

DAYTON METRO LIBRARY

**REVISED-** AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 19, 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. ETHICS TRAINING SESSION- INFORMATION

Susan Willeke of the Ohio Ethics Commission will provide a presentation detailing Ohio Ethics Laws, and what is expected of public library staff members and Trustees.

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 January 22, 2025 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. ALA 2025 CONFERENCE AND EXHIBITION

The 2025 ALA Convention and Exhibition will be held at the Philadelphia Convention Center in Philadelphia, Pennsylvania from June 26-30, 2025. It is recommended that the Board authorize reimbursement in an amount up to \$430.00 for registration, \$72.00 for ground transportation, \$50.00 for parking, \$1,300.00 for lodging, and \$272.00 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, \$7,695.00 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$72.00 for ground transportation, \$50.00 for parking, \$1,300.00 for lodging, and \$272.00 for meals; and a maximum per person reimbursement of \$430.00 for registration costs. It is further recommended that \$7,695.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

#### D. 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.

- Rachel Felton
- Brooke Mendenhall

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for January 2025 is included in the Board packet.

The Executive Director approved the following investments:

<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>
1/15/2025	PLF	\$1,652,201.21	\$1,652,201.21	-	
1/9/2025	Huntington Managed Investments		\$3,000,000.00	(\$3,000,000.00)	
1/31/2025	RE Tax Receipts	\$1,542,045.75	\$1,069,713.60	\$472,332.15	Debt Service
<b>Total</b>		<b>\$3,194,246.96</b>	<b>\$5,721,914.81</b>	<b>(\$2,527,667.85)</b>	

It is further recommended that the Board approve the Library’s request for a 60-day extension in completing and filing the Hinkle Report.

8. DAYTON ART INSTITUTE AGREEMENT- ACTION

The Executive Director recommends approval of the proposed agreement with the Dayton Art Institute as enclosed in the Board packets for Library Card Signup Day.

9. DAYTON PERFORMING ARTS ALLIANCE AGREEMENT- ACTION

The Executive Director recommends approval of the proposed agreement with the Dayton Performing Arts Alliance as enclosed in the Board Packets.

10. FOODBANK MEMORANDUM OF UNDERSTANDING- ACTION

The Executive Director recommends approval of the proposed Foodbank Memorandum of Understanding as enclosed in the Board Packets.

11. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will introduce the following new managers to the Board:

- Westly Davis, Fiscal Officer/Finance Director

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

12. POLICY REVIEW- INFORMATION

As was discussed during the January 22, 2025 Board of Trustees meeting, the Board will begin reviewing previously approved policies during each Board meeting.

Trustees were asked to familiarize themselves with “Policy AD 100- Calamity Days” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 101- Code of Professional Conduct” in advance of the March 19, 2025 meeting.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 19, 2025 at 4:00 p.m. in the Board Room at the Main Library.

15. EXECUTIVE SESSION -ACTION

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.

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:

Jonathon Adams, Safety and Protective Services Officer, Safety and Protective Services, and Khauriee Sullivan-Eason, to attend the “CPR/First Aid Certification” sponsored by Focus Health and held in Dayton, OH from January 2, 2025 through January 29, 2025. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Naomi Boyd, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 26, 2025 at the rate of \$15.20 per hour.

John Jennings, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 26, 2025 at the rate of \$15.20 per hour.

Lauren McIntosh, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective January 26, 2025 at the rate of \$19.35 per hour.

Alexis Tuey, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 26, 2025 at the rate of \$15.20 per hour.

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

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, from Teen Services Librarian, full-time, Grade 11, West Branch Library, effective February 23, 2025 at the rate of \$26.95 per hour.

Brett Martinez, Information Services Assistant, Substitute, Grade Sub08, Equity, Diversity, and Inclusion, from Information Services Assistant, Substitute, Grade Sub08, Information Services, effective January 26, 2025 at the rate of \$15.20 per hour.

It is recommended that the following **Declined Position** be accepted:

David Williams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 12, 2025.

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

Westly Davis, Interim Fiscal Officer/Finance Director, full-time, Grade S12, Finance, from Accounting Manager, full-time, Grade S08, Finance, effective January 12, 2025 at the rate of \$50.5596 per hour.

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

Katherine Perkins, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 17, 2025 for 24.00 hours for vacation.

Khaurice Sullivan-Eason, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 18, 2025 for 3.38 hours for personal reasons.

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

Westly Davis, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, from Interim Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective February 9, 2025 at the rate of \$51.4423 per hour.

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

Ariel Parker, Information Services Assistant, full-time, Grade 08, Public Services, from Library Aide, Electra C. Doren Branch Library, effective February 23, 2025 at the rate of \$19.35 per hour.

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

Hilary Browning, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective January 9, 2025.

Austin Railey III, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective February 14, 2025.

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

Robin Edmondson, Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, effective February 28, 2025, after more than 24 years of service.

Carol MacMann, Branch Library Manager, full-time, Grade S09, New Lebanon Branch Library, effective February 28, 2025, after more than 18 years of service.

#### **D. GIFTS AND GRANTS**

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

\$250.00 from Anonymous on January 20, 2025.

\$20.00 from Rob Hardy on January 21, 2025.

\$20.00 from Rob Hardy on January 28, 2025.

\$1,800.00 from Don Schweitzer on February 10, 2025.

\$500.00 from Anonymous on February 12, 2025.

\$500.00 from Anonymous on February 12, 2025.

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

Dayton Metro Library has not received any Grants since the January 2025 meeting.