

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2023, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, David Williamson
Nolan Thomas, Sara Woodhull, 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. Jackson, seconded by Ms. Holihan, 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 Board meeting of January 25, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

CHANGE IN LOCATION

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.

INTERIM CHANGE IN LOCATION

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.

LEAVE WITHOUT PAY

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.

RESIGNATION

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.

RETIREMENT

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

TERMINATION

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Judge Barbara Gorman provided an update from the Dayton Metro Library Foundation. The Foundation donated over \$206,000 to DML in 2022, and the Foundation Board looks forward to crafting a new MOU with DML in the coming weeks. The Foundation added 5 new Board members in January. A Strategic Planning Retreat for the Foundation will soon be scheduled, to which David Williamson, DML’s Board liaison to the Foundation Board, shall be invited. The Foundation is looking to find ways to honor the Somers Fund’s intent to be used for the Kettering-Moraine branch, while also remaining mindful of the system at large. The Foundation reports that it is in excellent financial condition, and enjoyed a wildly successful appeal campaign.

Barbara Hayde, the Foundation Board’s liaison to the DML Board, plans to speak at the March 15, 2023 meeting with a further update.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2023 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>
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	

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the January 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update on library statistics and usage, as well as an overview of the methods the Library will use to address needs moving forward.

The Executive Director also introduced the following new managers: Jay Eckley, Accounting

Manager, Megs Francis, Staff Development Manager, Angela Jones, Vandalia Branch Library Manager, and Luke Lawson, Protective Services Manager.

Mariah Johnson, Cultural Programming Manager, and Angel Curry, Information Services Assistant, provided an update on the programs planned for Black History Month, as well as upcoming cultural programming initiatives.

Cindy Woodruff, Homework Help Manager, informed the Board that a recent Ohio Department of Education Grant will enable the Library to expand from 4 to 10 Homework Help Centers across the system, as well as enabling the Kindergarten Club which was piloted at the Miamisburg Branch to be implemented system-wide, starting in the summer of 2023. The grant runs until September 2024, and it is projected to impact over 8,900 students in Montgomery County. She thanked the Board and Administration for their support of the Homework Help initiative.

Allison Knight, Youth Services Director, provided a presentation detailing the rise of library usage amongst teens, who have helped drive the system's return to near pre-covid levels of circulation, programming and door counts. She also shared the lessons learned at the Southeast Branch, and the ways in which these are being implemented proactively across the system to foster safe and productive spaces for teens and other patrons.

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. Huber Heights is 80% complete, with an anticipated TCO of April 2023.

RESOLUTION ESTABLISHING DAYTON METRO LIBRARY AND ALL BRANCHES BOOK SANCTUARIES

The Executive Director recommended that the Board pass 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

On a motion by Mr. Williamson, seconded by Ms. Holihan, the Resolution Declaring Dayton Metro Library and all Branches Book Sanctuaries was approved by the Board.

Ayes: All
Nays: None

DISPOSAL OF LIBRARY FURNITURE THAT IS BEYOND REPAIR

The Executive Director recommended that the Board pass the following Board 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.

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, the Board action was approved by 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 15, 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 5:09 p.m.

Ayes: All
Nays: None