

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 21, 2024, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office will be administered to Myla Cardona-Jones by Gil Rutledge, Notary Public.

2. 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.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the January 24, 2024 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. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants as listed at the end of the Agenda.

6. COMMENTS FROM THE GENERAL PUBLIC

- Richelle Frabotta
- Sandra and Danny Kalenberg
- Kevin Larger

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.

7. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Report for January 2024 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>
1/12/2024	PLF	\$1,451,689.78	\$1,451,689.78	-	
1/17/2024	RE Tax Receipts	\$1,181,711.51	\$622,112.02	\$559,599.49	Debt Service
1/26/2024	RE Tax Receipts	\$127,016.76	\$68,729.46	\$58,287.30	Debt Service
Total		\$2,760,418.05	\$2,142,531.26	\$617,886.79	

8. BANKING SERVICES RESOLUTION- ACTION

The Executive Director recommends the Board approve the following Banking Services Resolution for Deposit Accounts and Other Treasury Management Services with Fifth Third Bank:

WHEREAS, the Dayton Metro Library is required to maintain depositor accounts with eligible institutions pursuant to Ohio Revised Code Section 135.03; and

WHEREAS, the Board of Trustees wishes to continue its banking and investing relationship with Fifth Third Bank.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES THAT:

Section 1: Effective as of the date of execution, The Executive Director, Jeffrey Trzeciak, and the Fiscal Officer, Hilary Ross Browning, are duly authorized representatives of the Dayton Metro Library. Their names are reflected on the Signature Page of this Resolution and hold the titles set forth opposite their respective names. They are authorized to act on behalf of the Dayton Metro Library, as an “Authorized Person” in transactions with Fifth Third Bank, National Association, or an affiliate of Fifth Third Bancorp (collectively, “Bank”), with the authority detailed in the Banking Services Resolution

Section 2: The Board of Trustees adopts in full the Banking Services Resolution put forth by Fifth Third Bank; and

Section 3: The Fiscal Officer is authorized to execute the Banking Services Resolution put forth by Fifth Third Bank after passage of this Resolution.

9. ENERGY AGGREGATION RESOLUTION- ACTION

The Executive Director recommends the Board approve the Energy Aggregation Resolution as included in the Board Packet.

A RESOLUTION AUTHORIZING THE DAYTON METRO LIBRARY TO JOIN THE SOUTHEAST OHIO PUBLIC ENERGY (DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL); AUTHORIZING THE EXECUTION AND DELIVERY OF THE AGREEMENT ESTABLISHING SOPEC; APPROVING THE BYLAWS OF SOPEC; AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE SOPEC ELECTRIC ACCOUNT PROGRAM AGREEMENT AND ELECTRIC SERVICE AGREEMENT(S).

WHEREAS, the Board of Trustees of the Dayton Metro Library wishes to join the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council)(“SOPEC”), by which the Dayton Metro Library will be able to act jointly with

other member political subdivisions and thereby maximize the potential benefit of electricity procurement through group purchasing efforts, and other benefits of membership.

NOW, THEREFORE, RESOLVED BY THE BOARD OF TRUSTEES THAT:

SECTION 1. The Board of Trustees finds and determines that it is in the best interest of the Dayton Metro Library to join SOPEC, and approves the SOPEC Bylaws, for the purpose of participating in the SOPEC electric account program and other benefits of membership.

SECTION 2. The Executive Director and/or the Fiscal Officer is hereby authorized and directed to execute and deliver the Agreement Establishing the Sustainable Ohio Public Energy Council (the “SOPEC Agreement”) and the SOPEC Electric Account Program Agreement (the “Program Agreement”). The SOPEC Agreement and the Program Agreement shall be substantially in the forms presented to this Board of Trustees.

SECTION 3. The Fiscal Officer is hereby authorized to execute electric service agreement(s) with retail electric supplier(s) selected through a competitive procurement managed by SOPEC in a form approved by the Dayton Metro Library’s legal counsel for the Dayton Metro Library’s electric accounts enrolled in the SOPEC Electric Account Program.

SECTION 4. The Board of Trustees finds and determines that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board of Trustees and that all deliberations of this Board of Trustees and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

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

The Executive Director will introduce the following new managers to the Board:

- Heather McClure, Safety and Protective Services Director

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

- Staff Surveys

11. **MOU WITH THE FOUNDATION- ACTION**

The Executive Director recommends the Board approve the following Memorandum of Understanding with the Dayton Metro Library Foundation.

Memorandum of Understanding Between

Dayton Metro Library Foundation and Dayton Metro library Board of Trustees

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this 21st day of February 2024 by and between the BOARD OF TRUSTEES OF THE DAYTON METRO LIBRARY (“the Library”) and the DAYTON METRO LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3, both parties of Dayton, Ohio.

Both parties agree this Memorandum of Understanding (MOU) Is created to ensure a positive and productive working relationship between the Library and its supporting Foundation and to develop guidelines to align priorities, ensuring open communication, reporting and the adherence to all applicable local, state, and federal laws.

Recitals

- A. Whereas the Dayton Metro Library Foundation was established in 2014 as a certified 501 (c) (3) organization with a mission to enhance and expand the Dayton Metro Library's excellence; and
- B. Whereas the Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC, Citizens for Good Libraries; and
- C. Whereas this funding supports library collections, services, programs, and facilities. Now, therefore, the Library and the Foundation enter into this MOU to clearly articulate roles, responsibilities and expectations of the Foundation and to clarify services offered by the Library in support of these efforts.

Purpose

This MOU emphasizes a relationship where the Foundation prioritizes:

- 1. Alignment with the Library’s vision and priorities.
- 2. Acting as ambassadors for the Library’s value and impact.
- 3. Connecting potential donors to the Library.
- 4. Educating about the impact of philanthropy.

To provide additional clarity, the library outlines key elements of our relationship with the DMLF.

Library Roles and Responsibilities

The Library Development Office will focus library efforts on the following:

- corporate/institutional giving;
- individual giving/major gifts including restricted, unrestricted and endowment gifts; and
- planned giving.

To this end, the Library will,

A. Communicate our vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate our fundraising targets, goals, priorities and

funding levels, based on funding needs and our strategic plan.

a. January - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at their January Foundation Board Meeting.

b. February – Library Administration will meet with the Foundation Advancement Committee.

i. Based on funding priorities and the Library’s own development activities and targets, the Library will present a fundraising target for the Foundation for the current year.

ii. The Library will also provide suggested strategies for reaching the target which will include the appeals and other activities as identified for the year.

iii. The Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library’s Development Department.

c. March – The Advancement Committee will present the target, priority and strategies for approval to the Foundation Board at the March meeting for approval.

B. Create and share a case statement. The Library will create a 1–2-page Case Statement

which will be utilized by Library leaders and volunteer ambassadors to inspire philanthropic investments in library projects, programs and mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation. These events include but are not limited to

- a. Donor appreciation events
- b. Direct Mail appeal letters
- c. Annual report distribution
- d. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan which will be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Space: The Library will:

- a. Provide space on the Library website for content provided by the Foundation or link to the Foundation's website from the Library's homepage.
- b. Provide meeting rooms available to the Foundation in accordance with the Library Meeting Room Policy.

Staff Support: The Library will provide support as available, to be determined by the Library, for Foundation activities. The Library’s External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

Foundation responsibilities

Based on the Library’s goals in consultation with Library staff the Foundation will:

- develop and execute bi-annual appeals;
- participate in all identified Library fund-raising activities;
- promote library programs, services and collections; and
- advocate on behalf of the library.

To this end, the Foundation will:

A. Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

B. Personnel. The Foundation will pay 5% of the Development Associate's annual compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed; and assisting with the planning, executing and evaluating all the Foundation's fundraising activities, not to exceed 5% of their time.

C. Coordinate with the Library in planning any events that take place in support of the Library.

D. Charges to Foundation. The Foundation will be responsible for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.

E. Advocacy and Support. The Foundation will support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Board of Trustees. Foundation members will be informed advocates for the Library.

F. Compliance with Legal and Regulatory Requirements. The Foundation will engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.

G. Acknowledge that the Library Administration has the sole authority to determine whether to accept or decline any and all gifts or donations to the Library.

H. Manage and maintain all financial records. The Foundation will provide the Library with a monthly statement to the Development Director on the first of the month that includes all income and expenditures. Income will include all gifts including full donor information and donation amount. The Foundation is responsible for hiring a CPA to manage their finances.

Process for Collaboration.

The Library and the Foundation will work to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community.

A. The Library and the Foundation will engage in an ongoing dialogue to facilitate communication and collaboration.

B. A representative of the Library Trustees and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and may choose to assign a library liaison to serve on each of the Foundation's committees.

C. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.

D. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that benefit the Library's mission, priorities, and goals, in addition to those priorities and gifts that are met by Foundation funding.

9.0 Funding requests. Any Funding request for Foundation funds by the Library shall be presented in writing by the Development Director to the Foundation at their regular meeting. Upon approval of request the Foundation will issue a check within 10 days.

VI. COMMUNICATION

1.0 The Foundation is responsible for maintaining and sharing all meeting minutes and agendas.

2.0 The Foundation President (or designee) will attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.

3.0 The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors.

4.0 The Library Board of Trustees will share all meeting minutes.

5.0 The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.

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, March 20, 2024 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:

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Inclusive Lineages Program” sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00, mileage in the amount of \$171.52, and meals in the amount of \$60.00 be reimbursed by the Board.

Alyssa Childs, Children Services Librarian, Miamisburg Branch Library and Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, to attend “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, meals in the amount of \$120.00 each be reimbursed by the Board.

Shane Hall, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/First Aid” training sponsored by the American Red Cross and held in the Main Library on January 31, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Holly Litfin, Children Services Librarian, Main Youth Services, to attend the “Power Up 2024 Leadership Conference,” being sponsored by University of Wisconsin and held in Madison, WI from March 21, 2024 through March 22, 2024. It is further recommended that registration in the amount of \$325.00, mileage in the amount of \$593.62, lodging in the amount of \$440.75, and meals in the amount of \$120.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to attend “OGS Librarian Day,” being sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00 and meals in the amount of \$60.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to participate in “NGS Family History Conference” webinar sponsored by National Genealogical Society from March 16, 2024 through March 18, 2024. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend the “IUG 2024” conference sponsored by Innovative Users Group and Innovative Interfaces, Inc. in Detroit MI from March 25, 2024 through March 27, 2024. It is further recommended that registration in the amount of \$425.00, mileage in the amount of \$275.10, parking in the amount of \$108.00, lodging in the amount of \$989.46, 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:

Cassie Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 28, 2024 at the rate of \$19.00 per hour.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

Jennifer Geraghty, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

Jack Pacheco, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

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

Westly Davis, Accounting Manager, full-time, Grade S08, Finance, from Interim Accounting Manager, full-time, Grade S08, Finance, effective January 28, 2024 at the rate of \$33.1731 per hour.

Heather McClure, Safety and Protective Services Director, full-time, Grade S09, Safety and Protective Services, from Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, effective January 28, 2024 at the rate of \$36.1212 per hour.

It is recommended that the following **Change in Grade, Change in Hours, Change in Benefit Eligibility Status** be accepted:

Nawal Ciaramitaro, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective February 11, 2024 at the rate of \$14.79 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 January 17, 2024 for 18.01 hours for illness.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 20, 2023 for 4.75 hours for injury.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 11, 2024 for 120 hours for illness.

Ann Riegle Crichton, Community Development Manager, full-time, Grade S07, Community Development, effective January 4, 2024 for 88 hours for personal reasons.

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

Brittany Mikolajewski, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective February 11, 2024 at the rate of \$18.61 per hour.

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

Ana Long, Acquisitions Clerk, Substitute, Grade Sub05, Collection Development, from Library Aide, Kettering-Moraine Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

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

Aaron Oates, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective February 25, 2024 at the rate of \$19.57 per hour.

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

Margaret Castillo, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective February 2, 2024.

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, effective February 23, 2024.

Alexis Mays, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 8, 2023.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 27, 2023.

Huahua Zhu, Information Services Librarian, Substitute, Grade Sub11, Miami Township Branch Library, effective September 14, 2023.

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

Jayne Klose, Community Engagement Manager, 3/5-time, Grade S08, Executive Administration, effective February 29, 2024, after 10 years of service.

It is recommended that the following **Temporary Transfer** be accepted:

Ryann Pope, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 6, 2024 at the rate of \$18.80 per hour.

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

Stefano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective January 16, 2024.

C. GIFTS AND GRANTS

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

\$50.00 from Sheri Olmstead on January 22, 2024.

\$10.00 from Anthony Chambers on January 23, 2024.

\$250.00 from Melinda Eaton on January 24, 2024.

\$100.00 from Angelina Grosso on January 27, 2024.

\$10.00 from Yvette Kelly-Fields on February 1, 2024.

\$280.00 from Jeffrey Trzeciak on February 4, 2024.

\$25.00 from Angela Stevens on February 7, 2024.

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

Dayton Metro Library has not received any Grants since the January 2024 meeting.