

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 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 March 20, 2024 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. 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

**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.

- Tara Campbell

6. STRATEGIC PLAN REFRESH- ACTION

Jill Billman-Royer of Burges and Burges will review the proposed Strategic Plan Refresh.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for March 2024 will be reviewed by the Fiscal Officer.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
3/15/2024	PLF	1,523,691.75	1,523,691.75		
3/12/2024	RE Tax Receipts	1,751,615.55	961,226.34	790,389.21	Debt Service

<b>Total</b>	<b>3,275,307.30</b>	<b>2,484,918.09</b>	<b>790,389.21</b>
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8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion- EDI Flight Plan
- Amber Cristofaro, Early Literacy Coordinator- Kindergarten Club Update

9. CORRESPONDENCE

Since the February Board Meeting, the Board received a letter from the Montgomery County Common Pleas Court regarding the upcoming term expiration for Myla Cardona-Jones, who is fulfilling an unexpired term. The Board are asked whether they wish for Ms. Cardona-Jones to be reappointed.

The letter is included in the Board packets.

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 15, 2024 at 4:00 p.m. in the Community Room at the West Carrollton Branch Library.

12. 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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in the “Basics of Archives” webinar sponsored by University of Wisconsin from June 10, 2024 through August 4, 2024. It is further recommended that registration in the amount of \$360.00 be reimbursed by the Board.

Hilary Browning, Fiscal Officer/Finance Director, to attend “OLC CPIM Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 through April 19, 2024. It is further recommended that registration in the amount of \$215.00, mileage in the amount of \$109.21, lodging in the amount of \$187.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Society of Ohio Archivists Annual Meeting” sponsored by Society of Ohio Archivists and held in Columbus, OH from May 16, 2024 through May 17, 2024. It is further recommended that registration in the amount of \$50.00, mileage in the amount of \$99.83, and meals in the amount of \$60.00 be reimbursed by the Board.

Westly Davis, Accounting Manager, Finance, to attend the “OLC CPIM- Public Library Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 to April 19, 2024. It is further recommended that registration in the amount of \$430.00, mileage in the amount of \$272.21, parking in the amount of \$40.00, lodging in the amount of \$250.00, and meals in the amount of \$120.00 be reimbursed by the Board.

Ally Doerman-Bays, Teen Services Librarian, Brookville Branch Library, and Ambrose Weidner, Teen Services Librarian, Main Youth Services, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to participate in the “Facility Management Professional Certification” on-demand webinar sponsored by IFMA. It is further recommended that registration in the amount of \$1,850.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Public Library Association 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, 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.

Kristina Hill, Community Wellness Specialist, Community Development, to attend “Sowing Seeds to Harvest Hope,” sponsored by Ohio Children of Incarcerated Parents Initiative Summit being held in Dublin, OH from April 16, 2024 through April 17, 2024. It is further recommended that registration in the amount of \$108.55, mileage in the amount of \$97.15, lodging in the amount of \$216.88, and meals in the amount of \$60.00 be reimbursed by the Board.

Jennifer Johnson, Information Services Assistant, to participate in the “Creating Interactive Storytimes with Music, Play and More” webinar sponsored by ALSC and ALA E-Learning on April 30, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services, to attend “ALSC National Institute” sponsored by ALSC/ALA and held in Denver, CO from September 19, 2024 through September 21, 2024. It is further recommended that registration in the amount of \$399.00, airfare in the amount of \$656.00, ground transportation in the amount of \$120.00, parking in the amount of \$35.00, lodging in the amount of \$660.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to participate in the “OLC New Directors Workshop Series” sponsored by Ohio Library Association and held in Columbus, OH beginning May 14, 2024 and ending August 28, 2024. It is further recommended that registration in the amount of \$400.00 and mileage in the amount of \$424.51 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to attend “National Conference of African American Librarians 2024” sponsored by Black Caucus of ALA and held in New Orleans, LA from July 24, 2024 through July 27, 2024. It is further recommended that registration in the amount of \$300.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$975.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, parking in the amount of \$20.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, to attend “InfoComm” sponsored by Avixa and held in Las Vegas, NV from June 11, 2024 through June 13, 2024. It is further recommended that registration in the amount of \$749.00, airfare in the amount of \$545.75, ground transportation in the amount of \$45.60, parking in the amount of \$40.00, lodging in the amount of \$1,020.00 and meals in the amount of \$180.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, and parking in the amount of \$20.00, be reimbursed by the Board.

## B. PERSONNEL ACTIONS

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

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 24, 2024 at the rate of \$19.00 per hour.

Matt Buelsing, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective March 24, 2024 at the rate of \$18.61 per hour.

LaShaunda Gates, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 7, 2024 at the rate of \$19.00 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective March 24, 2024 at the rate of \$19.69 per hour.

Wendy Knapp, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective May 5, 2024 at the rate of \$36.5385 per hour.

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

Ashley Jackson, Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective April 7, 2024 at the rate of \$16.27 per hour.

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

Ryann Pope, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective April 7, 2024 at the rate of \$18.80 per hour.

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

Alex Nagy, Information Services Librarian, Substitute, Grade Sub11, Southeast Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 24, 2024 at the rate of \$20.16 per hour.

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

Phillip Dunlevy, Facilities Director, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S10, Facilities, effective April 7, 2024 at the rate of \$38.7553 per hour.

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

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 5, 2024 for 44.72 hours for illness.

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

John Elison, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective May 19, 2024 at the rate of \$28.8462 per hour.

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

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 29, 2024.

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective March 18, 2024.

Jared Hooten, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northmont Branch Library, effective April 14, 2024.

Suzanne Kirchner, Information Services Librarian, Substitute, Grade Sub11, Outreach Services, effective April 7, 2024.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 21, 2024.

Bailey Rogers, Teen Services Librarian, full-time, Grade 11, New Lebanon Branch Library, effective April 12, 2024.

Gabriela Varnson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective March 15, 2024.

Charlton Woodruff, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective November 27, 2023.

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

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 15, 2024.

### C. GIFTS AND GRANTS

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

\$50.00 from Dayton LaSertoma Club on March 15, 2024.

\$10.00 from Sachin Jindal on March 17, 2024.

\$250.00 from Melinda Eaton on March 19, 2024.

\$250.00 from Sue Hickle on March 23, 2024.

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

\$50.00 from Brittany Mikolajewski on March 25, 2024.

\$50.00 from Melissa Gwinn on March 26, 2024.

\$50.00 from Camyel Young on March 26, 2024.

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

\$20.00 from Rob Hardy on March 27, 2024.

\$2,000.00 from Rebecca Williams on March 28, 2024.

\$50.00 from Gerri Lynch on March 30, 2024.

\$1,000.00 from Jacquelyn Waggamon on April 3, 2024.

\$500.00 from Sara Woodhull on April 3, 2024.

\$250.00 from Winnie Johnson on April 3, 2024.

\$100.00 from Kelly and Jeff Geers on April 3, 2024.

\$100.00 from David Williamson on April 3, 2024.

\$100.00 from Dr. Karlos L. Marshall on April 3, 2024.

\$100.00 from Jacquelyn Waggamon on April 3, 2024.

\$50.00 from Adrienne Daniels on April 3, 2024.

\$50.00 from Mackensie and Phil Wittmer on April 3, 2024.

\$25.00 from Allison Knight on April 3, 2024.

\$20.00 from Amber Cristafaro on April 3, 2024.

\$1,000.00 from Jacqueline Gamblin on April 4, 2024.

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

\$50.00 from Paul and Cheryl Robinson on April 4, 2024.

\$10.00 from Heather Ruch on April 4, 2024.

\$1,000.00 from Dr. Bob Brandt Jr, on April 4, 2024.

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

\$25,000.00 from CenterPoint Energy System on April 12, 2024.