

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2023, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, David Williamson
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 4:01 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. Holihan, 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. Holihan, the minutes of the Board meeting of December 21, 2022 were approved by the Board.

Ayes: All
Nays: None

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

The Board authorized 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

CHANGE IN LOCATION

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.

CHANGE IN HOURS, CHANGE IN POSITION

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.

CHANGE IN HOURS, CHANGE IN LOCATION

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.

INTERIM CHANGE IN POSITION

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.

LEAVE WITHOUT PAY

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TERMINATION

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.

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:

Camyl 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.

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 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>
12/15/2022	RE Tax Settlement	1,746,524.00	1,746,524.00	-	-
Total		1,746,524.00	1,746,524.00	-	-

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

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.

The Dayton Society of Natural History sent a letter explaining that this funding would be allocated to digitize their collections. This letter was sent in response to a Board request to ensure that this funding is aligned with the Dayton Metro Library mission. Similar letters are to be expected before approval of this continued funding each year.

On a motion by Mr. Jackson, seconded by Mr. Williamson, 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 Ms. Holihan, seconded by Mr. Williamson, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2023 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave an update on some strategic initiatives, with an emphasis on evaluating library services compared with 2019, the final full year before services were impacted by the coronavirus pandemic.

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 successfully opened January 7, 2023, leaving Huber Heights as the final unfinished project. Huber Heights is 75% complete, with an anticipated TCO of April 2023.

EQUITY, DIVERSITY AND INCLUSION BOARD RESOLUTION

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, presented and explained the following Resolution to the Board:

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.

On a motion by Ms. Holihan, seconded by Ms. Woodhull, the Equity, Diversity and Inclusion Resolution was approved by the Board.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated the Library on the successful Grand Opening of the Northmont Branch, and thanked all involved staff.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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.

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. Woodhull, the Board went into Executive Session. A roll call vote was taken as follows:

Ms. Woodhull, Aye
Mr. Williamson, Aye
Ms. Holihan, Aye
Mr. Thomas, Aye
Mr. Jackson, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:06 p.m. and returned to open session at 5:58 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.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Woodhull, the Board adjourned at 5:58 p.m.

Ayes: All

Nays: None