

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Carl Kennebrew

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:09 p.m.

OATH OF OFFICE

The Oath of Office was administered to all Board Members present, as well as the Fiscal Officer and Deputy Fiscal Officer, by Notary Public Gil Rutledge.

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the minutes of the May 17, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, seconded by Ms. Holihan, 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, 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN LOCATION

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

RESIGNATION

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.

RETIREMENT

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 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>
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

Total	3,213,370.08	2,612,289.06	601,081.02
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On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the May 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced the following new managers:

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

The Executive Director also provided the Board with a statistical overview of the West Branch Library, the host location for the meeting. He commended the West Branch on the creative and innovative programming they have provided for the community. The Executive Director also informed the Board that the West Branch shuttle service will begin its three-year cycle on July 1st, with routes available weekdays from 2-6 pm and 12-4 pm on Saturdays. There will be a launch event at the West branch June 29th at 2:00 pm.

Jacki Fulwood, Youth Experiences Manager, provided an overview of DML's 2023 Summer Challenge. The Library has pivoted to tracking days with reading or learning activities rather than establishing a set time goal. An expanded early registration period has seen 61% growth from last year's numbers, and the program is off to a promising start.

Bill McIntire, Public Services Director, shared the work that he and the other Patron Services Directors have done in creating community profiles in order to build connections with key stakeholders, grow relationships and increase local impact. Reports have been drafted to establish a shared knowledge, and to build upon past efforts.

CORRESPONDENCE

The Board received a 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.

NEW BUSINESS

President Thomas was pleased to see the Bookmobile at the City of Kettering's Juneteenth celebration. He also thanked and commended staff for a successful opening of the Huber Heights branch.

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 Main Library's Community Room.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the Board adjourned at 4:36 p.m.

Ayes: All
Nays: None