

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, 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. Williamson, seconded by Ms. Isom, the revised agenda was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

-Mr. Kevin Larger addressed the Board, explaining the interaction which led to his trespass from Library property, and requested that his Library privileges be reinstated.

-Ms. Shelley Dickstein, Dayton City Manager, thanked the Library for their ongoing work to provide support and programming for teens across the city, and assured the Board that the city is working to find a resolution to incidents which have occurred city-wide. In addition to thanking the Library for their continued partnership, Ms. Dickstein thanked Dayton Metro Library for their support of the shuttle program and pedestrian bridge across 35 to provide access to the West Branch Library.

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Isom, the minutes of the November 20, 2023 Special meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Williamson, seconded by Ms. Isom, 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:

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, Nawal Ciaramitaro, Information Services Assistant, Miami Township Branch Library, Kristina Hill, Community Wellness Specialist, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Kelly McElroy, Information Services Assistant, Vandalia Branch Library, Seth Patrick, Information Services Assistant, Huber Heights Branch Library, Kristina Richey, Information Services Librarian, Miami Township Branch Library, and Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$22.00 each be reimbursed by the Board.

Makailah Hill, Children Services Librarian, Northwest Branch Library, and Jacqui Taylor, Children Services Librarian, Northwest Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lane Hurd, Safety and Protective Services Officer, Safety and Protective Services, and Clayton Matheny, Safety and Protective Services Officer, Safety and Protective Services, to attend “First Aid CPR/AED Training” sponsored by Focus Health on December 13, 2023. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend “OLC Conference in Columbus, OH from September 27, 2023 through September 29, 2023. There is no registration cost associated with this event.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “PLA 2024” sponsored by PLA and being 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.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Libraries and Schools: Winning Formulas for Student Success” sponsored by OLC and PLA and held

in Columbus, OH on April 2, 2024. It is further recommended that registration in the amount of \$205.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Northwest Branch Library, to participate in “Public Library Association Conference 2024” being held online from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$25.24 per hour.

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

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective December 3, 2023 at the rate of \$16.87 per hour.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Clayton Matheny, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Hilary Ross-Browning, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective December 3, 2023 at the rate of \$57.6923 per hour.

CHANGE IN LOCATION, CHANGE IN HOURS, CHANGE IN POSITION

Katie Sumner, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 3, 2023 at the rate of \$18.61 per hour.

HAY RECLASSIFICATION

Phillip Dunlevy, Facilities Manager, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S09, Facilities, effective December 3, 2023 at the rate of \$38.7553 per hour.

LEAVE WITHOUT PAY

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective November 8, 2023 for 19.38 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective November 17, 2023 for 4.3 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 7, 2023 for 6.5 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 15, 2023 for 1.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 4, 2023 for 2.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 8, 2023 for 4 hours for illness.

PROMOTION

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective December 31, 2023 at the rate of \$18.61 per hour.

Seth Wass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective November 19, 2023 at the rate of \$18.61 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Mark Vella, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 3, 2023 at the rate of \$16.11 per hour.

RESIGNATION

Hannah Priebe, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective December 1, 2023.

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, effective February 24, 2024.

2024 PLA ANNUAL CONFERENCE

The Board approved the following reimbursement structure for Library employees and Board members planning to attend the 2024 PLA Annual Conference:

The 2024 PLA Annual Conference will be held at the Hilton Downtown in Columbus, Ohio on April 3-5, 2024. There will be an in-person and an online-only option. It is recommended that the Board authorize reimbursement in an amount up to \$347.00 for registration, \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging, and \$120.00 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, \$2,987.01 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, mileage, lodging, parking, and meals, with a maximum per person reimbursement of \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$347.00 for registration costs. It is further recommended that \$2,987.01 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Tracy Borders, Information Services Assistant, Huber Heights Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$100.00 from Irene Baust on November 13, 2023.
- \$100.00 from Michael Roediger on November 15, 2023.
- \$100.00 from Thomas Readmond on November 20, 2023.
- \$10.00 from Anthony Chambers on November 23, 2023.
- \$280.00 from Jeffrey Trzeciak on December 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

MONTHLY FINANCIAL REPORT

The Executive Director introduced Hilary Ross Browning, the new Fiscal Officer/Finance Director, to the Board.

The Monthly Financial Reports for November 2023 were included in the Board folder. Hilary Ross Browning, Fiscal Officer, gave a review of the Financials.

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>
11/3/2023	PLF	1,697,853.00	1,697,853.00	-	
11/3/2023	RE Rollback	1,268,073.22	672,496.09	595,577.13	Debt Service
Total		2,965,926.22	2,370,349.09	595,577.13	

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

Ayes: All
Nays: None

AMENDED 2023 APPROPRIATION RESOLUTION

Hilary Ross Browning, Fiscal Officer, told the Trustees that it would be necessary to amend the 2023 Appropriation Resolution.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the following amended appropriation allocations for the fiscal year ending December 31, 2023:

	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
General Fund			
1000 – Salaries & Benefits	\$24,332,863	\$24,332,863	\$0
2000 – Supplies	\$1,155,375	\$825,772	\$(329,603)
3000 - Purchased Services	\$7,358,484	\$7,358,484	\$0
4000 - Library Materials & Information	\$5,144,000	\$5,144,000	\$0

5000 - Capital Outlay	\$1,774,400	\$1,274,000	\$(500,000)
7000 - Other Objects	\$212,077	\$212,487	\$410
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$39,977,199</u>	<u>\$39,148,006</u>	<u>\$(829,193)</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$220,000	\$220,000	\$ 0
6000 - Debt Service	<u>\$10,166,196</u>	<u>\$10,166,196</u>	<u>\$0</u>
Total	<u>\$10,386,196</u>	<u>\$10,386,196</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$5,000	\$5,000	\$0
3000 - Purchased Services	\$500,000	\$500,000	\$0
5000 – Capital Outlay	\$5,270,000	\$5,270,000	\$0
7000 – Other Objects	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>
Total	<u>\$5,780,000</u>	<u>\$5,780,000</u>	<u>\$0</u>

Ayes: All
Nays: None

TEMPORARY 2024 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2023.

GENERAL FUND

1000 – Salaries & Benefits	\$25,231,467
2000 - Supplies	\$1,069,590
3000 - Purchased Services	\$7,440,224
4000 – Library Materials & Information	\$4,942,300
5000 - Capital Outlay	\$1,089,020
6000 - Debt Service	\$0
7000 - Other Objects	\$174,243
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,946,844</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	<u>\$10,067,499</u>
Total Debt Services Fund Appropriations	<u>\$10,287,499</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$200,000
7000 - Miscellaneous	<u>\$0</u>
Total Building and Repair Fund Appropriations	<u>\$200,000</u>

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$10,000
3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$20,000</u>
Total Taxable Construction Fund Appropriations	<u>\$30,000</u>

Total All Funds Appropriations **\$50,464,343**

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the Temporary Appropriation for 2024 for the General Fund in the amount of \$39,946,844, the Debt Service Fund in the amount of \$10,287,499, the Building & Repair Fund in the amount of \$200,000, and the Taxable Construction Fund in the amount of \$30,000.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared a presentation regarding the recently finished Community Listening Sessions for community leaders, volunteers and partners across the system, which is part of a reconsideration and refresh of the library’s Strategic Plan. The feedback from these sessions was overwhelmingly positive, and indicated that communities appreciate and value the services that the Library provides. The next step will be an online patron survey in January, before a newly revised Strategic Plan will be presented to the Board during the March 2024 meeting.

Debi Chess, External Relations and Development Director, introduced a new Social Media Policy for Board review and approval.

On a motion by Ms. Isom, seconded by Ms. Woodhull, the Board approved the Social Media Policy.

Ayes: All
Nays: None

Debi Chess also presented a Revised Naming Rights Policy for Board review and approval.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the Revised Naming Rights Policy.

Ayes: All
Nays: None

Claudine Bennett, External Relations Manager, shared a presentation detailing Dayton Metro Library’s publicity approach, and the media mentions that Dayton Metro Library has received thus far in the year.

The Executive Director introduced Kristina Hill, the new Community Wellness Specialist, to the Board.

REVISED 2024 BOARD MEETING SCHEDULE

During the October 2023 Board meeting, a 2024 Board Meeting schedule was approved. It was recommended that the Board revise the 2024 meeting schedule to read as follows:

January 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest

April 17, 2024
May 15, 2024-West Carrollton
June 26, 2024

October 16, 2024
November 20, 2024- Miami Township
December 18, 2024

This revised schedule avoids the Juneteenth federal holiday, but is otherwise unchanged.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the revised 2024 Board meeting schedule.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGES

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library
Proposed Library Aide Pay Schedule
Effective January 1, 2024**

Current Rate	\$11.00	\$11.25	\$11.68
New Rate	\$11.50	\$11.75	\$12.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 1, 2024**

Grade	Minimum	Maximum
Sub 01	\$11.01	\$13.16
Sub 02	\$11.34	\$13.53
Sub 03	\$11.69	\$13.97
Sub 04	\$12.11	\$14.45
Sub 05	\$12.65	\$15.10
Sub 06	\$13.20	\$15.75
Sub 07	\$13.86	\$16.56
Sub 08	\$14.62	\$17.45
Sub 09	\$15.44	\$18.44
Sub 10	\$16.44	\$19.64
Sub 11	\$17.54	\$20.95
Sub 12	\$18.87	\$22.52

Professional Offset \$2.03

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2024.

Ayes: All
Nays: None

NOMINATING COMMITTEE

At the November meeting the Board President appointed Ms. Woodhull, Mr. Williamson and Ms. Isom to serve as the chair for the ad hoc nominating committee in order to present a 2024 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2023. Additionally, the nominating committee were asked to put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2024.

The Board President asked that the nominating committee present their proposed slate for consideration and election.

Mr. Williamson explained that their proposed slate had one candidate who had yet to assent to their election. Following a brief discussion of the best manner in which to proceed, it was determined that the slate be presented for election, contingent upon affirmation by all candidates. The slate was presented as follows:

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

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board elected the slate of officers as presented, pending Mr. Kennebrew's approval. It was suggested that this topic be revisited during the January 2024 meeting for ratification.

Ayes: All
Nays: None

President Thomas explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions.

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board voted to appoint the Fiscal Officer and Executive Director to the roles of Treasurer and Deputy Treasurer, respectively.

Ayes: All
Nays: None

The President explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas explained that the four names put forth for consideration by the Board during the November 2023 meeting have been provided to both the Court of Common Pleas and the County Commissioners in order to fill the two vacancies in the Board.

The Court of Common Pleas plans to interview each candidate, with interviews scheduled through January.

The County Commissioners have yet to respond, and President Thomas will follow up with them if there has been no word in January. Mr. Williamson has also provided a friendly reminder of the vacancy to the Commissioners.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2024 at 4:00 p.m. in the Community Room of the Main Library.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board adjourned at 5:04 p.m.

Ayes: All
Nays: None