

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 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. COMMENTS FROM THE GENERAL PUBLIC

- Kevin Larger
- Shelley Dickstein

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.

4. APPROVAL OF MINUTES - ACTION

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

5. 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 PLA ANNUAL CONFERENCE

The 2024 PLA Annual Conference will be held at the Hilton Downtown in Columbus, Ohio on April 3-5, 2024. There will be an in-person and an online-only option. It is recommended that the Board authorize reimbursement in an amount up to \$347.00 for registration, \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging, and \$120.00 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, \$2,987.01 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, mileage, lodging, parking, and meals, with a maximum per person reimbursement of \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$347.00 for registration costs. It is further recommended that \$2,987.01 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

D. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Tracy Borders, Information Services Assistant, Huber Heights Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

E. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants as listed at the end of the agenda.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for November 2023 are included in the Board Packet.

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>
11/3/2023	PLF	1,697,853.00	1,697,853.00	-	
11/3/2023	RE Rollback	1,268,073.22	672,496.09	595,577.13	Debt Service
Total		2,965,926.22	2,370,349.09	595,577.13	

7. AMENDED 2023 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2023 Appropriation Resolution so that unencumbered funds in various accounts may be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommends the following amended appropriation allocations for fiscal year ending December 31, 2023:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$24,332,863	\$24,332,863	\$0
2000 – Supplies	\$1,155,375	\$825,772	\$(329,603)
3000 - Purchased Services	\$7,358,484	\$7,358,484	\$0
4000 - Library Materials & Information	\$5,144,000	\$5,144,000	\$0
5000 - Capital Outlay	\$1,774,400	\$1,274,000	\$(500,000)
7000 - Other Objects	\$212,077	\$212,487	\$410
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$39,977,199</u>	<u>\$39,148,006</u>	<u>\$(829,193)</u>

<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$220,000	\$220,000	\$ 0
6000 - Debt Service	<u>\$10,166,196</u>	<u>\$10,166,196</u>	<u>\$0</u>
Total	<u>\$10,386,196</u>	<u>\$10,386,196</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$5,000	\$5,000	\$0
3000 - Purchased Services	\$500,000	\$500,000	\$0
5000 – Capital Outlay	\$5,270,000	\$5,270,000	\$0
7000 – Other Objects	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>
Total	<u>\$5,780,00</u>	<u>\$5,780,000</u>	<u>\$0</u>

8. TEMPORARY 2024 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March, 2024.

GENERAL FUND

1000 – Salaries & Benefits	\$25,231,467
2000 - Supplies	\$1,069,590
3000 - Purchased Services	\$7,440,224
4000 – Library Materials & Information	\$4,942,300

5000 - Capital Outlay	\$1,089,020
6000 - Debt Service	\$0
7000 - Other Objects	\$174,243
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$39,946,844</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	\$10,067,499
Total Debt Services Fund Appropriations	<u>\$10,287,499</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$200,000
7000 - Miscellaneous	\$0
Total Building and Repair Fund Appropriations	<u>\$200,000</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$10,000
3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	\$20,000
Total Taxable Construction Fund Appropriations	<u>\$30,000</u>

Total All Funds Appropriations **\$50,464,343**

It is recommended that the Board approve the Temporary Appropriation for 2024 for the General Fund in the amount of \$39,946,844, the Debt Service Fund in the amount of \$10,287,499, the Building & Repair Fund in the amount of \$200,000, and the Taxable Construction Fund in the amount of \$30,000.

9. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

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

- Debi Chess, External Relations and Development Director- Social Media Policy and Naming Policy
- Claudine Bennett, External Relations Manager- Media Mentions Analytics

The Executive Director will introduce new manager and specialist-level staff:

- Hilary Ross-Browning, Fiscal Officer/Finance Director, Finance
- Kristina Hill, Community Wellness Specialist, Community Development

10. REVISED 2024 BOARD MEETING SCHEDULE - ACTION

During the October 2023 Board meeting, a 2024 Board Meeting schedule was approved. It is recommended that the Board revise the 2024 meeting schedule to read as follows:

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 26, 2024	December 18, 2024

This revised schedule avoids the Juneteenth federal holiday, but is otherwise unchanged.

11. LIBRARY AIDE AND SUBSTITUTE WAGE RATES - ACTION

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library
Proposed Library Aide Pay Schedule
Effective January 1, 2024**

Current Rate	\$11.00	\$11.25	\$11.68
New Rate	\$11.50	\$11.75	\$12.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 1, 2024**

Grade	Minimum	Maximum
Sub 01	\$11.01	\$13.16
Sub 02	\$11.34	\$13.53
Sub 03	\$11.69	\$13.97
Sub 04	\$12.11	\$14.45
Sub 05	\$12.65	\$15.10
Sub 06	\$13.20	\$15.75
Sub 07	\$13.86	\$16.56
Sub 08	\$14.62	\$17.45
Sub 09	\$15.44	\$18.44
Sub 10	\$16.44	\$19.64
Sub 11	\$17.54	\$20.95
Sub 12	\$18.87	\$22.52

Professional Offset \$2.03

The Executive Director recommends approval of the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 1, 2024.

12. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Woodhull, Mr. Williamson and Ms. Isom to serve as the chair for the ad hoc nominating committee in order to present a 2024 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2023. Additionally, the nominating committee will put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2024.

The Board President should seek nominations from the floor prior to the election.

Traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. Surety bonds for these two officers in the amount of \$25,000 will need to be authorized by the Board. The Executive Director recommends Trustees approval to authorize securing the recommended surety bonds.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2024 at 4:00 p.m. in the Community Room at the Main Library.

15. 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:

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, Nawal Ciaramitaro, Information Services Assistant, Miami Township Branch Library, Kristina Hill, Community Wellness Specialist, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Kelly McElroy, Information Services Assistant, Vandalia Branch Library, Seth Patrick, Information Services Assistant, Huber Heights Branch Library, Kristina Richey, Information Services Librarian, Miami Township Branch Library, and Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$22.00 each be reimbursed by the Board.

Makailah Hill, Children Services Librarian, Northwest Branch Library, and Jacqui Taylor, Children Services Librarian, Northwest Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lane Hurd, Safety and Protective Services Officer, Safety and Protective Services, and Clayton Matheny, Safety and Protective Services Officer, Safety and Protective Services, to attend “First Aid CPR/AED Training” sponsored by Focus Health on December 13, 2023. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend “OLC Conference in Columbus, OH from September 27, 2023 through September 29, 2023. There is no registration cost associated with this event.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “PLA 2024” sponsored by PLA and being 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.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Libraries and Schools: Winning Formulas for Student Success” sponsored by OLC and PLA and held in Columbus, OH on April 2, 2024. It is further recommended that registration in the amount of \$205.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Northwest Branch Library, to participate in “Public Library Association Conference 2024” being held online from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$25.24 per hour.

Kyle Foster, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective December 17, 2023 at the rate of \$12.16 per hour.

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective December 3, 2023 at the rate of \$16.87 per hour.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Clayton Matheny, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Hilary Ross-Browning, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective December 3, 2023 at the rate of \$57.6923 per hour.

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

Katie Sumner, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 3, 2023 at the rate of \$18.61 per hour.

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

Phillip Dunlevy, Facilities Manager, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S09, Facilities, effective December 3, 2023 at the rate of \$38.7553 per hour.

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

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective November 8, 2023 for 19.38 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective November 17, 2023 for 4.3 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 7, 2023 for 6.5 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 15, 2023 for 1.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 4, 2023 for 2.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 8, 2023 for 4 hours for illness.

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

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective December 31, 2023 at the rate of \$18.61 per hour.

Seth Wass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective November 19, 2023 at the rate of \$18.61 per hour.

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

Mark Vella, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 3, 2023 at the rate of \$16.11 per hour.

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

Hannah Priebe, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective December 1, 2023.

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, effective February 24, 2024.

E. GIFTS AND GRANTS

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

\$100.00 from Irene Baust on November 13, 2023.

\$100.00 from Michael Roediger on November 15, 2023.

\$100.00 from Thomas Readmond on November 20, 2023.

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

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

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

Dayton Metro Library has not received any Grants since the November Special Meeting.