

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 26, 2024, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Gil Rutledge, Commissioned Notary Public for the State of Ohio.

2. 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.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 15, 2024 meeting of the Board.

5. 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.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2024 are included in the Board packet.

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>
5/15/2024	PLF	1,726,978.00	1,726,978.00		
5/15/2024	RE Homestead	637,212.00	637,212.00	607,673.00	Debt Service
<b>Total</b>		<b>2,364,190.00</b>	<b>2,364,190.00</b>	<b>607,673.00</b>	

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

Since its passage during the May 15, 2024 Board Meeting, the Montgomery County Auditor requested the Resolution be revised as detailed below. The Executive Director recommends that the Board vote to recertify the Resolution as amended:

**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 Year 2024 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.

A **roll call** vote is required.

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Pride Programming- Jordan Ostrum, LGBTQIA+ Services Specialist or Megs Francis, Assistant Equity, Diversity and Inclusion Director

10. CORRESPONDENCE- INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Court of Common Pleas, appointing Ms. Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library.
- The Amended Administrative Order from the Montgomery County Court of Common Pleas, appointing Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library to fulfill a seven-year term effective June 1, 2024 until May 31, 2031. The amended order acknowledged a scrivener’s error in their earlier order, which had incorrectly recorded the full term’s end date.
- A letter dated June 13, 2024 from Dayton United for Human Rights expressing support for Dayton Metro Libraries and acknowledging the Library’s role in advancing Dayton’s Human Rights Movement.

11. NEW BUSINESS

12. AUGUST RETREAT- INFORMATION

The Board President will discuss the potential for a Board Retreat to be held in the month of August.

13. COLLECTIVE BARGAINING AGREEMENT- ACTION

The Executive Director recommends the Board approve a new one-year collective bargain agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 19, 2024.

14. MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN - ACTION

The Executive Director recommends the Board approve the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 17, 2024 at 4:00 p.m. in the Board Room at the Main Library.

16. 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:

Michael Burke, Safety and Protective Services Officer, Safety and Protective Services, and Kirk Keller, Safety and Protective Services Officer, Safety and Protective Services, to attend the “Adult and Pediatric First Aid/CPR/AED” sponsored by True Community Certified and held in the Main Library on June 1, 2024. It is further recommended that registration in the amount of \$70.00 each 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 the “Adult and Pediatric First Aid/CPR/AED” sponsored by Focus Health and held in the Main Library on June 15, 2024. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 2, 2024 at the rate of \$24.02 per hour.

Mike Burke, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 19, 2024 at the rate of \$19.00 per hour.

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

Samantha Hixson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective June 30, 2024 at the rate of \$20.54 per hour.

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective August 19, 2024 for 80 hours for personal reasons.

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, effective October 13, 2024 for 160 hours for education.

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 18, 2024 for 0.3 hours for illness.

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

Moneeka Gentry-Stanifer, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 16, 2024 at the rate of \$22.36 per hour.

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 4, 2024.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective December 30, 2023.

Joyce Clay-English, Patron Services Assistant, Substitute, Grade Sub05, Trotwood Branch Library, effective June 1, 2024.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective May 23, 2024.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective May 16, 2024.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective June 15, 2024.

Honee Bee Edmonds, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective May 14, 2024.

Teresa Guerra, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 30, 2024.

Katelyn Hannah, Information Services Assistant, Substitute, Grade Sub08, Southeast Branch Library, effective May 31, 2024.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective June 1, 2024.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 23, 2024.

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective May 31, 2024.

Maria Hummel, Information Services Librarian, full-time, Grade 11, Southeast Branch Library, effective June 2, 2024.

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective June 1, 2024.

Cindy McNally, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective April 18, 2024.

Melinda Pigg, Patron Services Assistant, Substitute, Grade Sub05, New Lebanon Branch Library, effective June 1, 2024.

Melissa Rhoades, Information Services Assistant, Substitute, Grade Sub08, Vandalia Branch Library, effective May 31, 2024.

Holly Roeder, Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 31, 2024.

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

Jonathan Cline, Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, effective June 30, 2024, after more than 32 years of service.

It is recommended that the following **Return to Appointed Position** be accepted:

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective July 14, 2024 at the rate of \$25.69 per hour.

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

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 17, 2024.

### C. GIFTS AND GRANTS

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

\$10.00 from Jenifer Lamott on May 10, 2024.  
\$250.00 from Dr. Theodore and Monica Nicholas on May 10, 2024.  
\$100.00 from Jacquelyn Waggamon on May 11, 2024.  
\$100.00 from John Brooks on May 15, 2024.  
\$10.00 from Sachin Jindal on May 17, 2024.  
\$10.00 from Anthony Chambers on May 23, 2024.  
\$75.00 from Rob Hardy on May 23, 2024.  
\$50.00 from Barbra DeLong on May 24, 2024.  
\$100.00 from Angelina Grosso on May 27, 2024.  
\$20.00 from Anonymous on June 3, 2024.  
\$100.00 from Jacquelyn Waggamon on June 3, 2024.  
\$280.00 from Jeffrey Trzeciak on June 4, 2024.  
\$10.00 from Jennifer Lamott on June 10, 2024.  
\$75.00 from Rob Hardy on June 13, 2024.  
\$25.00 from Molly Calliccoat on June 15, 2024.  
\$10.00 from Christine Gregg on June 15, 2024.  
\$250.00 from Paul Woodie on June 16, 2024.  
\$10.00 from Sachin Jindal on June 17, 2024.  
\$100.00 from Alyssa Goodgame on June 18, 2024.  
\$20.00 from Lisa Purvis on June 18, 2024.  
\$250.00 from Melinda Eaton on June 19, 2024.

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

\$1,000.00 from Reynolds and Reynolds Associate Board Foundation on May 16, 2024.  
\$15,000.00 from PNC Foundation on May 28, 2024.  
\$5,000.00 from Mathile Family Foundation on June 21, 2024.