

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 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 February 15, 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 February 2023 is included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
Date	Source	Amount	Use in Operations	Investment	Where
2/3/2023	RE Tax Receipts	964,187.01	520,344.05	443,842.96	Debt Service
2/10/2023	RE Tax Receipts	1,477,071.88	797,730.97	679,340.91	Debt Service
2/14/2023	PLF	1,924,091.80	1,924,091.80	-	
2/17/2023	RE Tax Receipts	1,720,672.39	925,862	794,810.69	Debt Service
2/24/2023	RE Tax Receipts	3,410,745	1,847,491	1,563,253.97	Debt Service
	Total	9,496,768.49	6,015,519.96	3,481,248.53	

7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2023 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, 2023, 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 2023

GENERAL FUND

1000 - Salaries and Benefits	\$24,332,863
2000 – Supplies	\$1,155,375
3000 - Purchased Services	\$7,358,484
4000 - Library Materials & Information	\$5,144,000
5000 - Capital Outlay	\$1,774,400
6000 - Debt Service	\$0
7000 - Other Objects	\$212,077
8000 – Contingency	\$0
9000 - Transfers to other funds	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,977,199</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,166,196</u>
Total Debt Service Fund Appropriations	<u>\$10,386,196</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	\$ 5,000
3000 - Purchased Services	\$500,000
5000 - Capital Outlay	\$5,270,000
7000 - Miscellaneous	<u>\$5,000</u>
Total Taxable Construction Fund Appropriations	<u>\$5,780,000</u>

Total All Funds Appropriations \$64,194,395

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

8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- House Bill 1- Adam Schwiebert
- Theft of Library Materials- Holly Richards
- Proposed shuttle service for West Branch Library-Jeffrey Trzeciak

The Executive Director will introduce Christian Elder, Youth Services Manager.

9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

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, April 19, 2023 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:

Debi Chess, External Relations and Development Director, External Relations, to attend “International Public Library Fundraising Conference” being sponsored by IPLF and held in Austin, TX from June 11, 2023 through June 13, 2023. It is further recommended that registration in the amount of \$254.68, airfare in the amount of \$463.60, ground transportation in the amount of \$48.70, parking in the amount of \$40.00, and lodging in the amount of \$1,221.43 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Course for Nonprofit Leaders” being sponsored by the Mathile Foundation and held in Tipp City, OH from February 21, 2023 through February 22, 2023. Registration for this event has been covered by the Mathile Foundation, but it is recommended that mileage in the amount of \$38.00 each be reimbursed by the Board.

Jasmine Clay, Officer, Safety and Protective Services, and Johnathan Johnson, Officer, Safety and Protective Services, to attend “Adult First Aid/CPR/AED-BL-r.21” sponsored by American Red Cross and held in Dayton, OH on March 23, 2023. It is further recommended that registration in the amount of \$97.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Innovative User’s Group Conference 2023” being sponsored by IUG and held in Phoenix, AZ from May 10, 2023 until May 13, 2023. It is further recommended that registration in the amount of \$400.00 each, airfare in the amount of \$570.71 each, ground transportation in the amount of \$57.60 each, parking in the amount of \$50.00 each, and lodging in the amount of \$963.60 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Fundamentals of Collection Assessment 2023- Session 2.0” webinar being sponsored by ALA-Core beginning March 27, 2023 and ending May 5, 2023. It is further recommended that registration in the amount of \$224.10 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Increasing Confidence as an In-Charge Person” webinar being sponsored by Northeast Ohio Regional Library System on March 28, 2023. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Queer Theory Crash Course: Strategies to Resist Anti-LGBTQIA+ Policy” webinar being sponsored by Library Journal on April 18, 2023. It is further recommended that registration in the amount of \$84.99 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Serving Deaf Patrons in the Library” webinar being sponsored by ALA and held March 22, 2023. It is further recommended that registration in the amount of \$116.10 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Marketing and Outreach Strategies to Engage Your Community” webinar being sponsored by Library Journal beginning March 23, 2023 and ending April 6, 2023. It is further recommended that registration in the amount of \$231.99 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, and Cheryl Weaver, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in Library Settings” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Reference Interview 101” webinar being sponsored by RUSA beginning April 4, 2023 and ending May 12, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Business Reference 101” webinar being sponsored by RUSA beginning May 22, 2023 and ending June 9, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Angela Cross, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective March 12, 2026 at the rate of \$14.06 per hour.

Sarah Hipple, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective March 12, 2023 at the rate of \$18.84 per hour.

AJ Schwab, Systems Technician, full-time, Grade 08, Information Technology Services, effective March 26, 2023 at the rate of \$18.07 per hour.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective March 12, 2023 at the rate of \$18.07 per hour.

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

Sharon Zellner, Patron Services Assistant, 3/5-time, Grade 05, Southeast Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Southeast Branch Library, effective February 26, 2023 at the rate of \$16.52 per hour.

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

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Miamisburg Branch Library, effective March 12, 2023 at the rate of \$21.52 per hour.

It is recommended that the following **Hay Reclassification** be accepted:

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, from Collection Development Director, full-time, Grade S11, Collection Development, effective February 26, 2023 at the rate of \$47.7774 per hour.

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

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 27, 2023 for 48 hours for medical reasons.

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 24, 2023 for 8 hours for illness.

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, Main Library, effective February 17, 2023 for 8 hours for illness.

Moneeka Stanifer, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective May 30, 2023 for 16 hours for personal reasons.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 20, 2023 for 8 hours for personal reasons.

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

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$29.1712 per hour.

Janelle Wood, Information Services Assistant, 3/5-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$24.02 per hour.

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

Rebecca Calfe, Floating Manager, full-time, Grade S09, Public Services, from Information Services Librarian, full-time, Grade 11, Information Services, effective March 12, 2023 at the rate of \$33.2721 per hour.

Amanda Feuerstein, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

Jesse Lawhead, Information Services Assistant (Technology Emphasis), full-time, Grade S08, Electra C. Doren, from Information Services Assistant, substitute, Grade Sub11, Information Services, effective February 26, 2023 at the rate of \$18.07 per hour.

Moneeka Stanifer, Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, from Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

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

Angie Cotton, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2023, after more than 39 years of service.

Tonya Cross, Information Services Assistant, full-time, Grade 08, Information Services, effective March 31, 2023, after more than 32 years of service.

Deborah Hathaway, Cataloging Manager, full-time, Grade S08, Cataloging, effective March 6, 2023, after more than 24 years of service.

Jeanne Waselewski, Patron Services Assistant, full-time, Grade 08, Patron Services, effective March 31, 2023, after more than 32 years of service.

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

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

David Hicks, Public Services Director, full-time, Grade S11, Public Services, Public Services Administration, from Deputy Executive Director, full-time, Grade S15, Executive Administration, effective March 5, 2023 at the rate of \$41.7370 per hour.