

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 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 April 17, 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. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Danielle Oh, Information Services Assistant, West Carrollton Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve 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:

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

E. 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.

6. MONTHLY FINANCIAL REPORT - ACTION

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

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> |
| 4/15/2024 | PLF | 1,152,966.00 | 1,152,966.00 | | |
| 4/15/2024 | RE Taxes | 890,553.00 | 432,141.00 | 458,412.00 | Debt Service |
| 4/15/2024 | Public Utility Taxes | 777,107.00 | 489,186.00 | 287,921.00 | Debt Service |
| Total | | 2,820,626.00 | 2,074,293.00 | 746,333.00 | |

7. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- New Manager Introduction: Wendy Knapp, Branch Library Manager, Huber Heights Branch Library
- Taylor Collection- Jamie McQuinn, Special Collections Manager, Karen D. Brame, Information Services Librarian, and Rachael Bussert, Local History Librarian
- BIPOC ERG- Dr. Karlos L. Marshall, Director of Equity, Diversity, Inclusion, and Destinee Hamilton, Human Resources Assistant, Christian Elder, Youth Services Manager, and Westly Davis, Accounting Manager
- All Abilities Adventure- Katie DePew, Information Services Assistant

8. RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING AN ADDITIONAL 1.00 MILS FOR FIVE YEARS - ACTION

WHEREAS, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.75 mil continuous tax levy in 2009 for the purposes of current expenses for the Dayton Metro Library; and,

WHEREAS, this Board of Library Trustees has determined that the current 1.75 mil tax levy will be insufficient to provide adequate funding for the necessary expenses in 2025 and subsequent years; and,

WHEREAS, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested tax levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of an Additional levy to the electors of that Library District at the election to be held on November 5, 2024.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to request an Additional 1.00 mils tax levy outside of the ten-mil limitation and the increase will constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed an Additional 1.00 mils for each one dollar of valuation, for tax and collection year starting in January 2025 and to run for five (5) consecutive years.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed Additional 1.0 mil levy.

9. TRESPASS POLICY

The Executive Director recommends the approval of the following Trespass Policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors while also providing a welcoming and accessible space for all members of the community. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served a Trespass Notice or otherwise being notified that the person does not have privilege to be on library property. See ORC 2911.21. Safety and Protective Services (SPS) will determine if the patron has violated a Trespass Notice and if so, will call police to have the patron arrested.

Ban: Request that a patron leave for violating the library's code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective

Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patrons.

III. REGULATIONS

1. Library staff and Safety and Protective Services (SPS) contractors may request that disruptive patrons who are violating policy PS 310, library code of conduct, leave the library for between 1 and 30 days. This ban is verbal and does not involve police unless the patron elevates inappropriate behavior to an extreme level.
2. Extreme violators, who are caught committing a crime on library property, will be served a Trespass Notice and trespassed. Eye-witness or videotaped evidence may be used to determine that a trespass is warranted.
3. Anyone who has been served a Trespass Notice and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
4. Questions or concerns from patrons about a trespass can be made to the Safety and Protective Services Director.

IV. PROCEDURES

1. Regardless of incident type, all involved staff will write an individual incident report.
2. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have a Trespass Notice served to the individual/s committing the crime.
3. Trespassed persons will be trespassed from all DML properties. DML will provide a list of library services that can be accessed offsite. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
4. SPS staff will ensure that the individual/s picture is sent to all public services managers.
5. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
6. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
7. Staff questions about trespass policy should be directed to the SPS Director.

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, June 26, 2024, at 4:00 p.m. in the Board Room at the Main 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:

Karen Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School and held from September 5, 2024 through December 21, 2024. It is further recommended that registration in the amount of \$3,542.00 be reimbursed by the Board.

Mariah Busher, Information Services Librarian, Trotwood Branch Library, to attend “LibLearnX 2025” sponsored by the American Library Association and held in Phoenix, AZ, from January 24, 2025 through January 27, 2025. It is further recommended that registration in the amount of \$435.00, airfare in the amount of \$620.64, ground transportation in the amount of \$52.80, parking in the amount of \$50.00, lodging in the amount of \$1,536.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend “Storytime Foundations” sponsored by Ohio Ready to Read and held in Columbus, OH on April 30, 2024. It is further recommended that mileage in the amount of \$94.07 be reimbursed by the Board.

Desiree Davey, Technology Development Director, Information Technology Services, Sarah Ewry, Senior Copy Cataloger, Cataloging, Janelle Oren, Senior Copy Cataloger, Cataloging, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio Innovative Users Group (OH-IUG) Conference,” sponsored by OH-IUG and held in Columbus, OH on October 25, 2024. It is further recommended that registration in the amount of \$25.00 each and mileage in the amount of \$94.47 each be reimbursed by the Board.

Katie Depew, Information Services Assistant, Miamisburg Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$112.02 be reimbursed by the Board.

Jennifer Dunnington, Senior Patron Services Assistant, West Carrollton Branch Library, to attend “Ohio Library Support Staff Institute Conference, sponsored by OLSSI and held in Tiffin, OH from July 28, 2024 through July 30, 2024. It is further recommended that mileage in the amount of \$186.26 and meals in the amount of \$60.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in the “Effective Communication” webinar sponsored by Library 2.0 on May 9, 2024. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

LaShaunda Gates, Safety and Protective Services Officer, Safety and Protective Services, and Zachary Williamson, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Training” sponsored by Focus Health Corp and held in

Dayton, OH on May 11, 2024. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Dani Gustavich, Children Services Librarian, Electra C. Doren Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$113.23 be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend “STEAM Summer Learning with Moonshot Ohio” sponsored by Moonshot Ohio and held in Westerville, OH on April 26, 2024. It is further recommended that registration in the amount of \$10.00 and mileage in the amount of \$81.74 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Annual Conference,” sponsored by Association of Bookmobile and Outreach Services and held in Indianapolis, IN on October 14, 2024 through October 17, 2024. It is further recommended that registration in the amount of \$450.00, mileage in the amount of \$156.78, parking in the amount of \$60.00, lodging in the amount of \$795.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “National Philanthropy Day 2024” sponsored by the Association of Fundraising Pros and held in Dayton, OH on November 14, 2024. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend the “New Directors Workshop Series” sponsored by OLC and held in Columbus, OH from May 14, 2024 through 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, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, to attend “Cleveland Public Library- Benchmarking” being held in Cleveland, OH from September 18, 2024 through September 20, 2024. It is further recommended that airfare in the amount of \$538.16, ground transportation in the amount of \$96.00, parking in the amount of \$40.00, lodging in the amount of \$1,173.43, and meals in the amount of \$180.00 be reimbursed by the Board.

Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Ohio Valley Group of Technical Services Librarians Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Thomas Baker, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Kirk Keller, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 5, 2024 at the rate of \$19.00 per hour.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Troy Reaves, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 2, 2024 at the rate of \$18.61 per hour.

Zachary Williamson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 21, 2024 at the rate of \$19.00 per hour.

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

Phillip Green, Event Operations Assistant, 1/2-time, Grade 08, External Relations, from Event Operations Assistant, full-time, Grade 08, External Relations, effective May 5, 2024 at the rate of \$21.73 per hour.

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

Phillip Green, Event Operations Assistant, ½-time, Grade 08, External Relations, effective May 5, 2024 for 72.74 hours for personal reasons.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 24, 2024 for 3.1 hours for illness.

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

Blair Hayes, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

Seth Patrick, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

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

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective May 5, 2024 at the rate of \$18.61 per hour.

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

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 9, 2024.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective April 10, 2024.

E. **GIFTS AND GRANTS**

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

\$100.00 from Ron and Amy Rollins on April 12, 2024.

\$100.00 from Squire Brown on April 14, 2024.

\$10.00 from Rhoda Bishop on April 17, 2024.

\$10.00 from Sachin Jindal on April 17, 2024.
\$50.00 from Rebecca Morgann on April 17, 2024.
\$100.00 from Marjorie Harrell on April 18, 2024.
\$50.00 from Jaime Pacheco on April 18, 2024.
\$100.00 from Amy Schreier on April 18, 2024.
\$25.00 from Patricia DeWeese on April 19, 2024.
\$25.00 from Linda and William Halsey on April 19, 2024.
\$500.00 from Holly and Scott Richards on April 19, 2024.
\$100.00 from John and Joyce Wallach on April 19, 2024.
\$25.00 from Nichole Gervase on April 20, 2024.
\$25.00 from Carla and Arthur Buchanan on April 23, 2024.
\$10.00 from Anthony Chambers on April 23, 2024.
\$250.00 from James Miklasevich on April 23, 2024.
\$250.00 from Annie and Bob Walters on April 23, 2024.
\$100.00 from Steven and Beth Byington on April 25, 2024.
\$100.00 from Carole McCarthy on April 25, 2024.
\$100.00 from Angelina Grosso on April 27, 2024.
\$82.00 from Maxwell Mullin on April 27, 2024.
\$30.00 from Rob Hardy on April 30, 2024.
\$50.00 from Iris Igawa on April 30, 2024.
\$280.00 from Jeffrey Trzeciak on May 4, 2024.
\$250.00 from Eileen Pronto on May 7, 2024.
\$25.00 from Salon Gegel on May 8, 2024.
\$125.00 from Meijer #120 on May 9, 2024.

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

Dayton Metro Library did not receive any new Grants since the April Board of Trustees meeting.