

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

September 20, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Shannon Isom (in at 4:24 p.m.)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:15 p.m.

Prior to beginning the meeting, President Thomas apologized for the delayed start of the meeting, and thanked everyone for their patience. He explained that given the recent departures of Trustees from the Board, Dayton Metro Library has had greater difficulty ensuring quorum at Board of Trustees meetings. In the absence of a quorum, the Board is unable to take any action. Since the meeting began without a quorum, he decided to open with the Executive Director's Report, which is an informational rather than action item.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Austin Railey III, the new Government Relations and Advocacy Director, Timothy Smith, the new Maintenance Manager, and Camyel Young, the new Outreach Services Assistant Branch Manager.

The Executive Director thanked and acknowledged the staff of the Southeast Branch Library, which hosted the meeting. The Southeast branch routinely welcomes hundreds of teenage patrons, and is consistently the busiest branch in the system on weekdays from 3-6 p.m. He commended the branch staff for their creativity, innovative programming, and unwavering service to their community, as well as their resilience and perseverance.

Mr. David Williamson thanked and recognized the Southeast staff on behalf of the Board.

-Cindy Heitman, the Peer Recovery Support Manager from Goodwill Easter Seals, provided the Board with an update regarding the Library's partnership with Goodwill Easter Seals, and reviewed the success of the Certified Peer Support Program in the libraries.

Ms. Isom joined the meeting at 4:24 p.m.

-Allison Knight, Youth Services Director, shared a report detailing the various literacy initiatives which are being conducted across a variety of fields throughout Dayton Metro Library.

The Executive Director concluded his report by introducing Major Jason Hall from the Dayton Police Department. The Executive Director thanked Major Hall and the Dayton Police for their continued support and partnership, and for their help in ensuring the safety of all Library patrons.

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Isom, the minutes of the July 19, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

On a motion by Ms. Isom, seconded by Ms. Woodhull, the minutes of the August 12, 2023 special meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

Prior to the motion to approve the Consent Agenda, the Executive Director highlighted a few items for Board attention. He mentioned: the LSTA Grant, which was received for the digitization of the Taylor Collection by Special Collections, a \$75,000.00 Grant for the Bookmobile from the Dayton Foundation, and congratulated the Development team on their already having raised \$1.1 million dollars in donations for 2023.

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

Martha Ballinger, Information Services Librarian, Special Collections, Beverly Barnes, Information Services Librarian, West Carrollton Branch Library, Molly Benson, Acquisition Manager, Technical Services, Mariah Busher, Information Services Librarian, Trotwood Branch Library, Rebecca Calfe, Floater Manager, Public Services Administration, Katie Depew, Information Services Assistant, Miamisburg Branch Library, Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, Jacqueline Gazda, Information Services Librarian, Information Services, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Rachel Gut, Deputy Executive Director, Executive Administration, Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, Dave Hicks, Public Services Director, Public Service Administration, Carol MacMann, Branch Library Manager, New Lebanon Branch Library, Dr. Karlos L. Marshall, Director, Equity, Diversity, and Inclusion, Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, Holly Richards, Technical Services Director, Technical Services, Kristina Richey, Information Services Librarian, Miami Township Branch Library, Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Shaun Wright, Information Services Manager, Information Services, to attend “OLC Annual 2023 Convention and Expo” sponsored by OLC and held in Cincinnati, OH, from September 27, 2023 through September 29, 2023. It is further recommended that registration in an amount not to exceed \$210.00 each, mileage in an amount not to exceed \$70.87 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School beginning September 5, 2023 through December 21, 2023. It is further recommended that registration in the amount of \$3,220.00 be reimbursed by the Board.

Jillian Brookshire, Human Resources Manager, Human Resources, to participate in the “ADA and Mental Health: The Hidden Disability” webinar sponsored by US EECO and held August 9, 2023. It is further recommended that registration in the amount of \$145.00 be reimbursed by the Board.

Theresa Callen, Children Services Librarian, Main Youth Services, to attend “Youth Adapted and Inclusive Programming” sponsored by Northeast Ohio Regional Library System and held in Westlake, OH from September 11, 2023 through September 12, 2023. It is further recommended that registration in the amount of \$180.00, mileage in the amount of \$272.48, and lodging in the amount of \$178.57 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, and Katie Depew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Sensory Storytime Webinar” sponsored by OLC and held October 17, 2023. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend the “SWON Children’s Literacy Conference” being sponsored by SWON and held in Florence, KY, on September 16, 2023. It is further recommended that registration in the amount of \$84.23 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to participate in the “Colorado Libraries for Early Literacy Conference” webinar being sponsored by Colorado Library Consortium from September 21, 2023 through September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Jacob Crosen, Information Services Assistant, Main Youth Services, to attend the “Early Childhood Workshop: Go Out and Play” workshop sponsored by SWON and held in Erlanger, KY, on August 25, 2023. It is further recommended that registration in the amount of \$55.00 and mileage in the amount of \$81.22 be reimbursed by the Board.

Westly Davis, Accountant, Finance, Jay Eckley, Accounting Manager, Finance, Tabitha Perry, Accounting Clerk, Finance, and Chrissy Sanders, Fiscal Officer/Finance Director, to attend “SSI Fall Conference” sponsored by Software Solutions and held in Westerville, OH, from October 25, 2023 through October 27, 2023. It is further recommended that registration in the amount of \$495.00 each, mileage in the amount of \$123.42 each, parking in the amount of \$30.00 each, lodging in the amount of \$822.04 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, to attend “OLC Outreach and Special Services Retreat” sponsored by OLC and held in Dublin, OH, on August 4, 2023. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Maria Hummel, Information Services Librarian, Southeast Branch Library, to participate in the “Safeserv Training” on-demand webinar sponsored by the Dayton Foodbank. It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Kraig Kirves, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by Focus Health Corp. and held in the Main Library on August 2, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to attend “2023 Safety Breakfast with the Experts” sponsored by Dayton Safety Council on November 16, 2023. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA’s Young Adult Services 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 transportation 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.

Chrissy Sanders, Fiscal Officer/Finance Director, Finance, to participate in the “Library Fiscal Officer 102” webinar sponsored by OLC and held on August 31, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, IT Services, to attend “iVideo Expo” sponsored by iVideo and held in Columbus, OH on October 10, 2023. It is further recommended that mileage in the amount of \$88.50 and meals in the amount of \$60.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Northmont Legislative Day 2023” sponsored by Northmont Chamber of Commerce and held in Northmont, OH, on August 17, 2023. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in “Urban Librarians Conference (Virtual) We Didn’t Start the Fire,” webinar sponsored by ULC and held September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ambrose Weidner, Information Services Assistant, Main Youth Services, to participate in the “Library De-Escalation Training” webinar sponsored by Library Journal on October 18, 2023. It is further recommended that registration in the amount of \$79.74 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “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 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Kayannah Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective July 30, 2023 at the rate of \$20.63 per hour.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Hannah Baker, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Natalie Gut, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Sheri Heath, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Kristina Hill, Community Wellness Specialist, full-time, Grade 12, Community Development, effective October 8, 2023 at the rate of \$26.90 per hour.

Makailah Hill, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$22.36 per hour.

Garret Johnson, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Suzanne Kirchner, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective August 13, 2023 at the rate of \$17.76 per hour.

Kraig Kirves, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 30, 2023 at the rate of \$19.00 per hour.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Chigozie Odumodu, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Jordan Ostrum, LGBTQIA+ Services Specialist, full-time, Grade 12, Equity Diversity and Inclusion, effective September 24, 2023 at the rate of \$28.08 per hour.

Austin Railey III, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective August 27, 2023 at the rate of \$36.0577 per hour.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective August 13, 2023 at the rate of \$14.06 per hour.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.24 per hour.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Barbara Ward, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Forest Wortham, Information Services Assistant, substitute, Grade Sub08. Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

CHANGE IN HOURS

Mark Puterbaugh, Patron Services Assistant, Grade 05, Northmont Branch Library, from Patron Services Assistant, 9/10-time, Grade 05, Northmont Branch Library, effective August 27, 2023 at the rate of \$23.55 per hour.

CHANGE IN LOCATION

Camille Hall, Business Services Specialist, full-time, Grade 12, Community Development, from Business Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$23.55 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Community Development, from Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$26.35 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective August 27, 2023 at the rate of \$25.46 per hour.

CHANGE IN LOCATION, CHANGE IN TITLE

Ann Riegle Crichton, Community Development Manager, full-time, Grade S07, Community Development, from Workforce Development Manager, full-time, Grade S07, Public Services Administration, effective July 16, 2023 at the rate of \$28.9330 per hour.

DECLINED POSITION

Baraa Ali, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 13, 2023.

Wendy Torrence, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective July 11, 2023.

INTERIM CHANGE IN LOCATION AND POSITION

David Hicks, Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, from Public Services Director, full-time, Grade

S11, Public Services Administration, effective August 27, 2023 at the rate of \$63.9673 per hour.

INTERIM CHANGE IN POSITION

Jeremy Gonzaga, Interim 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 August 13, 2023 at the rate of \$20.63 per hour.

LEAVE WITHOUT PAY- ACCEPTED

John Cotting, Safety and Protective Services Officer, full-time, Safety and Protective Services, effective July 10, 2023 for 204.5 hours for illness.

Westly Davis, Accountant, full-time, Finance, effective July 24, 2023 for 1.7 hours for personal reasons.

Makhailah Hill, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 16 hours for personal reasons.

Joan Milligan, Cataloging Manager, full-time, Technical Services, effective September 1, 2023 for 40 hours for personal reasons.

Ryann Pope, Information Services Assistant, substitute, Main Youth Services, effective August 29, 2023 for 8 hours for vacation.

Jacqui Taylor, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 24 hours for vacation.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 26, 2023 for 24 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 31, 2023 for 40 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective September 18, 2023 for 40 hours for vacation.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective August 31, 2023 for 12 hours for personal reasons.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective September 11, 2023 for 32 hours for personal reasons.

LEAVE WITHOUT PAY- CANCELLED

Frances Crawford, Patron Services Assistant, full-time, Trotwood Branch Library, effective August 11, 2023 for 8 hours for personal reasons.

LEAVE WITHOUT PAY- UPDATED

Westly Davis, Accountant, Finance, full-time, effective July 6, 2023 for 15.94 hours due to personal reasons.

PROMOTION

Theresa Callen, Elementary Age Coordinator, full-time, Grade 12, Youth Services, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective August 27, 2023 at the rate of \$28.06 per hour.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 27, 2023 at the rate of \$19.69 per hour.

Pamela Lipson, Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, from Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective July 30, 2023 at the rate of \$16.87 per hour.

Timothy Smith, Maintenance Manager, full-time, Grade S07, Facilities, from Facilities Technician, full-time, Grade 06, Facilities, effective July 30, 2023 at the rate of \$27.4038 per hour.

PROMOTION, CHANGE IN LOCATION

Siara Farrar, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 13, 2023 at the rate of \$18.61 per hour.

Camyel Young, Outreach Services Assistant Manager, full-time, Grade S07, Outreach Services, from Senior Acquisitions Clerk, full-time, Grade 07, Collection Development, effective September 24, 2023 at the rate of \$26.6591 per hour.

RESIGNATION

Kayanna Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective August 11, 2023.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective August 25, 2023.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective August 21, 2023.

Danni Grotzla, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective March 2, 2023.

Mahalal Hines, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective April 11, 2023.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 12, 2023.

Jesse Lawhead, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective August 12, 2023.

Patrick Lemley, Patron Services Assistant, substitute. Grade Sub05, West Carrollton Branch Library, effective April 15, 2023.

Melinda Pigg, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 26, 2023.

Alexis Russell, Supply Clerk, 3/5-time, Grade 04, Facilities, effective August 7, 2023.

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective October 6, 2023.

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective July 11, 2023.

Aubrey Weaver, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective August 19, 2023.

REHIRE AS SUBSTITUTE

Jesse Lawhead, Information Services Librarian, substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023 at the rate of \$16.87 per hour.

Melinda Pigg, Patron Services Assistant, substitute, Grade Sub05, New Lebanon Branch Library, effective August 27, 2023 at the rate of \$12.99 per hour.

RETIREMENT

James Balsamo, Construction Owner's Rep, 2/5-time, Grade S07, Construction Management, effective August 31, 2023.

Paula Fickel, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective September 30, 2023 after more than 36 years of service

Teresa Scarpelli, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective August 31, 2023 after more than 11 years of service.

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 Program Guidelines:

Molly Benson, Acquisitions Manager, Technical Services, for the course “Master’s Portfolio in Library Information Sciences,” 1.0 credit hour, Kent State University, at a cost of \$740.00, and the course “Foundations of Record Keeping in Society,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$2,960.00.

Margaret Castillo, Children Services Librarian, Southeast Branch Library, for the course “Acquisition: Management of Knowledge and Information,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, and the course “Introduction to Research,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, and the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$2,960.00.

Lauren Day, Information Services Assistant, Outreach Services, for the course “Engaging Young Children and Families,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Teens,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Children with Latine Literature,” Kent State University, 1.0 credit hour, at a cost of \$740.00, for a total of \$5,190.00.

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Information Services and Reference Services,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, and the course “The Public Library,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Information Needs, Seeking and Use,” Kent State University, 3.0 credit hours at a cost of \$2,200.00, for a total of \$6,660.00.

Hannah Imes, Information Services Assistant (Technology Emphasis), Information Services, for the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hour, at a cost of \$740.00, and the course “The Academic Library,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, for a total of \$2,960.00.

Angela Keltner, Special Collections Clerk, Special Collections, for the course “Intro to Digital Preservation,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Foundations of Museum Studies,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$4,440.00.

Matthew McKinley, Information Services Assistant (Technology Emphasis), Burkhardt Branch Library, for the course “Information Technology Tools and Applications- Advanced Topic: Big Data Analytics and Management,” San Jose

State University, 3.0 credit hours at a cost of \$1,575.00, and the course “Information Technology Tools and Applications- Advanced Topic: Introduction to Web, Text,” San Jose State University, 3.0 credit hours at a cost of \$1,575.00, for a total of \$3,150.00.

Molly Millsop, Information Services Librarian, Huber Heights Branch Library, for the course “Evaluation of Information and Services,” Indiana University, 3.0 credit hours at a cost of \$1,678.77, and the course “Public Library Services,” Indiana University, 3.0 credit hours at a cost of \$1,678.77 and the course “Information Architecture,” Indiana University, 3.0 credit hours at a cost of \$1,678.77, for a total of \$5,036.31.

Ambrose Weidner, Information Services Assistant, Youth Services, for the course “Research and Assessment in Library Information Science,” Kent State University, 3.0 credit hours at a cost of \$2,175.00, and the course “Engaging Teens,” Kent State University, 3.0 credit hours at a cost of \$2,175.00, for a total of \$4,350.00.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$15.00 from Rob Hardy, on July 16, 2023.
\$10.00 from Anthony Chambers, on July 23, 2023.
\$100.00 from Ellen Bagley, on July 24, 2023.
\$500.00 from Pat and Dave Diven, on August 3, 2023.
\$280.00 from Jeffrey Trzeciak, on August 4, 2023.
\$10.00 from Anthony Chambers, on August 23, 2023.
\$50.00 from Elise Striebeck, on August 23, 2023.
\$25.00 from Teresa Adams, on August 29, 2023.
\$25.00 from Wayne Adamson, on August 30, 2023.
\$280.00 from Jeffrey Trzeciak, on September 4, 2023.
\$25.00 from Marie Cape, on September 14, 2023.
\$100.00 from James Patrick and Suzanne Crippen, on September 14, 2023.
\$500.00 from African American Fund, on September 11, 2023.
\$111,430.95 from Dayton Metro Library Foundation, committed in September 2023.

GRANTS

The Board approved each of the following grants:

\$4,999.00 from IMLS LSTA Metadata, on September 5, 2023.

\$75,000.00 from The Dayton Foundation, awarded in September, 2023.

2023 OLC CONVENTION AND EXPO

The 2023 OLC Convention and Expo will be held at the Duke Energy Convention Center in downtown Cincinnati, Ohio from September 27 until September 29, 2023. It is recommended that the Board authorize payment of the registration fee of \$210.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,960.61 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$2,960.61 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 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>
7/7/2023	RE Tax Advance	\$406,054.80	\$224,092.70	\$181,962.10	Debt Service
7/13/2022	PLF	\$1,539,923.39	\$1,200,000.00	\$339,923.39	Star Ohio
7/14/2023	RE Tax Advance	\$2,873,340.03	\$1,539,923.39	\$1,333,416.64	Debt Service
7/21/2023	RE Tax Advance	\$2,373,339.59	\$1,290,954.42	\$1,082,385.17	Debt Service
7/28/2023	RE Tax Advance	\$1,598,322.86	\$869,840.84	\$728,482.02	Debt Service
8/15/2023	PLF	\$1,474,972.67	\$1,474,972.67	-	
Total		<u>\$10,265,953.34</u>	<u>\$6,599,784.02</u>	<u>\$3,666,169.32</u>	

On a motion by Ms. Woodhull, seconded by Ms. Isom, the July and August 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

Following her report, President Thomas thanked Fiscal Officer/Finance Director Christina Sanders on behalf of the Board for her years of dedicated service to Dayton Metro Library.

The Executive Director shared that Christina has been very helpful in creating a succession plan, including the onboarding of Craig Cantrell, who will serve in her role in a temporary capacity until a full-time replacement is hired. To this end, the Executive Director announced that Organizational Architecture has been contracted to assist with hiring a new Fiscal Officer/Finance Director.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a roll call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2024; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	<u>Amount To Be Derived From Levies Outside 10 M. Limitation</u>	<u>County Auditor's Estimate of Tax Rate To Be Levied</u>
General Fund	\$11,840,967.00	1.75
Bond Fund	\$10,073,675.00	1.29

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adopted the Resolution.

A **roll call** vote was taken as follows:

Ms. Isom: Aye
Mr. Williamson: Aye
Ms. Woodhull: Aye

Mr. Thomas: Aye

Ayes: All
Nays: None

CORRESPONDENCE

Included in the Board Packets were two items of correspondence delivered to the Board since the July 20, 2023 regular Board Meeting.

The first was a message dated August 6, 2023 indicating Jeanne Holihan's resignation from the Board of Trustees, with immediate effect.

The second was a message dated August 28, 2023 indicating Ronald Jackson's resignation from the Board of Trustees, with immediate effect.

RESOLUTION HONORING JEANNE HOLIHAN

In recognition of her years of service on the Board of Trustees, President Thomas introduced the following Resolution in honor of Jeanne Holihan:

WHEREAS, Jeanne Holihan has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2008, through August 6, 2023; and

WHEREAS, she demonstrated her leadership by serving as President of the Board from January 2014 through December 2016, as Vice President from January through December 2013 and again from January 2020 through August 2023, and on numerous committees to support special initiatives and execute necessary responsibilities of the Board throughout her tenure; and

WHEREAS, she offered her time to articulate the need for strong community support and substantially contributed to the successful passage of the 2009 operating levy; and

WHEREAS, she advocated for the audacious *Libraries for a Smarter Future* bond issue campaign that was overwhelmingly passed by voters in November 2012; and

WHEREAS, she used her strategic planning expertise, administrative experience and financial nous to guide and inform the Library throughout her tenure; and

WHEREAS, she served as a thoughtful leader and community advocate as the Board considered downtown locations to best serve the people of Dayton, ultimately determining that the original Cooper Park location provided the best blend of history, accessibility, and green space to make it the ideal location for the Main Library; and

WHEREAS, her commitment to civic engagement and local improvements have led to numerous volunteer roles, including her active work with Goodwill Easter Seals Miami Valley and St. Vincent DePaul, as well as service on several nonprofit boards, including the Dayton Contemporary Dance Company, Dayton Urban League and St. Joseph's Treatment Center; and

WHEREAS, even as she sets a vision for the future, she celebrated Dayton Metro Library’s rich history by recognizing Electra C. Doren as a pioneer in library science and supporter of women’s suffrage; and

WHEREAS, she freely and unselfishly gave of her time, talent, and expertise to promote, champion, and improve the library; and

WHEREAS, she defended the intellectual freedom of all citizens and helped ensure literary and media collections represented diverse viewpoints; and

WHEREAS, her clear vision of quality library service helped guide the Dayton Metro Library Board of Trustees in accomplishing its many goals and outcomes; and

WHEREAS, her dedicated service and commitment to excellence ensured quality library service to ALL residents of Montgomery County; NOW

THEREFORE, BE IT RESOLVED, that on the TWENTIETH DAY OF SEPTEMBER, TWO THOUSAND TWENTY-THREE, the Members of the Board of Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JEANNE HOLIHAN** has made to the Library, its Staff, and to the residents of Montgomery County during her distinguished service as a Library Trustee and volunteer to the community.

Attested to this date, September 20, 2023 by the Board of Library Trustees:

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adopted the Resolution.

Ayes: All
Nays: None

ELECTION OF OFFICERS

Following the departures of Jeanne Holihan and Ronald Jackson, their positions of Vice President and Secretary needed to be filled through the end of 2023.

President Thomas nominated the following slate to fulfill these roles:

Vice President: Shannon Isom
Secretary: Sara Woodhull

On a motion by Mr. Williamson, seconded by Ms. Isom, the slate was approved and elected.

Ayes: All
Nays: None

NOMINATING COMMITTEE

Following the departures of Jeanne Holihan and Ronald Jackson, there are two vacancies on the Dayton Metro Library Board of Trustees, which need to be appointed by two separate appointing entities.

In order to facilitate their appointment of Ms. Holihan's replacement, the Court of Common Pleas have requested the Board nominate at least two candidates to serve on the Board.

President Thomas put forth two names for consideration:

- Pete Williams, Mayor of Riverside
- Mary McDonald, Mayor of Trotwood

Mr. Williamson raised a concern about nominating elected officials to serve on the Board.

Upon Mr. Williamson's recommendation, an amended motion to put forth the two candidates, conditional upon the County Prosecutor's favorable review of the ethics associated, was made by Mr. Williamson and seconded by Ms. Woodhull.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated the Executive Director for being named as a 2023 Diversity Champion by the Dayton Business Journal.

Mr. Williamson expressed his delight at having had the opportunity to visit the Southeast Branch for the Board Meeting.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

As required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director, and all seven Library Trustees.

Among the requirements of the law, is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 18, 2023 at 4:00 p.m. in the Community Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 18, 2023 at 4:10 p.m. in the Community Room at the Main Library, or immediately following the conclusion of the records commission meeting.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 5:29 p.m.

Ayes: All
Nays: None