

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 19, 2023, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbooks will be administered to Library Board Members who were unable to attend the June Meeting by Gil Rutledge, Notary Public.

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 June 21, 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.

C. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants 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 Report for June 2023 is included in the Board packet.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Use in Operations</u></b>	<b><u>Investment</u></b>	<b><u>Where</u></b>
6/15/2023	PLF	1,947,751.98	1,947,751.98	-	
6/23/2023	RE Tax Advance	500,679.05	272,044.60	228,634.45	Debt Service
6/30/2023	RE Tax Advance	334,186.07	181,015.05	153,171.02	Debt Service

<b>Total</b>	<b>2,782,617.10</b>	<b>2,400,811.63</b>	<b>381,805.47</b>
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8. FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2024 - ACTION

The Montgomery County Budget Commission has scheduled the 2024 Tax Budget Allocation Meeting for Monday, August 28, 2023. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2024 County Budget Commission.

The Executive Director recommends the Board approve the following resolution:

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE, BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2024 Public Library Fund by the Montgomery County Budget Commission.

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Bill Stolz and Laura Chamberlain- Afterschool Teen Committee Update
- Allison Knight- Fall Program Update
- Ann Riegle Crichton- Workforce Development Update
- Dave Hicks and Caitlin Wissler- Public Services Director Update

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

- Liz Hale, Homework Help Manager

10. EMPLOYEE RESOURCE GROUPS POLICY - ACTION

The Executive Director recommends the Board approve the new Employee Resource Groups policy as presented in the board materials.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 20, 2023 at 4:00 p.m. in the Community Room at the Southeast Branch Library.

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:

Jillian Brookshire, Human Resources Manager, Human Resources, Destinee Hamilton, Human Resources Assistant, Human Resources, Jen Kadel, Recruitment and Retention Manager, Human Resources, Deansai Myers, Human Resources & Organizational Development Manager, Human Resources, and Rebecca Powell, Human Resources Assistant, Human Resources, to attend “SPBR Conference” sponsored by Ohio State Personnel Board of Review and held in Dublin, OH on August 10, 2023. It is further recommended that the registration in the amount of \$175.00 each be reimbursed by the Board.

Jasmine Jones, Information Services Assistant, Southeast Branch Library, to participate in “Library De-escalation Training” webinar sponsored by Library Journal and held October 18, 2023. It is further recommended that registration in the amount of \$79.74 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services, to participate in “Leadership Dayton,” sponsored and hosted by Dayton Chamber of Commerce from August 17, 2023 through June 5, 2024. It is further recommended that registration in the amount of \$3,300.00 be reimbursed by the Board.

Julian Peasant III, Safety and Protective Services Officer, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” sponsored by American Red Cross and held in Dayton Metro Library’s Main Branch on July 1, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Jeff Reid, Collection Development Librarian, full-time, Grade 12, Collection Development/Technical Services, to attend “Digipalooza 2023” sponsored by Overdrive and held in Cleveland, OH from August 9, 2023 through August 11, 2023. It is further recommended that registration in the amount of \$249.00, mileage in the amount of \$265.00, parking in the amount of \$70.00, and lodging in the amount of \$502.00 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to attend “Dialogue Zone Summer Institute” being sponsored and hosted by the University of Dayton from August 2, 2023 through August 4, 2023. It is further recommended that registration in the amount of \$400.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

John Elison, Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective July 2, 2023 at the rate of \$25.24 per hour.

Samuel Hardin, Systems Technician, full-time, Grade 08, Information Technology Services, effective July 2, 2023 at the rate of \$18.61 per hour.

Joey Lewis, Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective July 16, 2023 at the rate of \$18.61 per hour.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective June 18, 2023 at the rate of \$19.00 per hour.

Terry Rawnsley, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 16, 2023 at the rate of \$16.87 per hour.

Seth Wass, Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective July 16, 2023 at the rate of \$16.11 per hour.

Grace Wetzel, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch Library, effective July 2, 2023 at the rate of \$12.16 per hour.

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

James Balsamo, Construction Owner's Rep, 2/5-time, Grade S07, Construction Management, from Construction Owner's Rep, full-time, Grade S07, Construction Management, effective July 2, 2023 at the rate of \$39.5463 per hour.

Jayne Klose, Community Engagement Manager, 3/5-time, Grade S08, Executive Administration, from Community Engagement Manager, full-time, Grade S08, Executive Administration effective July 2, 2023 at the rate of \$47.3626 per hour.

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

Westly Davis, Accountant, full-time, Grade 11, Finance, effective July 7, 2023 for 27.84 hours for personal reasons.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective August 2, 2023 for 24 hours for vacation.

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

Brittany Mikolajewski, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, from Library Aide, Vandalia Branch Library, effective July 2, 2023 at the rate of \$16.11 per hour.

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

Ryann Pope, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective July 16, 2023 at the rate of \$18.61 per hour.

Alexis Russell, Supply Clerk, 4/5-time, Grade 04, Facilities, from Library Aide, Miamisburg Branch Library, effective July 16, 2023 at the rate of \$15.42 per hour.

Wendy Torrence, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Children Services Librarian, Substitute, Grade Sub11, Vandalia Branch Library, effective July 30, 2023 at the rate of \$25.24 per hour.

Ada Wood, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, Substitute, Grade Sub08, Information Services, effective June 18, 2023 at the rate of \$18.61 per hour.

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

Aimee Akerman, Information Services Assistant, substitute, Grade Sub11, Information Services, effective March 10, 2023.

Julian Elmore Jr., Information Services Assistant (Youth Emphasis), full-time, Grade 08, Trotwood Branch Library, effective June 13, 2023.

Danielle Gunther, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective February 3, 2023.

Suzanne Kirchner, Information Services Librarian, Substitute, Grade Sub11, Outreach Services, effective August 1, 2023.

Janice Williams, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective July 7, 2023.

### C. GIFTS AND GRANTS

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

\$1,500.00 from Southwest Priority Board, on March 3, 2023.  
\$2,000.00 from Peter and Rebecca Williams, on March 31, 2023.  
\$250.00 from Ernestine Chess, on April 4, 2023.  
\$100.00 from Ginger Choy, on April 4, 2023.  
\$25.00 from Judy Day, on April 4, 2023.  
\$100.00 from Susan Ellis on April 4, 2023.  
\$10.00 from Andrew Hiatt on April 4, 2023.  
\$500.00 from Winnie Johnson on April 4, 2023.  
\$10.00 from Jayne and Kevin Klose on April 4, 2023.  
\$100.00 from Karlos Marshall on April 4, 2023.  
\$100.00 from Carol Mitchell on April 4, 2023.  
\$10.00 from Sammy Quinn on April 4, 2023.  
\$10.00 from Paige Rubey on April 4, 2023.  
\$10.00 from Alma Sove on April 4, 2023.  
\$75.00 from Jeffrey Stone on April 4, 2023.  
\$50.00 from Lauren Tappel on April 4, 2023.  
\$280.00 from Jeffrey Trzeciak on April 4, 2023.  
\$50.00 from Peter and Rebecca Williams on April 4, 2023.  
\$10.00 from Bridget Wolford on April 4, 2023.  
\$100.00 from Will Wolford on April 4, 2023.  
\$100.00 from Will Wolford on April 4, 2023.  
\$10.00 from Grace Buckingham on April 4, 2023.  
\$280.00 from Jeffrey Trzeciak on May 4, 2023.  
\$25.00 from Susan Smith on June 9, 2023.  
\$100.00 from Susan and Albert Asebrook on June 10, 2023.  
\$100.00 from Lawrence Litscher on June 10, 2023.  
\$50.00 from Michael McCann on June 10, 2023.  
\$25.00 from Kenneth Marcellus on June 12, 2023.  
\$100.00 from Will Wolford on June 12, 2023.  
\$100.00 from Susan Zurcher on June 12, 2023.  
\$15.00 from Pamela Driscoll on June 13, 2023.  
\$50.00 from Carolyn and Mike Rice on June 13, 2023.  
\$50.00 from Howard Schumacher on June 13, 2023.  
\$50.00 from Erin Anderson on June 14, 2023.  
\$20.00 from Lisa Hannahan on June 14, 2023.

\$100.00 from J. Stephen and Judy Herbert on June 14, 2023.  
\$50.00 from Kimberly Hudson on June 14, 2023.  
\$1,000.00 from David Jason Wyse on June 14, 2023.  
\$15.00 from Lisa Koogler on June 14, 2023.  
\$25.00 from Jaime Pacheco on June 14, 2023.  
\$50.00 from Deborah Pavlov on June 14, 2023.  
\$50.00 from Kim Seft-Paras on June 14, 2023.  
\$100.00 from Amy Shreier on June 14, 2023.  
\$50.00 from Christopher and Marcia Birch on June 15, 2023.  
\$100.00 from Steven and Beth Byington on June 15, 2023.  
\$100.00 from Cheryl Cleverly on June 15, 2023.  
\$50.00 from Jessica Miller on June 15, 2023.  
\$100.00 from Willis Davis on June 16, 2023.  
\$100.00 from Willis Blackshear, Jr. on June 20, 2023.  
\$50.00 from Jonathan Clifford on June 20, 2023.  
\$100.00 from Cynthia Felson on June 20, 2023.  
\$25.00 from Margo Fisher on June 20, 2023.  
\$100.00 from Rebecca Morgan on June 20, 2023.  
\$200.00 from Michael O'Callaghan on June 20, 2023.  
\$50.00 from Kara Shah on June 20, 2023.  
\$40.00 from William Slonaker, Sr. on June 20, 2023.  
\$100.00 from Sara Woodhull on June 20, 2023.  
\$50.00 from Merrel and Mary Lou Baker Jones on June 20, 2023.  
\$100.00 from Richard Meyer on June 21, 2023.  
\$250.00 from Renita and Roosevelt Quick on June 21, 2023.  
\$50.00 from Amy Wagner on June 21, 2023.  
\$10.00 from Meggan Britton on June 22, 2023.  
\$50.00 from Betty Graham on June 22, 2023.  
\$100.00 from Iris Igawa on June 22, 2023.  
\$50.00 from Margaret McIntire on June 22, 2023.  
\$10.00 from Ryan Mobley on June 22, 2023.  
\$50.00 from Dannette Richards on June 22, 2023.  
\$50.00 from Kathleen Robisch on June 22, 2023.  
\$50.00 from Nanette Wingrove on June 22, 2023.  
\$10.00 from Anthony Chambers on June 23, 2023.  
\$50.00 from Alyssa Goodgame on June 23, 2023.  
\$100.00 from David Munroe on June 23, 2023.  
\$20.00 from Stella Nwokoro on June 23, 2023.  
\$100.00 from Gina Paulette on June 23, 2023.  
\$100.00 from Ellen and Tom Rohmiller on June 23, 2023.  
\$100.00 from Katherine Smith on June 23, 2023.  
\$500.00 from Sue and Andy Snow on June 23, 2023.  
\$50.00 from Adam Alonzo on June 24, 2023.  
\$25.00 from Janet Nottingham on June 24, 2023.  
\$100.00 from Annie and Bob Walters on June 24, 2023.  
\$100.00 from Cherriann Requarth on June 25, 2023.  
\$25.00 from Paige Turner on June 25, 2023.  
\$5.00 from Brenda Barrow on June 26, 2023.  
\$25.00 from Patricia DeWeese on June 26, 2023.  
\$100.00 from Laura Hinders on June 26, 2023.  
\$250.00 from Winnie Johnson on June 26, 2023.  
\$25.00 from Kathleen M. Turner on June 26, 2023.  
\$25.00 from Suzanne Mitolo on June 26, 2023.  
\$50.00 from Virginia and Andrew Smith on June 26, 2023.  
\$50.00 from Deb Burger on June 27, 2023.



\$10.00 from Perry Fulford on June 27, 2023.  
\$25.00 from Salon Gegel on June 28, 2023.  
\$75.00 from Rob Hardy on June 28, 2023.  
\$25.00 from Gayle King on June 28, 2023.  
\$25.00 from Cassie McKinney on June 28, 2023.  
\$50.00 from Jad Mubaslat on June 28, 2023.  
\$10.00 from Kirsten Sleight on June 28, 2023.  
\$10.00 from Benjamin Welker on June 28, 2023.  
\$100.00 from Sherry Bower on June 29, 2023.  
\$100.00 from Samuel and Judith Dodson on June 29, 2023.  
\$250.00 from Jessica Marczuk on June 29, 2023.  
\$25.00 from Mary McDonald on June 29, 2023.  
\$25.00 from Jane Rahn on June 29, 2023.  
\$25.00 from Paula Schlotterbeck on July 1, 2023.  
\$25.00 from Renee Marshall on July 1, 2023.  
\$50.00 from Sandra Gudorf on July 4, 2023.  
\$280.00 from Jeffrey Trzeciak on July 4, 2023.  
\$25.00 from Jim and Libby Balsamo on July 6, 2023.  
\$250.00 from Laura Enzbrenner on July 6, 2023.  
\$25.00 from Natalie Rickman on July 6, 2023.  
\$100.00 from Betsy Whitney on July 6, 2023.  
\$25.00 from Katherine Knall on July 10, 2023.  
\$75.00 from Rebecca Barricklow and Michael McCarthy on July 10, 2023.  
\$100.00 from John and Joyce Wallach on July 10, 2023.  
\$100.00 from Miami Valley Section of APA-OHIO on July 11, 2023.  
\$50.00 from Rachel Shirley on July 11, 2023.  
\$50.00 from Jenny Vogt on July 11, 2023.  
\$100.00 from William Schulke on July 13, 2023.  
\$52,200.00 from Friends of the Dayton Metro Library on July 14, 2023.  
\$500.00 from Friends of the Dayton Metro Library on July 14, 2023.

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

\$75,000.00 from the Mathile Family Foundation, on January, 15, 2023.  
  
\$250,000.00 from Ohio Department of Education, in January 2023.  
  
\$100,000.00 from ADAMHS, in May 2023.  
  
\$25,000.00 from Center Point Energy Foundation, on June 20, 2023.  
  
\$2,000.00 from Institute and Museum of Library Sciences, on June 20, 2023.  
  
\$5,000.00 from Premier Health, on June 20, 2023.  
  
\$33,000.00 from Preschool Promise, on July 20, 2023.  
  
\$75,000.00 from Charles D. Berry Foundation, on June 23, 2023.  
  
\$174,000.00 from CareSource, on March 16, 2023.