

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 17, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Ronald Jackson, Shannon Isom,
David Williamson

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:07 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. Isom, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Mr. Williamson, the minutes of the Board meeting of April 19, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

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.

Jaclyn 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN LOCATION

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.

CHANGE IN LOCATION, CHANGE IN POSITION

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.

HAY RECLASSIFICATION

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.

LEAVE WITHOUT PAY

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Keress Weidner, Information Services Assistant, Youth Services, in order to attend the Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

The Board approved 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 a cost 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.

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 April 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>
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		<u>2,922,037.64</u>	<u>2,199,096.95</u>	<u>722,940.69</u>	

On a motion by Mr. Jackson, seconded by Mr. Williamson, the April 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. Huber Heights is about 98% complete. The Grand Opening is scheduled for June 2, 2023 from 3-6 pm.

This project will conclude Dayton Metro Library’s Libraries for A Smarter Future initiative.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director invited the Board and public to attend the June 2nd Grand Opening of the Huber Heights Branch, which will serve as a capstone celebration for Libraries for a Smarter Future. The Executive Director also encouraged the Board and public to visit the Americans and the Holocaust exhibit on display at the Main branch of Dayton Metro Library from May 18 to June 21, 2023. Dayton Metro Library was one of 50 public and academic libraries to be selected to host this exhibit in its initial tour.

The Executive Director introduced Andrew Hiatt, the new Assistant Branch Library Manager for Vandalia Branch Library, to the Board.

Deansai Myers, Human Resources and Organizational Development Director, updated the Board on the Library's updated performance evaluation forms and process. The new process, which was created in consultation with Leverage HR, will be debuted this year, following the training of staff and managers.

NEW BUSINESS

Mr. Thomas thanked Library staff for their hard work on the recent Executive Director's Author Series and Annual Donor Luncheon events.

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 West Branch Library's Community Room.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 4:34 p.m.

Ayes: All

Nays: None