

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 18, 2023, 4:10 p.m.

1. 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.

2. APPROVAL OF AGENDA - ACTION

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

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the September 20, 2023 meeting of the Board.

4. 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. TUITION REIMBURSEMENT

It is recommended that the Board approve 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:

Blanca Hannan, Information Services Assistant, West Branch Library, for the course "Engaging Children and Teens with Latine Literature," Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$740.00.

Tiffany Shaw-Diaz, Patron Services Assistant, West Carrollton Branch Library, for the course "Information Instruction," 3.0 credit hours, Indiana University-Purdue

University Indianapolis, at a cost of \$1,658.64, and the course “Public Library Services, Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

#### D. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants as listed at the end of the Agenda.

#### 5. 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.

#### 6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for September 2023 is included in the Board Packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
Date	Source	Amount	Use in Operations	Investment	Where
9/15/2023	PLF	1,857,302.55	1,857,302.55	-	
9/8/2023	RE Tax Settlement	1,119,332.57	610,109.51	509,223.06	Debt Service
9/29/2023	RE Tax Settlement	5,121.76	2,724.73	2,397.03	Debt Service
<b>Total</b>		<b>2,981,756.88</b>	<b>2,470,136.79</b>	<b>511,620.09</b>	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Claudine Bennett- Marketing Campaign Update

8. PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE – ACTION

Marc Reynolds of Marsh & McLennan Agency will review with the Board the proposed 2023-2024 rates for Property, Liability and Blanket Insurance and Cybersecurity coverage.

**PREMIUM BY COVERAGE**

Line of Coverage	Expiring Premium	Renewal Premium
<b>Westfield Package (1)</b>	<b>\$198,207</b>	<b>\$208,542</b>
Property	\$128,008	\$138,924
General Liability	\$14,650	\$13,516
Employers Liability	\$5,755	\$5,755
Automobile	\$11,429	\$11,845
Inland Marine	\$21,748	\$21,494
Umbrella	\$12,478	\$12,777
Terrorism	\$4,139	\$4,231
<b>Cincinnati Boiler (2) – 2023 to 2026</b>	<b>\$2,962</b>	<b>\$3,109</b>
<b>Cincinnati Executive Liability – 2023 to 2026 (3)</b>	<b>\$15,878</b>	<b>\$15,000</b>
<b>Travelers Cyber (4)</b>	<b>\$13,756</b>	<b>\$13,740</b>
<b>Total Estimated Premium (5)</b>	<b>\$230,803</b>	<b>\$240,391</b>

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$240,391.00.

9. 2024 HEALTH DENTAL AND VISION INSURANCE – ACTION

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2024:

**Medical Insurance**

- Change to Anthem for group medical insurance with a 15.9% increase in premium costs.
- Add two additional Anthem HSA plans with lower premium costs, and higher deductibles.
- The Library will continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a Library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan.

<i>HSA</i>	<b>Monthly Premium</b>	<b>Library Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Employee Cost Per Pay</b>
<b>United Health Care - Single</b>	\$800.28	\$680.24	\$120.04	\$60.02
<b>Anthem - Single</b>	\$794.14	\$675.02	\$119.12	\$59.56
<b>Anthem AETR - Single</b>	\$662.77	\$563.35	\$99.42	\$49.71
<b>Anthem AEU3 - Single</b>	\$718.22	\$610.49	\$107.73	\$53.87
<b>United Health Care – Family</b>	\$1,768.62	\$1,503.33	\$265.29	\$132.65
<b>Anthem - Family</b>	\$1,755.05	\$1,491.79	\$263.26	\$131.63
<b>Anthem AETR - Family</b>	\$1,464.72	\$1,245.01	\$219.71	\$109.86
<b>Anthem AEU3 - Family</b>	\$1,587.27	\$1,349.18	\$238.09	\$119.05

<i>HRA</i>	<b>Monthly Premium</b>	<b>Library Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Employee Cost Per Pay</b>
<b>United Health Care - Single</b>	\$843.46	\$674.77	\$168.69	\$84.35
<b>Anthem - Single</b>	\$810.14	\$648.11	\$162.03	\$81.02
<b>United Health Care – Family</b>	\$1,864.07	\$1,491.26	\$372.81	\$186.41
<b>Anthem - Family</b>	\$1,790.41	\$1,432.33	\$358.08	\$179.04

**Dental Insurance**

- Change to Superior Dental for group dental insurance for a 0% increase in premiums, with a 2-year rate guarantee.

	<b>Monthly Premium</b>	<b>Library Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Employee Cost Per Pay</b>
<b>United Health Care - Single</b>	\$21.61	\$17.29	\$4.32	\$2.16
<b>Superior Dental - Single</b>	\$21.61	\$17.29	\$4.32	\$2.16
<b>United Health</b>	\$90.51	\$72.41	\$18.10	\$9.05

Care – Family				
Superior Dental - Family	\$90.51	\$72.41	\$18.10	\$9.05

**Vision Insurance**

- Switch to Anthem Vision for group vision insurance for a 0% increase, with a 3-year rate guarantee.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$4.98	\$3.98	\$1.00	\$0.50
Anthem – Single	\$4.98	\$3.98	\$1.00	\$0.50
United Health Care – Family	\$12.69	\$10.15	\$2.54	\$1.27
Anthem – Family	\$12.69	\$10.15	\$2.54	\$1.27

**Other Recommendations**

- DML will receive a 1% credit off of annual premiums on Antheims medical plan designs for being a member of the Dayton Chamber of Commerce, and a .50% bundling discount for selecting Anthem’s vision coverage.
- DML will receive a \$10,000 wellness credit, and a \$14,000 implementation credit.
- Library contributions will continue to be pro-rated for designated part-time staff.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2024 MEETINGS - ACTION

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictates that the meeting be held the third Wednesday of each month. It is recommended the following dates be approved with the January meeting scheduled for the fourth Wednesday to allow for the Finance office to close the prior year’s finances, and no meeting scheduled in August:

January 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest
April 17, 2024	October 16, 2024
May 15, 2024-West Carrollton	November 20, 2024- Miami Township
June 19, 2024	December 18, 2024

Unless otherwise noted, Board Meetings will be held in the Community Room of the Main Library. On a quarterly basis, meetings will be held in the Community Rooms of branch locations, as indicated above.

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, November 15, 2023 at 4:00 p.m. in the Community Room of the Wilmington-Stroop 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:

Josh Ashworth, Information Technology Services Director, Information Technology Services, to attend “SSI Fall Conference” sponsored by My Software Solutions and held in Westerville, OH on October 25, 2023. It is further recommended that registration in the amount of \$110.70 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, and Debi Chess, External Relations and Development Director, External Relations, to attend “Library Marketing and Communications Conference” sponsored by Amigos Library Services and held in Indianapolis, IN from November 6, 2023 through November 8, 2023. It is further recommended that registration in the amount of \$475.00 each, mileage in the amount of \$153.27 each, parking in the amount of \$40.00 each, lodging in the amount of \$531.27 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Teen-Centered Cataloging Strategies for YA Library Staff” webinar sponsored by ALA on October 18, 2023. It is further recommended that registration in the amount of \$79.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to attend “YALSA Symposium” sponsored by YALSA and held in St. Louis, MO from November 10, 2023 through November 12, 2023. It is further recommended that registration in the amount of \$199.00, airfare in the amount of \$410.35, ground transport in the amount of \$96.00, lodging in the amount of \$536.40, and meals in the amount of \$120.00 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 “Ohio Innovative Users Group” sponsored by Ohio Innovative Users Group and held in Columbus, OH, on October 27, 2023. It is further recommended that registration in the amount of \$15.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Sarah Ewry, Senior Copy Cataloger, Cataloging, and Janelle Oren, Senior Copy Cataloger, Cataloging, to attend “OH-IUG 2023 Regional Innovative Users Group Conference” sponsored by Central Library Consortium and held in Columbus, OH on October 27, 2023. It is further recommended that registration in the amount of \$30.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to participate in the “We Didn’t Start the Fire” webinar sponsored by Urban Librarians Conference on September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “2023 OHPELRA Fall Workshop” sponsored by Ohio Public

Employee Labor Relations Association and held in Dublin, OH on October 27, 2023. It is further recommended that registration in the amount of \$175.00 and mileage in the amount of \$96.29 be reimbursed by the Board.

**B. PERSONNEL ACTIONS**

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

Haley Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective October 8, 2023 at the rate of \$19.18 per hour.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub11, Main Youth Services, effective September 24, 2023 at the rate of \$18.84 per hour.

Teresa Curtis-Morrow, Information Services Assistant, full-time, Brookville Branch Library, effective October 22, 2023 at the rate of \$22.46 per hour.

Ashley Jackson, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Justin Janetzko, Information Services Assistant (Technology Emphasis), Substitute, Grade Sub08, West Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

Cedric Kirksey, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Seth Patrick, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$18.61 per hour.

Celestine Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Lakitta Stewart-Campbell, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective October 8, 2023 at the rate of \$25.24 per hour.

Steafano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective October 22, 2023 at the rate of \$25.24 per hour.

Charlton Woodruff, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

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

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective October 8, 2023 at the rate of \$20.28 per hour.

It is recommended that the following **Hay Reclassification** be accepted:

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Sarah Ewry, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$22.40 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Janelle Oren, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$28.62 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 05, Cataloging, from Technical Services Clerk, full-time, Grade 04, Cataloging, effective September 24, 2023 at the rate of \$16.91 per hour.

Steve Watts, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$21.60 per hour.

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

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

Jeremy Gonzaga, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective September 24, 2023 at the rate of \$20.63 per hour.

Ambrose Weidner, Teen Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

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

Jaclyn Fulwood, Youth Experiences Manager, full-time, Grade S08, Youth Services, effective October 27, 2023.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective October 6, 2023.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023.

Serenity West, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective April 27, 2023.

It is recommended that the following **Return to Appointed Position** be accepted:

David Hicks, Public Services Director, full-time, Grade S11, Public Services Administration, from Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, effective October 8, 2023 at the rate of \$43.4065 per hour.

**D. GIFTS AND GRANTS**

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

- \$20.00 from Rob Hardy on September 19, 2023.
- \$10.00 from Anthony Chambers on September 23, 2023.
- \$2,000.00 from Heren Foundation U.S.A., Inc. on September 29, 2023.
- \$20.00 from Rob Hardy on September 30, 2023.
- \$10.00 from Rob Hardy on September 30, 2023.
- \$280.00 from Jeffrey Trzeciak on October 4, 2023.
- \$2,000.00 from Williams-Pledge Fulfillment on October 4, 2023.
- \$100.00 from Beth Abraham Synagogue on October 5, 2023.
- \$100.00 from American Legion Post 73 on October 12, 2023.

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

- \$72,000.00 from PNC Charitable Trusts on October 6, 2023.