

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Jeanne Holihan, Ronald Jackson, David Williamson
Nolan Thomas, Sara Woodhull, Carl Kennebrew, Shannon Isom

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 Ms. Woodhull, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew seconded by Ms. Holihan, the minutes of the Board meeting of February 15, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Isom, seconded by Mr. Jackson, 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Angela Cross, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective March 12, 2023 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.

CHANGE IN HOURS

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.

CHANGE IN LOCATION

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.

HAY RECLASSIFICATION

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

PROMOTION, CHANGE IN LOCATION

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.

RETIREMENT

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.

RETURN TO DESIGNATED POSITION

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.

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 February 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>
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
<u>Total</u>		<u>9,496,768.49</u>	<u>6,015,519.96</u>	<u>3,481,248.53</u>	

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

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was 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.

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the Board adopted 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** was taken as follows:

- Ms. Holihan: Aye
- Mr. Kennebrew: Aye
- Ms. Isom: Aye
- Mr. Williamson: Aye
- Ms. Woodhull: Aye
- Mr. Jackson: Aye
- Mr. Thomas: Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update on library programs and services, including the announcement of the receipt of a CareSource Grant to facilitate the creation of a shuttle service for the West Branch Library, intended to be in effect for 3 years until the implementation of a pedestrian overpass. This will be created in coordination with the city of Dayton and RTA, with DML serving as fiduciary agent for the project. Further details to come in April. He also discussed the measures in place to dissuade theft of library materials.

The Executive Director also introduced Christian Elder, the new Youth Services Manager.

Adam Schwiebert, Government Relations and Advocacy Director, provided an update on the proposed House Bill 1, which may affect Dayton Metro Library.

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 85% complete, with an anticipated TCO of April 7, 2023. The Grand Opening is tentatively scheduled for June 2, 2023.

NEW BUSINESS

President Thomas mentioned that he attended the recent Friends of the Library Booksale at the Burkhardt Branch Library, and thanked both the Friends and DML staff and volunteers for a well-run event.

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.

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) of the Ohio Revised Code to discuss employment of public employees.

Ms. Woodhull made a motion for the Board to enter into Executive Session, Mr. Williamson seconded.

A **roll call** vote was taken as follows:

Ms. Holihan: Aye
Mr. Kennebrew: Aye
Ms. Isom: Aye
Mr. Williamson: Aye
Ms. Woodhull: Aye
Mr. Jackson: Aye
Mr. Thomas: Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:55 p.m. and returned to open session at 6:06 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.

The President announced that the Board has had occasion to consider the job performance of the Executive Director over the last year. The Board has been happy to have him over the last year and they are pleased to report that the Director meets the Board's expectations.

On a motion by Mr. Thomas, seconded by Mr. Williamson, the Board approved a 4% increase to the Executive Director's salary, as well as a \$3,000.00 lump sum bonus, both effective March 26, 2023.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the Board adjourned at 6:07 p.m.

Ayes: All
Nays: None