

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 22, 2025, 4:00 p.m.

PRESENT: David Williamson, Kelly Geers, Myla Cardona-Jones, Nolan Thomas, Sara Woodhull, Carl Kennebrew,

PRESIDING: David Williamson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

DEPUTY FISCAL OFFICER: Jeffrey Trzeciak

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Thomas, seconded by Ms. Cardona-Jones, the minutes of the Board meeting of December 18, 2024 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Geers, seconded by Mr. Kennebrew, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

Khauriee 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.

LEAVE WITHOUT PAY

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.

RESIGNATION

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.

RETIREMENT

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

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$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.

GRANTS

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

Ayes: All

Nays: None

RECOGNITION

On behalf of the Board, President Williamson thanked his predecessor, Nolan Thomas, for his service to the Board and Library during his presidency. Mr. Thomas was presented with a gavel in appreciation for his efforts.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2024 were included in the Board folder. Jeffrey Trzeciak, Deputy 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>
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)	

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

Ayes: All
Nays: None

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommended 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.

The Executive Director explained that this annual donation has been made since the library and museum separated, and this is a continuation of this policy.

On a motion by Mr. Kennebrew, seconded by Ms. Cardona-Jones, the Board approved annual support of the Dayton Society of Natural History in the amount of \$15,000.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

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.

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

The Executive Director recommended and on a motion by Ms. Geers, seconded by Mr. Kennebrew, the Board approved a continuation of a 65% reimbursement, not to exceed \$75,000, for calendar year 2025.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director thanked and recognized Westly Davis, Accounting Manager, for his help and dedication in preparing the Financial materials for this meeting.

The Executive Director also introduced: Christian E-Hewitt, Southeast Branch Library Manager, Eric Pennington, Assistant Southeast Library Branch Manager, Keilani Judkins, Older Adult Services Specialist, and Yasmine Lajimi, Community Wellness Specialist.

2025 STAFF LIBRARY 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. The Board resumed that conversation, with input from Deansai Myers, Human Resources and Organizational Director.

President Williamson expressed that this is a Board-driven initiative and emphasized the Board's desire to improve response rate, and facilitate a survey in which staff feel safe and empowered to speak freely and without fear of retribution. The Board discussed ways in which this might be the case, and directed Deansai and her team to look into such avenues, including the possibility of kiosks for survey taking, and the opportunity to complete the survey from personal email addresses. As part of the Board's commitment to playing a role in the process, and to help ensure the Board has a hand in creating and implementing the survey, Myla Cardona-Jones volunteered to serve as a liaison in assisting with the survey design and implementation processes.

POLICY REVIEW DISCUSSION

During the 2024 Board Retreat, the Board expressed a desire to conduct an ongoing review of existing Board policies.

A proposal was presented and adopted for the Board to review one or two policies each month, for discussion at the ensuing Board meeting. For the first such review, the Board was asked to review "Policy AD 100- Calamity Days" in advance of the February 19, 2025 Board meeting.

A further policy will be put forward for review at each ensuing Board of Trustees meeting.

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 facilitated a brief discussion of the possibility of Dayton Metro Library holding Board of Trustees meetings in a virtual or hybrid format after March 19, 2025. In order to do so, the Board would need to revise its Constitution and Bylaws to allow for virtual attendance, as well as adopting a virtual meeting policy.

The Board determined it would wait to hear the Ohio Library Council's guidance before taking any steps towards virtual meetings. This topic will be revisited when such guidance has been made available.

NEW BUSINESS

No new business was brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

EXECUTIVE SESSION

It was 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) to discuss employment of a public employee.

On motion by President Williamson, seconded by Ms. Woodhull, the Board went into Executive Session.

A roll call vote was taken as follows:

Mr. Thomas, Aye
Mr. Kennebrew, Aye
Mr. Williamson, Aye
Ms. Woodhull, Aye
Ms. Geers, Aye
Ms. Cardona-Jones, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:44 p.m. and returned to open session at 5:52 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in

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.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the Board adjourned at 5:52 p.m.

Ayes: All
Nays: None