closely with our elected officials in advocacy roles.

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 15, 2023 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:

Josh Ashworth, IT Services Director, IT Services, to attend “Ohio Information Security Conference” being sponsored by Technology First and held in the Sinclair Ponitz Center on March 1, 2023. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Colorado Antiquarian Book Seminar” being sponsored by Antiquarian Book Seminars and held in Northfield, MN from July 9 until July 14, 2023. It is further recommended that registration in the amount of \$1,750.00, airfare in the amount of \$690.00, ground transportation in the amount of \$110.00, lodging in the amount of \$500.00, and meals in the amount of \$300.00 be reimbursed by the Board.

Katie DePew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Responding to Uncomfortable Situations in the Library” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Katie DePew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Becoming Good Library Ambassadors” webinar being sponsored by NEO on January 19, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$60.00, airfare in the amount of \$225.00, ground transportation in the amount of \$110.00, parking in the amount of \$60.00, lodging in the amount of \$2,600.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, to attend “Summer Planning Conference 2023” being sponsored by SWON Library and held in the Children’s Theatre of Cincinnati on January 19, 2023. It is further recommended that registration in the amount of \$20.00, and mileage in the amount of \$69.43 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$535.00, airfare in the amount of \$400.00, ground transportation in the amount of \$110.00, lodging in the amount of \$2,600.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “Life in the Fast Lane” being sponsored by OHPELRA in Lewis Center, OH from February 5 through February 7, 2023. It is further recommended that registration in the amount of \$399.00, mileage in the amount of \$116.38, parking in the amount of \$30.00, and lodging in the amount of \$165.00 be reimbursed by the Board.

Robert Owens, Assistant Branch Library Manager, Southeast Branch Library, to participate in the “Coaching Skills for Library Leaders: Confident Conversations for Staff Development, Improvement, and Change” webinar being sponsored by ALA on January 26, 2023. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Austin Bearinger, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northwest Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Tracy Borders, Information Services Assistant, 4/5-time, Grade 08, Huber Heights Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Katie DePew, Information Services Assistant, Grade 08, full-time, Miamisburg Branch Library, effective January 1, 2023 at the rate of \$18.07 per hour.

Paulette Floyd, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective January 1, 2023 at the rate of \$13.52 per hour.

Johnathan Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 15, 2023 at the rate of \$19.00 per hour.

Kevin Jones, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 15, 2023 at the rate of \$19.00 per hour.

Rod Keeton, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 1, 2023 at the rate of \$19.00 per hour.

Laurel Spangler, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 1, 2023 at the rate of \$13.52 per hour.

Lauren Tappel, Development Director, full-time, Grade S08, External Relations, effective January 1, 2023 at the rate of \$36.0577 per hour.

Jacqueline Turner, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective January 1, 2023 at the rate of \$13.52 per hour.

Carol Williamson, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective January 15, 2023 at the rate of \$14.06 per hour.

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

Nawal Hijazi, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant (Technology

Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, effective January 23, 2023 at the rate of \$18.07 per hour.

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

Janice Williams, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Information Services Assistant, Substitute, Grade Sub08, Outreach Services, effective January 15, 2023 at the rate of \$15.80 per hour.

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

Claire Watson, Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 12, 2023 at the rate of \$15.95 per hour.

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

David Hicks, Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, from Public Services Director, full-time, Grade S11, Public Services, effective January 1, 2023 at the rate of \$61.5072 per hour.

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

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective January 5, 2023 for 55 days for personal reasons.

Keress Weidner, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 27, 2022 for 24 hours for vacation.

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

Megs Francis, Staff Development Manager, full-time, Grade S07, Human Resources, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective January 29, 2023 at the rate of \$26.4423 per hour.

Rebecca Powell, Human Resources Assistant, full-time, Grade CE4, Human Resources, from Patron Services Assistant, full-time, Grade 05, Patron Services, effective February 12, 2023 at the rate of \$19.84 per hour.

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

Ray Meade, Information Services Assistant, substitute, Grade Sub08, Information Services, effective January 19, 2023.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective January 7, 2023.

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

Paul Brown, Patron Services Assistant, 2/5-time, Grade 05, Northmont Branch Library, effective December 9, 2022.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, effective December 12, 2022.