

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Carl Kennebrew,
Shannon Isom (in at 4:14 p.m.)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

DEPUTY FISCAL OFFICER: Jeffrey Trzeciak

CALL TO ORDER

The President called the meeting to order at 4:01 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 Mr. Kennebrew, seconded by Mr. Williamson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the minutes of the October 18, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN TITLE

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.

DECLINED POSITION

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

HAY RECLASSIFICATION

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

2024 ALA LIBLEARNX

The Board approved the following reimbursement structure for Library employees and Board members planning to attend the 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.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$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.

GRANTS

The Board approved each of the following grants:

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for October 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 update the financial forecast. Jeffrey also informed the

Board that a new Fiscal Officer, Hilary Browning, has been chosen, with an expected start date of December 4, 2023 and who will provide the December Financial Report.

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

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

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2024

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, the Board adopted 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.”

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

Mr. Thomas, Aye
Mr. Kennebrew, Aye
Mr. Williamson, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director informed the Board that Ann Riegler Crichton was unable to provide her scheduled update regarding Career Adventure Days.

The Executive Director introduced Jordan Ostrum, the new LGBTQIA+ Services Specialist, to the Board.

Ms. Isom joined the meeting at 4:14 p.m.

ART AND TANGIBLE ASSET DONATIONS POLICY REVISION

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the revision of the Art and Tangible Asset Donations Policy as set forth in the Board Packet.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President explained that, as dictated by the Bylaws, he must appoint a nominating committee tasked with creating a 2024 Slate of Officers for election at the annual December 2023 Board meeting. The roles needing to be filled are: President, Vice President, Secretary and Liaison to the Foundation Board of Directors.

The Board President appointed Mr. Williamson, Ms. Woodhull, and Ms. Isom to the nominating committee.

The Board President also explained that there are still two vacancies on the Board of Trustees, which need to be filled by the Montgomery County Court of Common Pleas Judges, and by the County Commissioners. The Court of Common Pleas has requested that candidates be provided for their consideration.

The President raised four names for consideration and discussion: Myla Cardona-Jones, Wray Blattner, Lisa Wagner, and Michael Roediger.

In open discussion, Mr. Williamson, Mr. Kennebrew, and Mr. Thomas expressed support for the full slate of candidates. The educational background of Ms. Cardona-Jones was noted by Ms. Isom, as was the arts background of Mr. Roediger and Ms. Wagner by Mr. Trzeciak.

On a motion by Ms. Isom, seconded by Mr. Kennebrew, the Board nominated each of the four candidates. These names will be shared with both appointing bodies.

Ayes: All
Nays: None

CORRESPONDENCE

The Board reviewed two items of correspondence: 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.

NEW BUSINESS

No new business was shared with the Board.

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 of the Main Library.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the Board adjourned at 4:22 p.m.

Ayes: All

Nays: None