

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 2024, 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 December 20, 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. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, in order to attend Kent State University, School of Information.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve 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 Agreement:

Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science”, 3.0 credit hours, Kent State University, at a cost of \$2,211.00 for a total of \$4,422.00.

E. 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

-Derrick Martin

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 December 2023 is 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>
12/14/2023	PLF	1,783,820.68	1,783,820.68	-	-
Total		1,783,820.68	1,783,820.68	-	-

7. RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS AND FOUNDATION PROCEEDS- ACTION

The Executive Director recommends approval of the following Resolution:

WHEREAS, Ohio Revised Code Section 5705.09 requires a political subdivision of the State of Ohio to create a special fund for each class of revenues derived from a source other than the general property tax; and

WHEREAS, Ohio Revised Code Section 5705.12 empowers a political subdivision of the State of Ohio to create other funds as are desirable via resolution or ordinance, in particular to pay in money derived from specified sources other than the general property tax; and

WHEREAS, Dayton Metro Library will receive donated revenues through various foundations and charitable sources, including the Dayton Metro Library Foundation and Friends of the Dayton Metro Library, to support special programs, purchase fixed assets and advance the mission of the Dayton Metro Library; and

WHEREAS, Funding received from charitable sources and the Foundations will be segregated in project codes to ensure revenues are used for the fundraised purpose; and

WHEREAS, Associated expenses from projects supported by the donated revenues will be segregated in respective project codes; and

WHEREAS, Immediate action is required to create a fund for the proceeds so that projects and programs can commence.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: That a Special Revenue Fund for Donations and Foundation Proceeds is hereby created. The Fiscal Officer is hereby authorized to amend the Chart of Accounts to include a Special Revenue Fund.

Section 2: The Fiscal Officer is hereby authorized to establish and administrate such Special Revenue Fund.

Section 3: That the funds contained in the Special Revenue Fund shall be used only for the fundraised purpose. The Fiscal Officer is hereby authorized to establish project codes to segregate project expenses.

Section 4: That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

8. RESOLUTION ESTABLISHING A CHARITABLE TRUST BANK ACCOUNT AT THE DAYTON FOUNDATION- ACTION

The Executive Director recommends approval of the following resolution:

WHEREAS, Dayton Metro Library is a political subdivision with 501(c)(3) tax-exempt status allowing charitable contributions from individuals, corporations, government agencies and foundations; and

WHEREAS, Funding revenue received from charitable sources shall be processed and deposited in Dayton Metro Library accounts in a timely manner; and

WHEREAS, recognition of donor intent shall be acknowledged through application of received charitable resources toward projects, programs, and facilities as requested in a timely manner.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: That a charitable Trust checking account be established at the Dayton Foundation for the purposes of receiving individual, corporate, foundation and government charitable gifts, and applying these monies to appropriate projects, programs, and facility needs as appropriate and requested.

Section 2: That the funds contained in the Dayton Foundation charitable trust bank account shall be used only for the fundraised purpose.

Section 3: That the Dayton Metro Library Fiscal Officer be authorized to administer such funding.

9. CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK- ACTION

It is recommended that the Board approve the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, treasury management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

Nolan Thomas, Board President

Jeffrey Trzeciak, Executive Director

Hilary Ross Browning, Fiscal Officer & Director of Finance

10. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

11. TUITION REIMBURSEMENT RATE - ACTION

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018 the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

Due to budget cuts and to be fiscally responsible, Dayton Metro Library will change to a reimbursement amount up to 65% of all eligible tuition expenses, not to exceed \$75,000 for calendar year 2024.

The Executive Director recommends Board authorization to change to a 65% reimbursement, not to exceed \$75,000, for calendar year 2024.

12. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

The Executive Director will introduce the following new manager and specialist staff members to the Board:

- Megs Francis, Assistant EDI Director

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

- 2023 Year in Review, Rachel Gut

13. NEW BUSINESS

14. CORRESPONDENCE

Included in the Board packet is a letter from County Auditor Karl Keith thanking the Library for its assistance in hosting and facilitating the 2023 community auditor forums. Library staff was acknowledged and thanked for their dedicated service, and the Library was thanked for serving as a partner.

15. NOMINATING COMMITTEE RATIFICATION- ACTION

During the December 20, 2023 annual Board meeting, the following slate of officers was put forth and elected, contingent upon Mr. Kennebrew's assent:

Nolan Thomas – President
Carl Kennebrew – Vice President
Sara Woodhull – Secretary
David Williamson – Liaison to the Foundation

Though this slate was provisionally approved, it was recommended that this be revisited during the January 2024 Board meeting for official ratification.

It is recommended that the Board ratify the slate as presented above, or elect alternate candidates.

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 21, 2024 at 4:00 p.m. in the Community Room at the Huber Heights Branch Library.

17. EXECUTIVE SESSION

It is recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

A **roll call vote** will be needed.

18. 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:

Molly Benson, Acquisition Manager, Technical Services, Rebecca Calfe, Floater Manager, Public Services Administration, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Bradley Kuykendall, Floater Manager, Public Services Administration, Deansai Myers, Human Resources and Organizational Development Director, Human Resources, Jordan Ostrum, LGBTQIA+ Services Specialist, Equity, Diversity and Inclusion, Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, and Camyel Young, Assistant Branch Library Manager, Outreach Services, to attend “PLA Annual Conference” sponsored by PLA 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 D. Brame, Information Services Librarian, Special Collections, to participate in “Graduate Certificate in Digital Storytelling: Intro to Media Production” webinar course series sponsored by Harvard Extension School from January 22, 2024 through May 11, 2024. 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, Jen Kadel, Recruitment and Retention Manager, Human Resources, and Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “OHPELRA Annual Training Conference” sponsored by OHPELRA and held in Columbus, OH from January 29, 2024 through January 30, 2024. It is further recommended that registration in the amount of \$399.00 each, mileage in the amount of \$109.39 each, and lodging in the amount of \$155.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Tackling Sex Ed and Menstrual Literacy in the Library” webinar being sponsored by YALSA on February 28, 2024. It is further recommended that registration in the amount of \$63.20 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Embracing a Public Service Mindset to Better Demonstrate Your Library’s Value” webinar sponsored by PLA on February 28, 2024. It is further recommended that registration in the amount of \$47.40 be reimbursed by the Board.

Megs Francis, Equity, Diversity and Inclusion Assistant Director, Equity, Diversity and Inclusion, and Terrie Shouse, Information Services Librarian, Substitute, Kettering-Moraine Branch Library, to participate in the “Youth Mental Health First Aid” webinar sponsored by ADAMHS on January 19, 2024. It is further recommended that registration in the amount of \$23.18 each be reimbursed by the Board.

Melissa Groveman, Information Services Librarian, Kettering-Moraine Branch Library, to attend “PLA Annual Conference” sponsored by PLA in Columbus, OH on April 3, 2024. It is further recommended that registration in the amount of \$347.00, mileage in the

amount of \$93.01, parking in the amount of \$40.00, lodging in the amount of \$395.66 and meals in the amount of \$120.00 be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend “Ohio Afterschool Network Statewide Annual Conference” sponsored by Ohio Afterschool Network in Westerville OH from February 22 through February 23, 2024. It is further recommended that registration in the amount of \$365.00 and mileage in the amount of \$159.82 be reimbursed by the Board.

Andrew Hiatt, Assistant Branch Library Manager, Vandalia Branch Library, and Jon Metcalf, Information Services Assistant, New Lebanon Branch Library, to participate in the “Adopting Artificial Intelligence in Libraries” webinar sponsored by Library Journal and SLJ from March 5, 2024 through March 19, 2024. It is further recommended that registration in the amount of \$262.44 each be reimbursed by the Board.

Luke Lawson, Protective Services Manager, Safety and Protective Services, and Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to participate in the “Safety Summit: Continuing the Conversation” webinar being sponsored by LJ & SLJ on February 8, 2024. It is further recommended that registration in the amount of \$237.00 each be reimbursed by the Board.

Jordan Ostrum, LGBTIA+ Services Specialist, Equity, Diversity and Inclusion, to attend the “Queer History South Conference” sponsored by Invisible Histories Project in Charlotte, NC from February 23, 2024 through February, 24, 2024. It is further recommended that registration in the amount of \$188.58, airfare in the amount of \$596.04, ground transportation in the amount of \$50.40, parking in the amount of \$40.00, lodging in the amount of \$618.20, and meals in the amount of \$120.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

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

Maia Grandy, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 14, 2024 at the rate of \$19.00 per hour.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective January 14, 2024 at the rate of \$19.57 per hour.

Matt Lamm, Facilities Technician, full-time, Grade 09, Facilities, effective December 17, 2023 at the rate of \$19.69 per hour.

Natalie Rickman, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 17, 2023 at the rate of \$14.06 per hour.

Caillen Smith, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

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

Jennifer Kadel, Recruitment and Retention Manager, full-time, Grade S08, Human Resources, from Recruitment and Retention Manager, full-time, Grade S07, Human Resources, effective December 31, 2023 at the rate of \$43.8439.

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

Westly Davis, Interim Accounting Manager, full-time, Grade S08, Finance, from Accountant, full-time, Grade 11, Finance, effective December 31, 2023 at the rate of \$30.3380 per hour.

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

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 29, 2023 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 23, 2024 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 5, 2024 for 64 hours for vacation.

Jordan Ostrum, LGBTQIA+ Services Specialist, Equity Diversity and Inclusion, effective December 25, 2023 for 56 hours for vacation.

Katie Sumner, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective December 8, 2023 for 39.33 hours for illness.

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

Katherine Mullins, Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective December 31, 2023 at the rate of \$19.57 per hour.

Lori Rotterman, Information Services Librarian (Genealogy Emphasis), full-time, Grade 11, Special Collections, from Information Services Assistant, full-time, Grade 08, Special Collections, effective December 31, 2023 at the rate of \$23.34 per hour.

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

Erin Winchester, Staff Development Manager, full-time, Grade S07, Human Resources, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 28, 2024 at the rate of \$26.6592 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective January 14, 2024 at the rate of \$14.79 per hour.

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

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 2, 2024.

Jay Eckley, Accounting Manager, full-time, Grade S08, Finance, effective December 21, 2023.

Jesse Lawhead, Information Services Librarian, Substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023.

Jennifer McConkey, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective January 13, 2024.

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

Lark Heit, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective January 31, 2024 after more than 25 years of service.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective January 31, 2024.

E. **GIFTS AND GRANTS**

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

- \$500.00 from Angelina Grosso on December 21, 2023.
- \$10.00 from Anthony Chambers on December 23, 2023.
- \$75.00 from Morgan Seymour on December 23, 2023.
- \$100.00 from Sherrie Kossoudji on December 25, 2023.
- \$40.00 from Rob Hardy on December 27, 2023.
- \$25.00 from Linda Ketchum on December 29, 2023.
- \$100.00 from Debra Briganti on December 31, 2023.
- \$300.00 from Amy Leigh on December 31, 2023.
- \$280.00 from Jeffrey Trzeciak on January 4, 2024.
- \$35.00 from Rob Hardy on January 13, 2024.

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

- \$500.00 from California Library Association on December 18, 2023.