

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 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 January 25, 2023 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.

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 2023 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>
1/13/2023	PLF	\$1,652,003.18	\$1,652,003.18	-	
1/27/2023	RE Tax Receipts	\$378,761.77	\$204,159.98	\$174,601.79	Debt Service
Total		\$2,030,764.95	\$1,856,163.16	\$174,601.79	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will introduce the following new managers to the Board:

- Jay Eckley, Accounting Manager
- Megs Francis, Staff Development Director
- Angela Jones, Vandalia Branch Manager
- Luke Lawson, Protective Services Manager

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

- Black History Month Programming –Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Mariah Johnson, Cultural Programming Manager, and Angel Curry, Information Services Assistant and Chair of the Black Heritage Committee
- ODE Grant Update-Cindy Woodruff, Homework Help Manager
- Teen Services Update- Allison Knight, Youth Services Director

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. RESOLUTION DECLARING DAYTON METRO LIBRARY AND ALL BRANCHES BOOK SANCTUARIES- ACTION

The Executive Director recommends that the Board approve the following Resolution:

Whereas Dayton Metro Library recognizes that the Library has a responsibility to protect and promote the patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter the viewpoint of the author, creator, or selector;

Whereas the Library provides informational, recreational, and educational support to a diverse population, and the Board of Trustees directs that the Library be inclusive rather than exclusive in developing its collections;

Whereas the Library will provide access to information across the broadest spectrum of disciplines and points of view without directly or indirectly banning or censoring any material that otherwise meets the stipulations of Library policy;

Whereas the Library recognizes that Library users make their own choices as to what materials they will use based on individual interests and concerns and that the Library should not exclude materials on the grounds that they may be deemed offensive by others or inappropriate for children;

Whereas the Library’s collection is available to all in the community with decisions about the suitability of any materials for minor children being the responsibility of their parents or legal guardians; and

Whereas the Library assumes no responsibility for restricting any patron’s access to items in the collection; now, therefore, be it

Resolved, that on the fifteenth day of February, two thousand twenty-three, the Members of the Board of Trustees of the Dayton Metro Library formally designate Dayton Metro Library and all its Branches as Book Sanctuaries; and

Be it Further Resolved, that the Dayton Metro Library will collect and ensure access to endangered Library materials, and protect Library materials from bans and censorship.

10. DISPOSAL OF LIBRARY FURNITURE THAT IS BEYOND REPAIR- ACTION

The Board of Trustees authorizes the Facilities staff of Dayton Metro Library to dispose of furniture that has been broken beyond repair or soiled beyond use or public resale by

transporting the items to the Montgomery County Solid Waste facility. This action requires the agreement of both the Facilities Manager or Maintenance Manager and a Public Service Director that an item should be disposed of rather than cleaned, repaired, or offered for public sale.

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, March 15, 2023 at 4:00 p.m. in the Community Room at the Main Library.

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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in “Spanish for Librarians” on-demand self-paced webinar being sponsored by University of Wisconsin. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Lauren Tappel, Development Director, External Relations, to attend “Ask the Foundations” being sponsored by Miami Valley Nonprofit Collaborative and held in Montgomery County Business Solutions Center on February 24, 2023. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Amber Cristafaro, Early Literacy Coordinator, Youth Services, to attend “OLC Youth Services Conference” being sponsored by OLC and held in Salt Fork Park Lodge and Conference Center in Cambridge, OH, on March 30, 2023. It is further recommended that mileage in the amount of \$218.77 and registration in the amount of \$150.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, IT, to attend “Computers in Libraries 2023” being sponsored by Information Today in Arlington, VA, from March 27 through March 30, 2023. It is further recommended that registration in the amount of \$849.00, airfare in the amount of \$453.36, lodging in the amount of \$1,188.66, and meals in the amount of \$240.00 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 \$30.65, ground transportation in the amount of \$110.00, parking in the amount of \$60.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in the Library Setting” 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 Indoe, Programming Assistant, Youth Services, to attend “Solar Eclipse for Libraries Workshop” being sponsored by SEAL and held in the State Library of Ohio on March 14, 2023. It is further recommended that registration in the amount of \$93.15 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 \$956.40, ground transportation in the amount of \$110.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Hannah Priebe, Information Services Assistant, Vandalia Branch Library, and Tom Underwood, Information Services Assistant, Vandalia Branch Library, to participate in “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from March 22 to March 23, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Holly Richards, Collection Development Director, Collection Development, to participate in “Equity, Diversity, and Inclusion in Cataloging and Technical Services” webinar being sponsored by Amigos Library Services on February 8, 2023. It is further recommended that registration in the amount of \$249.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Library Safety Summit” being sponsored by Library Journal and held in Columbus Metropolitan Library from April 27 to April 28, 2023. It is further recommended that registration in the amount of \$300.24, mileage in the amount of \$93.01, lodging in the amount of \$752.95, and meals in the amount of \$60.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 12, 2023 at the rate of \$15.64 per hour.

Janice Kohn, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective January 29, 2023 at the rate of \$14.06 per hour.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective January 29, 2023 at the rate of \$28.8462 per hour.

Serenity West, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$14.06 per hour.

Ada Wood, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective January 29, 2023 at the rate of \$14.06 per hour.

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

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, from Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, effective January 29, 2023 at the rate of \$18.44 per hour.

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

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective February 12, 2023 from Information Services Librarian, full-time, Grade 11, Information Services, at the rate of \$29.80 per hour.

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

Katie DePew, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective February 2, 2023 for 6.76 hours for illness.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 10, 2023 for 48 hours for personal reasons.

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

Andrea Atkinson, Information Services Librarian, Substitute, Grade Sub11, Cataloging, effective September 23, 2022.

Nancy Bruck, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective December 23, 2022.

Judy Campbell-White, Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 28, 2022.

Kevin Jones, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 25, 2023.

Rod Keeton, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 26, 2023.

Deneka Lemaster, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective August 26, 2022.

Eileen O'Connor-Ramsey, Information Services Librarian, Substitute, Grade Sub11, New Lebanon Branch Library, effective August 25, 2022.

Tory Tomlinson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 3, 2023.

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

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, effective February, 24, 2023.

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

Melissa Kreitzer, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 10, 2023.