

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 17, 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 April 19, 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.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Keres Weidner, Information Services Assistant, Youth Services, in order to attend the Kent State University, School of Library and Information Science.

D. 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:

Amber Cristafaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children”, Kent State University, 3.0 credit hours, at accost of \$2,220.00, and the course “Master’s Portfolio in Library Information Science”, 1.0 credit hours, at a cost of \$740.00 for a total of \$2,960.00.

Keress Weidner, Information Services Assistant, Youth Services, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Reference Sources and Services for Youth”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, and the course “Engaging Teens”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00 for a total of \$6,432.00.

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course “Masters Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at cost of \$768.00, the course “Information Policy”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Copyright: Understanding User Rights and Responsibilities”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total cost of \$5,190.00.

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 April 2023 will be reviewed by the Fiscal Officer.

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>
4/10/2023	RE Tax Receipts	1,589,847.38	866,906.69	722,940.69	Debt Service
4/14/2023	PLF	1,332,190.26	1,332,190.26	-	
Total		2,922,037.64	2,199,096.95	722,940.69	

7. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Staff Introductions: Andrew Hiatt, Assistant Branch Manager, Vandalia Branch Library
- Performance Evaluations- Deansai Myers, Human Resources and Organizational Development Director

9. NEW BUSINESS

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 21, 2023, at 4:00 p.m. in the Community Room at the Main Library.

11. 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:

Claudine Bennett, External Relations Manager, External Relations, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Executive Administration, Jeff Reid, Collection Development Librarian, Technical Services, Holly Richards, Technical Services Director, Technical Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Conference and Expo 2023” sponsored by ALA and held in Chicago, IL on June 22, 2023 through June 27, 2023. It is further recommended that registration in the amount of \$385.00 each, airfare in the amount of \$460.00 each, ground transportation in the amount of \$120.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Kerry Brookshire, Safety and Protective Services Officer, Safety and Protective Services, Michael Collins, Safety and Protective Services Officer, Safety and Protective Services, and Jeremy Gonzaga, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by American Red Cross and held in Dayton Metro Library on May 25, 2023. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Community Webs Symposium,” sponsored by Community Webs and held in San Francisco, CA on May 23, 2023. There is no registration cost associated with this event. It is further recommended that airfare in the amount of \$795.00, ground transportation in the amount of \$86.00, parking in the amount of \$20.00, and lodging in the amount of \$247.52 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Increase Your Receptiveness to Feedback” webinar sponsored by Sinclair Sparks on May 11, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Employing Empathy in the Workplace” webinar sponsored by Sinclair Sparks on June 8, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Changing Your Mindset about Change” webinar sponsored by Sinclair Sparks on July 13, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, Tony McCleskey, Senior Patron Services Assistant, Patron Services, and Subrina Thompson, Senior Patron

Services Assistant, Patron Services, to participate in “Make the Most of Your Meetings: Facilitating 1:1’s and Staff Meetings” webinar sponsored by Sinclair Sparks on August 10, 2023. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Staying in Sync with Your Supervisor” webinar sponsored by Sinclair Sparks on September 14, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Banish Burnout: Keeping Yourself and Others Engaged” webinar sponsored by Sinclair Sparks on October 12, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Making Your Values Visible” webinar sponsored by Sinclair Sparks on November 9, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Megs Francis, Staff Development Manager, Human Resources, to participate in “Articulate Storyline Certificate” webinar sponsored by ATD on June 5, 2023 through June 6, 2023. It is further recommended that registration in the amount of \$1,875.00 be reimbursed by the Board.

Jaelyn Fulwood, Youth Experience Manager, Youth Services, and Tanela Hicks, Programming Manager, Youth Services, to participate in “Advancing Access for Library Customers with Sensory Needs” on-demand webinar sponsored by ALA. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Sandra George, Patron Services Assistant, Miamisburg Branch Library, and Cynthia Woodruff, Branch Library Manager, Miamisburg Branch Library, to participate in the “ServSafe” on-demand webinar sponsored by the Foodbank. There is no fee associated with this training.

Rachel Gut, Deputy Executive Director, Executive Administration, Christina Sanders, Fiscal Officer/Finance Director, Finance, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Southwest Ohio Trustee Dinner” sponsored by OLC and held in Wilmington, OH on April 20, 2023. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Mariah Johnson, Cultural Programming Manager, Youth Services, to participate in “Antiracism 201: Digging Deeper in Antiracist Library Culture” webinar sponsored by Library Journal on May 10 through May 24, 2023. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Angela Keltner, Special Collections Clerk, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Administrative Professionals Conference” sponsored by ASAP and held in Las Vegas, NV on October 22, 2023 through October 25, 2023. It is further recommended that registration in the

amount of \$1,595.00, airfare in the amount of \$763.27, ground transportation in the amount of \$36.00, parking in the amount of \$40.00, lodging in the amount of \$1,237.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Passive-Aggressive Behavior: Sources and Solutions” webinar sponsored by NEO-RLS on June 13, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Understanding Race and Racism” webinar sponsored by NEO-RLS on May 3, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Gabriela Varnson, Teen Services Librarian, Southeast Branch Library, to attend “Incorporating Yoga Into Children’s Programs” sponsored by SWON and held in Walnut Hills Branch Library, Cincinnati, OH. It is further recommended that registration in the amount of \$40.00, and mileage in the amount of \$67.34 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Kerry Brookshire, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Westly Davis, Accountant, full-time, Grade 11, Finance, effective May 21, 2023 at the rate of \$26.45 per hour.

Jeremy Gonzaga, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 7, 2023 at the rate of \$19.00 per hour.

Gloria Helton, Information Services Assistant, substitute, Grade Sub08, Information Services, effective May 7, 2023 at the rate of \$14.06 per hour.

Cassidy Kylin, Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective April 23, 2023 at the rate of \$14.06 per hour.

Courtney Motley, Patron Services Assistant, substitute, Grade Sub05, Patron Services, effective May 7, 2023 at the rate of \$12.16 per hour.

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

Beverly Barnes, Information Services Librarian, 3/5-time, Grade 11, West Carrollton Branch Library, from Information Services Librarian, 3/5-time, Grade 11, Information Services, effective May 21, 2023 at the rate of \$31.43 per hour.

Rhonda Brunn, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$22.86 per hour.

Landee Coats, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$20.71 per hour.

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Public Services Administration, from Workforce Development Manager, full-time, Grade S07, Information Services, effective May 7, 2023 at the rate of \$28.9330 per hour.

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, effective May 7, 2023 at the rate of \$29.80 per hour.

Dani Gustavich, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, from Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective April 23, 2023 at the rate of \$27.42 per hour.

Camille Hall, Business Services Specialist, full-time, Grade 12, Public Services Administration, from Business Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$23.55 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$14.30 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, from Nonprofit Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$26.35 per hour.

Lisa LaRichie, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$17.90 per hour.

Clinton Lowell, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Dan Raridan, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, from Patron Services Assistant, 3/5-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Shawna Woodard, Information Services Librarian, full-time, Grade 11, Northwest Branch Library, from Information Services Librarian, full-time, Grade 11, Special Collections, effective May 7, 2023 at the rate of \$34.08 per hour.

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

Kristina Richey, Information Services Librarian, full-time, Grade 11, Miami Township Branch Library, from LGBTQIA+ Services Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$27.40 per hour.

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

Molly Benson, Acquisitions Manager, full-time, Grade S07, Collection Development, from Acquisitions Manager, full-time, Grade S06, Collection Development, effective March 26, 2023 at the rate of \$25.6337 per hour.

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

Jennifer Dunnington, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective May 11, 2023 for 16 hours for personal reasons.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective May 2, 2023 for 21 hours for illness.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, West Branch Library, effective June 22, 2023 for 16 hours for personal reasons.

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

Thomas Everett, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, from Library Aide, Wilmington-Stroop Branch Library, effective May 7, 2023 at the rate of \$12.16 per hour.

Andrew Hiatt, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library from Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective May 21, 2023 at the rate of \$26.5019 per hour.

Emma Wade, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library from Information Services Assistant, Substitute, Grade Sub08, Miamisburg Branch Library, effective May 7, 2023 at the rate of \$15.64 per hour.

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

Christopher Aich, Patron Services Assistant, Substitute, Grade Sub05, Miamisburg Branch Library, effective September 16, 2022.

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective April 27, 2023.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective April 24, 2023.

Sarah Fox, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective January 26, 2023.

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, effective May, 5, 2023.

Adam Schwiebert, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective May 19, 2023.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective May 10, 2023.

Saundra Thomas, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective April 11, 2023.