

DAYTON METRO LIBRARY

AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Monday, November 20, 2023, 4:00 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 October 18, 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. 2024 ALA LIBLEARNX

The 2024 ALA LibLearnX Conference will be held at the Baltimore Convention Center in Baltimore, Maryland, on January 19-22, 2024. There will be an in-person (LLX Full Access) option and an online-only LLX Studio+ option. It is recommended that the Board authorize reimbursement in an amount up to \$395.00 for registration, \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging, and \$180.00 for meals for the following individuals:

- Board members who will attend
- Executive Director

- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$6,015.00 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$395.00 for registration costs. It is further recommended that \$6,015.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

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 October 2023 was included in the Board Packet.

The Executive Director approved the following investments:

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>
10/15/2023	PLF	1,630,582.86	1,630,582.86	-	
Total		1,630,582.86	1,630,582.86	-	

7. ADVANCE ON TAX DOLLARS COLLECTED IN 2024 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2024,
and

WHEREAS, these funds will be used for current operating expenses throughout
2024, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton
Metro Library that a request on the tax dollars collected be forwarded to the
Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000
from the Real Estate and Personal Property Taxes processed weekly.”

The resolution requires a **roll call vote**.

8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

-Ann Riegle Crichton, Community Development Manager- Career Adventures
Day Update

The Executive Director will introduce the following new specialists:

-Jordan Ostrum, LGBTQIA+ Services Specialist, EDI Department

9. ART AND TANGIBLE ASSET DONATIONS POLICY REVISION – ACTION

The Executive Director recommends the approval of the revised Art and Tangible Asset
Donations Policy, as distributed in the Board Packets.

10. NOMINATING COMMITTEE - INFORMATION

The Board President will need to appoint a nominating committee in order to present a 2024 Slate of Officers for election at the annual meeting in December 2023. The offices of President, Vice President, and Secretary will need to be filled.

Additionally, the nominating committee will need to make a recommendation to appoint a Trustee to serve as liaison to the Foundation Board of Directors in 2024.

The Board President will solicit recommendations from the Board of Trustees to the Court of Common Pleas for candidates to fill the vacancy created by Jeanne Holihan's resignation.

11. CORRESPONDENCE

Since the October meeting, the Board of Trustees received two correspondence items of note. Both letters are included in the Board packets.

The first was a letter from Perry and Associates CPAs regarding their 2022 audit of the Library's Finances. They reported a clean audit and stated that "DML's financial statements present fairly the library's financial position."

The Executive Director received a letter from Commissioner Judy Dodge, congratulating him for being named as one of Dayton Business Journal's *2023 Leaders in Diversity* award winners.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 20, 2023 at 4:00 p.m. in the Community Room at the Main Library.

14. 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Maria Ruiz-Olvide, Children Services Librarian, Southeast Branch Library, and Caitlin Wissler, Public Services Director, Public Services Administration, to attend the “PLA 2024 Conference” sponsored by PLA and held in Columbus, OH from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 each, mileage in the amount of \$93.01 each, parking in the amount of \$40.00 each, lodging in the amount of \$395.66 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in the “Transgender People in Libraries” two-part webinar sponsored by ALA on November 7, 2023 and November 15, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to participate in the “How to Build and Defend Inclusive Collections” webinar sponsored by Library Journal on October 25, November 1, and November 8, 2023. It is further recommended that registration in the amount of \$307.59 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director of Diversity, Equity and Inclusion, to attend the “Annual DEI Symposium” sponsored by Columbus Chamber of Commerce and held in Columbus OH on November 1, 2023. It is further recommended that registration in the amount of \$100.00 and mileage in the amount of \$96.68 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to participate in the “OLC Ballot Workshop” webinar sponsored by OLC on November 14, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Jeff Reid, Collection Development Librarian, Technical Services, and Holly Richards, Technical Services Director, Technical Services, to attend “LibLearnX” sponsored by ALA and held in Baltimore, MD on January 19, 2024 through January 22, 2024. It is further recommended that registration in the amount of \$395.00 each, airfare in the amount of \$415.00 each, ground transportation in the amount of \$115.00 each, parking in the amount of \$30.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Paul Armstrong, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective October 22, 2023 at the rate of \$19.00 per hour.

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$22.36 per hour.

Donnie Cole, Facilities Technician, full-time, Grade 09, Facilities, effective November 5, 2023 at the rate of \$19.69 per hour.

Elizabeth Gonder, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Alexis Jones, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 22, 2023 at the rate of \$14.06 per hour.

Alexandra Keith, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Edward Love II, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Dionne Tanksley, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective December 3, 2023 at the rate of \$14.06 per hour.

Carl Weber, Supply Clerk, 4/5-time, Grade 04, Facilities, effective November 5, 2023 at the rate of \$15.42 per hour.

It is recommended that the following **Change in Title** be accepted:

Lauren Tappel, Director of Institutional Giving, full-time, Grade S08, External Relations, from Development Director, full-time, Grade S08, External Relations, effective October 30, 2023 at the rate of \$37.50 per hour.

It is recommended that the following **Declined Position** be accepted:

Elizabeth Gonder, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023.

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

Nathan Burger, External Relations Assistant, full-time, Grade 08, External Relations, from External Relations Clerk, full-time, Grade 05, External Relations, effective October 8, 2023 at the rate of \$19.92 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 4, 2023 for 6.22 hours for illness.

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

Jerrin Cornish, Senior Acquisitions Clerk, full-time, Grade 07, Technical Services, from Acquisitions Clerk, full-time, Grade 05, Technical Services, effective October 22, 2023 at the rate of \$18.22 per hour.

It is recommended that the following **Promotion, Change in Location** be accepted:

Megs Francis, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity, Diversity, and Inclusion, from Staff Development Manager, full-time, Grade S07, Human Resources, effective December 17, 2023 at the rate of \$30.3380 per hour.

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

Patrick Craig, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective October 4, 2023.

Johnathan Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 11, 2023.

Susan Litke, Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective June 15, 2023.

Hsanni Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 3, 2023.

D. **GIFTS AND GRANTS**

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

\$100.00 from John Brooks on October 18, 2023.

\$10.00 from Anthony Chambers on October 23, 2023.

\$50.00 from Glenn Bayer on October 30, 2023.

\$25.00 from Rob Hardy on October 30, 2023.

\$250.00 from Mary Kieffer on October 30, 2023.

\$280.00 from Jeffrey Trzeciak on November 4, 2023.

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

Dayton Metro Library received no new Grants since the October Board Meeting.