

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 21, 2023, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Gil Rutledge, Commissioned Notary Public for the State of Ohio.

2. 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.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 17, 2023 meeting of the Board.

5. 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.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2023 are included in the Board packet.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
5/11/2023	RE Tax Receipts	8,109.17	4,322.15	3,787.02	Debt Service
5/12/2023	PLF	1,933,488.43	1,933,488.43	-	
5/12/2023	RE Tax Receipts	1,271,772.48	674,478.48	597,294.00	Debt Service

<b>Total</b>	<b>3,213,370.08</b>	<b>2,612,289.06</b>	<b>601,081.02</b>
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8. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Community Profiles and Engagement- Dave Hicks, Bill McIntire and Caitlin Wissler, Public Services Directors
- Summer Challenge 2023- Jaclyn Fulwood, Youth Experience Manager

The Executive Director will introduce the following new managers to the Board:

- Corrine “CJ” Carthell- Assistant Director of Equity, Diversity and Inclusion
- Joan Milligan- Cataloging Manager
- Cindy Woodruff- Miamisburg Branch Library Manager

9. CORRESPONDENCE- INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library to fulfill a seven-year term effective June 1, 2023 until May 31, 2030.

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, July 19, 2023 at 4:00 p.m. in the Community Room at the Main Library.

12. 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, to attend “Crisis PR-Plan, Practice, Communicate” being sponsored by PRSA and held in MCESC on June 14, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

CJ Carthell, Equity, Diversity and Inclusion Assistant Director, Equity Diversity and Inclusion, Megs Francis, Staff Development Manager, Human Resources, Luke Lawson, Protective Services Manager, Safety and Protective Services, Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Information Services, to attend “UD Dialogue Zone Institute” being sponsored by and held at the University of Dayton from August 2, 2023 through August 4, 2023. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Allison Dugan, Patron Services Manager, Patron Services, to participate in “Creating Safer Libraries: Foundations for Librarians and Frontline Staff” webinar being sponsored by LJ & SLJ on November 29, 2023. It is further recommended that registration in the amount of \$188.94 be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to attend “Library Facilities Conference” sponsored by OLC and held in Westerville, OH on July 19, 2023. It is further recommended that registration in the amount of \$300.00 be reimbursed by the Board.

Kaylea Gray, Teen Services Librarian, West Branch Library, and Steve Moser, Teen Services Librarian, Trotwood Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Conference” being sponsored by ABOS and held in Hershey, PA October 9, 2023 through October 11, 2023. It is further recommended that registration in the amount of \$375.00, mileage in the amount of \$586.88, parking in the amount of \$30.00, and lodging in the amount of \$800.00 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “Outreach and Special Services Retreat” being sponsored by OLC and held in Columbus, OH, on August 4, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Camille Hall, Business Services Specialist, Public Services Administration, to attend “OLC Facilities Conference” sponsored by OLC and held in Westerville, OH on July 19, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Luke Lawson, Protective Services Manager, Safety and Protective Services, and Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to

participate in “Online Library Safety Summit” webinar sponsored by LJ and SLJ on September 20, 2023. It is further recommended that registration in the amount of \$188.94 each be reimbursed by the Board.

Holly Richards, Technical Services Director, Technical Services, to attend “SWON Library Leadership Luncheon” sponsored by SWON and held in Cincinnati, OH on July 21, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Manga Crash Course” webinar sponsored by SLJ and held May 25, 2023. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$116.10 be reimbursed by the Board.

Sherry Walters, Patron Services Assistant, Patron Services, to participate in “Library De-escalation Training: A Crash Course” webinar sponsored by Library Journal and held October 18, 2023. It is further recommended that registration in the amount of \$79.94 be reimbursed by the Board.

Francine Wanczyk, Patron Services Assistant, Patron Services, to participate in “Banishing Burnout” webinar sponsored by Sinclair Sparks and held May 17, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

## B. PERSONNEL ACTIONS

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

Baraa Ali, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 13, 2023 at the rate of \$14.06 per hour.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective May 21, 2023 at the rate of \$36.0577 per hour.

Liz Hale, Homework Help Manager, full-time, Grade S07, Youth Services, effective June 18, 2023 at the rate of \$28.8462 per hour.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective June 4, 2023 at the rate of \$14.06 per hour.

Joan Milligan, Cataloging Manager, full-time, Grade S08, Cataloging, Technical Services, effective June 4, 2023 at the rate of \$31.2500 per hour.

Marcy Vaughn-Rose, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective June 18, 2023 at the rate of \$14.06 per hour.

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

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.68 per hour.

Gabriela Pickett, Newest American Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, from Newest American Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$26.35 per hour.

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

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance, effective May 15, 2023 for 5.23 hours for illness.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, West Carrollton Branch Library, effective May 21, 2023 for 6.7 hours for illness.

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

Etanna Adams, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective June 18, 2023 at the rate of \$16.11 per hour.

Phillip Dunlevy, Facilities Manager, full-time, Grade S09, Facilities, from Maintenance Manager, full-time, Grade S07, Facilities, effective June 4, 2023 at the rate of \$33.2721 per hour.

Jonathon Metcalf, Information Services Assistant, (Technology Emphasis), full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective June 4, 2023 at the rate of \$18.62 per hour.

Katherine Mullins, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, from Library Aide, Kettering-Moraine Branch Library, effective May 21, 2023 at the rate of \$14.06 per hour.

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

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 23, 2023.

Gloria Helton, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 12, 2023.

Shannon Schilling, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective June 9, 2023.

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

Mary Limbert, Supply Clerk, 4/5-time, Grade 04, Finance, effective August 3, 2023, after more than 42 years of service.