

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones,
Carl Kennebrew, Shannon Isom (in at 4:01 p.m.)

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 Ms. Woodhull, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, the minutes of the Board meeting of March 20, 2024 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

CHANGE IN HOURS

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.

CHANGE IN LOCATION

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.

CHANGE IN POSITION

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.

CHANGE IN TITLE

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.

LEAVE WITHOUT PAY

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TERMINATION

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

GIFTS AND GRANTS

The following gifts and grants were approved by the Board:

GIFTS

\$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.

GRANTS

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

Ayes: All
Nays: None

Ms. Isom joined the meeting at 4:01 p.m.

COMMENTS FROM THE GENERAL PUBLIC

Tara Campbell, Executive President of Dayton United for Human Rights, thanked the Board and the Library for having her, and explained how important Dayton Metro Library spaces have been to her organization. They routinely meet in the Library, and use the Green Screen Room at Main to create weekly podcasts. Dayton United hopes to establish Dayton as a Human Rights City in 2025, and the work being done in Dayton Metro Library has been essential to their efforts. The Forum has been reserved for an event in December. She thanked the Library for all that it offers the community.

STRATEGIC PLAN REFRESH

Jill Billman-Royer of Burges and Burges shared the Strategic Plan Refresh, which is proposed to be adopted and to continue through 2025.

On a motion by Ms. Isom, seconded by Ms. Cardona-Jones, the Strategic Plan Refresh was approved by the Board.

Ayes: All

Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2024 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>
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
Total		3,275,307.30	2,484,918.09	790,389.21	

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the March 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided an update on library programs and services.

The Executive Director shared that Art and Soul, a juried art exhibit celebrating the creativity and talent of Ohio artists with developmental disabilities, is currently on display in the Main Library's second-floor gallery, and will be through the end of April. This exhibit will be followed by a curated exhibit by the African American Visual Artists Guild for the months of May and June.

The Executive Director also congratulated Dr. Karlos L. Marshall and Bradley Kuykendall for co-chairing an extremely successful "Black Men in Libraries" program during the PLA conference in Columbus. This program drew attention to the fact that in the United States, Black men hold less than 1% of all MLIS degrees, and discussed strategies by which the profession may be further diversified.

The Executive Director shared that Dayton Metro Library was recently selected as a 2024 Marquee Health Excellence in Wellness award winner. The Library was one of 25 out of a pool of more than 750 companies to be awarded. The criteria were: program engagement, total well-being support, improvements in clinical outcomes, and strong leadership support and participation. The Executive Director congratulated Deansai Myers, the Human Resources staff, and the Wellness Committee for the award.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, shared the EDI Flight Plan with the Board. This presentation provided a reminder of the Equity Audits which have taken place over

the last few years, as well as an overview of the plans to deliver upon the Board's 2023 EDI Board Action. The Flight Plan will be in effect through the remainder of 2024, and will culminate with a three-year EDI Strategic Plan.

Amber Cristofaro, Early Literacy Coordinator, provided an overview and update about the Library's Kindergarten Club program series. This program seeks to improve kindergarten readiness, and to build social-emotional, language and literacy, fine and gross motor skills. This program was piloted at Miamisburg, and has now been expanded to 12 library locations, with a plan to include all 17 branches in summer 2024. The expansion of this program has been enabled by a Libraries Accelerating Learning grant which was received in 2022 from the Ohio Department of Education.

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.

President Thomas explained that he intends to suggest Ms. Cardona-Jones be reappointed, having previously confirmed her desire to remain on the Board.

NEW BUSINESS

President Thomas expressed his pleasure that the legacy of Electra Collins Doren had recently received local media attention, and commended the External Relations staff for assisting those efforts. President Thomas also explained that he recently had occasion to visit the Electra C. Doren Branch Library, which he recommends highly.

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.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board adjourned at 5:09 p.m.

Ayes: All
Nays: None