

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 22, 2025, 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 December 18, 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. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

B. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants as listed at the end of the agenda.

5. RECOGNITION

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 Report for December 2024 is included in the Board packet.

The Executive Director approved the following investments:

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>
12/15/2024	Public Library Fund	1,859,005.51	1,859,005.51		
12/6/2024	Huntington Managed Investments		3,000,000.00	(3,000,000.00)	
Total		1,859,005.51	4,859,005.51	(3,000,000.00)	

8. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY - ACTION

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount

of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

9. TUITION REIMBURSEMENT RATE - ACTION

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018 the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

Due to budget cuts and to be fiscally responsible, in 2024 Dayton Metro Library changed to a reimbursement amount up to 65% of all eligible tuition expenses, not to exceed \$75,000 for the calendar year.

The Executive Director recommends Board authorization to continue a 65% reimbursement, not to exceed \$75,000, for calendar year 2025.

10. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

The Executive Director will introduce the following new manager and specialist staff members to the Board:

- Christian E-Hewitt, Southeast Branch Library Manager
- Eric Pennington, Assistant Southeast Library Branch Manager
- Keilani Judkins, Older Adult Services Specialist
- Yasmine Lajimi, Community Wellness Specialist

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

11. 2025 LIBRARY STAFF SURVEY- DISCUSSION

During the December 18, 2024 Board of Trustees meeting, the Board tabled a discussion concerning the possibility of a 2025 Library Staff Survey. This discussion was to consider what this survey may entail, and how the Board of Trustees may help facilitate this process.

The Board will resume that discussion during this meeting, with guidance from the Human Resources and Organizational Development Director, Deansai Myers.

12. POLICY REVIEW- DISCUSSION

During the 2024 Board Retreat, the Board expressed a desire to conduct an ongoing review of existing Board policies. One such proposal is for the Board to review one or two policies each month, for discussion at the ensuing Board meeting. The Board President and Executive Director will facilitate a discussion of what this practice will entail.

If approved, the Board will be asked to review “Policy AD 100- Calamity Days” in advance of the February 19, 2025 Board meeting.

13. VIRTUAL MEETINGS- DISCUSSION

In light of recently passed legislation, Ohio House Bill 257, certain public bodies, including Library Boards, will be permitted to hold and attend meetings virtually, provided certain parameters are met. No such meetings may be held until the law takes effect on March 19, 2025.

The Board President and Executive Director will facilitate a discussion exploring whether Dayton Metro Library would like to hold virtual meetings on or after March 19, 2025, and discuss what the process would entail.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 19, 2024 at 4:00 p.m. in the Community Room at the Trotwood Branch Library.

16. EXECUTIVE SESSION

It is recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

A **roll call vote** will be needed.

17. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

A. PERSONNEL ACTIONS

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

Jonathon Adams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 29, 2024 at the rate of \$19.00 per hour.

Jenna Elam, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 12, 2025 at the rate of \$14.62 per hour.

Deanna Koeller, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 12, 2025 at the rate of \$14.62 per hour.

Amanda Magoteaux, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 12, 2025 at the rate of \$14.62 per hour.

Maureen Manning, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 12, 2025 at the rate of \$14.62 per hour.

Katherine Perkins, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 12, 2025 at the rate of \$19.35 per hour.

Ryan Sands, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 26, 2025 at the rate of \$14.62 per hour.

Khaurice Sullivan-Eason, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 12, 2025 at the rate of \$19.00 per hour.

David Williams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 12, 2025 at the rate of \$19.00 per hour.

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

Aaron Oates, Floating Information Services Assistant, full-time, Grade 08, Floating, effective January 10, 2025 for 0.56 hours for illness.

Karah Paddock, Library Aide, Patron Services, effective December 4, 2024 for 88 hours for illness.

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

Austin Bearinger, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective December 20, 2024.

Melissa Gwinn, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective January 11, 2025.

Charles Hacker, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective January 2, 2025.

Rebecca Powell, Human Resources Assistant, full-time, Grade CE4, Human Resources, effective January 16, 2025.

Jeanette Taylor, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 19, 2024.

Emily Townsley, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 9, 2024.

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

Winnie Johnson, Branch Library Manager, full-time, Grade S09, west Branch Library, effective January 31, 2025, after more than 23 years of service.

B. GIFTS AND GRANTS

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

\$375.00 from Melissa Clark on December 17, 2024.

\$1,000.00 from Susan King on December 18, 2024.

\$100.00 from Laura Enzbrenner on January 3, 2025.

\$10,000.00 from Jean Barger Rice on January 14, 2025.

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

The Library has not received any Grants since the December meeting.