

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 2024, 4:00 p.m.

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

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

The President called the meeting to order at 4:00 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 Ms. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Isom, seconded by Mr. Williamson, the minutes of the Board meeting of December 20, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Woodhull, 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

HAY RECLASSIFICATION

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.

INTERIM CHANGE IN POSITION

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

PROMOTION, CHANGE IN LOCATION

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.

REHIRE AS SUBSTITUTE

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

RESIGNATION

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.

RETIREMENT

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.

TUITION REIMBURSEMENT AGREEMENT

The Board approved 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.

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 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.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$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.

GRANTS

The Board approved each of the following grants:

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.
Mr. Derrick Martin had registered to comment, but he elected to meet with the Executive Director instead.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2023 were included in the Board folder. Hilary Ross Browning, Fiscal Officer, gave a review of the Financials. She began with a detailed review of the Library’s net position as of the end of the 2023 fiscal year.

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>

12/14/2023	PLF	1,783,820.68	1,783,820.68	-
Total		1,783,820.68	1,783,820.68	-

On a motion by Mr. Kennebrew, seconded by Ms. Isom, the December 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS AND FOUNDATION PROCEEDS

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved 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.

Ayes: All
Nays: None

RESOLUTION ESTABLISHING A CHARITABLE TRUST BANK ACCOUNT AT THE DAYTON FOUNDATION

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved 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.

Ayes: All
Nays: None

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

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

Ayes: All
Nays: None

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommended 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.

Ms. Isom inquired why this donation was being made, and the Executive Director explained that this annual donation has been made since the library and museum separated, and this is a continuation of this policy. Per the Board's request, there has been a recent stipulation that these donated funds be used to support digitization of the collections which were inherited by the Boonshoft as part of the 1955 separation, in order to make those materials more accessible to the public.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved annual support of the Dayton Society of Natural History in the amount of \$15,000.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

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 Library may elect to revisit this decision in future years.

The Executive Director recommended and on a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved a change to a 65% reimbursement, not to exceed \$75,000, for calendar year 2024.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director thanked and recognized Heather McClure, Safety and Protective Services Manager, for her efforts in ensuring the safety and protection of patrons and staff within the Library. She has worked to establish relationships with Dayton Police and Dayton Public Schools, as well as other local organizations, to establish innovative and evolving strategies and partnerships.

The Executive Director also introduced Megs Francis, the new Assistant Director of Equity, Diversity and Inclusion.

Deputy Executive Director Rachel Gut shared a presentation summarizing the Library's Victories and Successes in 2023.

NEW BUSINESS

President Thomas provided an update on the appointment process for the Board vacancies. The County Commissioners have appointed Kelly Geers to serve as a Library Trustee. She anticipates joining the Board for the March 20, 2024 meeting.

The judges have interviewed each of the four candidates recommended by the Board, and each have been approved for final consideration. A final appointment decision is expected in mid-February.

CORRESPONDENCE

Included in the Board packet was 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.

The Executive Director told the Board that he had recently met with Karl Keith, and a 2024 edition of these forums will be hosted in library locations across the system in February and March.

NOMINATING COMMITTEE RATIFICATION

During the December 20, 2023 annual Board meeting, the following slate of officers was put forth and provisionally 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.

Speaking on behalf of the nominating committee, Mr. Williamson recommended a new slate be elected, as Mr. Kennebrew did not feel his schedule would allow him to serve the role as fully as he would like. The Executive Director thanked Mr. Kennebrew for his dedication to the Board.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board withdrew the provisional slate that was put forth by the Board and provisionally approved during the December 20, 2023 annual meeting.

Ayes: All
Nays: None

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the following slate was put forth for consideration, and elected by acclamation.

Nolan Thomas- President
Sara Woodhull- Vice President
Shannon Isom- Secretary
David Williamson- Liaison to the Foundation

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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 Library.

EXECUTIVE SESSION

It was 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) to discuss appointment of a public employee.

On motion by Mr. Williamson, seconded by Ms. Woodhull, the Board went into Executive Session. A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 4:53 p.m. and returned to open session at 5:39 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None