

DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

October 18, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Shannon Isom

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

DEPUTY FISCAL OFFICER: Jeffrey Trzeciak

CALL TO ORDER

The President called the meeting to order at 4:33 p.m.

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 Mr. Williamson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Isom, seconded by Ms. Woodhull, the minutes of the September 20, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN HOURS, CHANGE IN POSITION

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.

HAY RECLASSIFICATION

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.

PROMOTION

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.

RESIGNATION

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.

RETURN TO APPOINTED POSITION

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.

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:

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.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$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.

GRANTS

The Board approved each of the following grants:

\$72,000.00 from PNC Charitable Trusts on October 6, 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 September 2023 were included in the Board folder. Jeffrey Trzeciak, Deputy Fiscal Officer, gave a review of the Financials. He explained that the Financials put forth for approval had been revised, to correct an error on the Huntington Bank Financial statement. He thanked Jay Eckley, Craig Cantrell and the Finance department for their work to resolve the issue.

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>
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
Total		2,981,756.88	2,470,136.79	511,620.09	

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

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR'S REPORT

Claudine Bennett, External Relations Manager, provided the Board with a follow-up presentation regarding the Library's "Free to Belong" marketing initiative, and debuted a few of the billboard designs and commercials which will soon be featured across the county.

PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE

Marc Reynolds and Scott Egbers of Marsh & McLennan Agency reviewed with the Board the proposed 2023-2024 rates for Property, Liability and Blanket insurance and cybersecurity coverage.

PREMIUM BY COVERAGE

<u>Line of Coverage</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Westfield Package (1)	\$198,207	\$208,542
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
Cincinnati Boiler (2) – 2023 to 2026	\$2,962	\$3,109
Cincinnati Executive Liability – 2023 to 2026 (3)	\$15,878	\$15,000
Travelers Cyber (4)	\$13,756	\$13,740
Total Estimated Premium (5)	\$230,803	\$240,391

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the renewal of the Property, Liability and Blanket Insurance coverage, including cybersecurity insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$240,391.00

Ayes: All
Nays: None

2024 HEALTH, DENTAL AND VISION INSURANCE

Deansai Myers, Director of Human Resources and Organizational Development, and Teri Meyer of Assured Partners, provided a review of the proposed 2024 health, vision and dental rates.

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.

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

HRA	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$843.46	\$674.77	\$168.69	\$84.35
Anthem - Single	\$810.14	\$648.11	\$162.03	\$81.02
United Health Care – Family	\$1,864.07	\$1,491.26	\$372.81	\$186.41
Anthem - Family	\$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.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$21.61	\$17.29	\$4.32	\$2.16
Superior Dental - Single	\$21.61	\$17.29	\$4.32	\$2.16
United Health Care – Family	\$90.51	\$72.41	\$18.10	\$9.05
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 Anthems 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.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the proposed 2024 health, vision and dental rates.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2024 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2024. The President noted that there is a possibility that the Board may hold a special meeting in August 2024. Unless otherwise noted, Board Meetings will be held in the Community Room of the Main Library. The approved meeting dates for 2024 are 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 19, 2024	December 18, 2024

On a motion by President Thomas, seconded by Ms. Isom, the Board approved the above meeting schedule for 2024.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated Jayne Klose for her being awarded the Erin Ritchey Community Award, presented by the Montgomery County Board of Developmental Disabilities Services.

President Thomas also congratulated Dr. Karlos L. Marshall for being named to the Forbes 30 Under 30, and being featured in the UD Alumni Spotlight.

President Thomas congratulated Jeffrey Trzeciak for being named as one of Ohio's Most Influential Executives by Ohio Business Magazine.

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.

ADJOURNMENT

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

Ayes: All
Nays: None