

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Jeanne Holihan, Shannon Isom, Sara Woodhull, 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 4:00 p.m.

OATH OF OFFICE

The Oath of Office was administered to Shannon Isom, Sara Woodhull, and David Williamson, who were unable to attend the June meeting, by Gil Rutledge, Notary Public.

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. Woodhull, seconded by Ms. Isom, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Williamson, the minutes of the June 21, 2023 meeting were approved by the Board.

Ayes: All  
Nays: None

Mr. Williamson requested that the minutes reflect that three Trustees were not in attendance at the June meeting.

### CONSENT AGENDA

Prior to the vote for approval, the Executive Director discussed the newly added “Gifts and Grants” section of the Consent Agenda, which has been added as an additional layer of transparency and compliance, in consultation with the County Prosecutor’s office. This step will allow the Board to approve gifts and grants on a monthly basis, rather than doing so en masse in the form of the budget. This month’s edition includes all gifts and grants made thus far in 2023.

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

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.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

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.

### CHANGE IN HOURS

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.

### LEAVE WITHOUT PAY

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.

#### PROMOTION

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.

#### PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

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.

#### RESIGNATION

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.

#### GIFTS AND GRANTS

##### GIFTS

The Board approved each of the following gifts:

\$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.

#### GRANTS

The Board approved each of the following grants:

\$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.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

#### MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for June 2023 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

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><u>2,782,617.10</u></b>	<b><u>2,400,811.63</u></b>	<b><u>381,805.47</u></b>	

On a motion by Mr. Williamson, seconded by Ms. Isom, the June 2023 Financial Report was approved by the Board.

Ayes: All  
Nays: None

**FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2024**

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.

On a motion by Ms. Holihan, seconded by Ms. Woodhull, the Board passed the following resolution in anticipation of the Budget Commission meeting.

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.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Liz Hale, the new Homework Help Manager.

- Bill Stolz, Southeast Branch Library Manager, and Laura Chamberlain, Teen Services Coordinator, shared an update on their work with the newly-formed Afterschool Teen Committee.
- Allison Knight, Youth Services Director, previewed some of the teen programs planned for Fall.
- Ann Riegle Crichton, Workforce Development Specialist, provided an insight into the work and specialists associated with workforce development.
- Dave Hicks and Caitlin Wissler, Public Services Directors, shared a presentation explaining recent public services reorganization efforts designed to align service with patron needs.

#### EMPLOYEE RESOURCE GROUPS POLICY

Dr. Karlos L. Marshall, Director of Equity, Diversity, and Inclusion, shared a presentation on the proposed Employee Resource Groups Policy.

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the Employee Resource Groups Policy.

Ayes: All  
Nays: None

#### NEW BUSINESS

Mr. Williamson shared his positive experience at a recent DML program in partnership with the Neon, and expressed his pride and gratitude to serve on the Library's Board of Trustees.

#### 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 Southeast Branch Library's Community Room.

#### ADJOURNMENT

On a motion by Ms. Isom, seconded by Mr. Williamson, the Board adjourned at 5:14 p.m.

Ayes: All  
Nays: None