

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 16, 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 March 19, 2025 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. 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.

D. CONTRACTS AND AGREEMENTS

It is recommended that the Board approve the contracts and agreements as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

RULES AND PROCEDURE FOR PUBLIC COMMENT

1. Comments and input from the public shall be confined to the Public Comment section of each Board meeting. In order to ensure efficient and productive meetings, interruptions from the public shall not be tolerated.
2. Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with these rules and procedures.
3. 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.
4. 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.
5. Speakers shall limit their comments to matters pertaining to Library business. Disorderly conduct by speakers or members of the public may result in a reduction in speaking time or removal from the meeting.
6. 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.
7. Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
8. Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
9. 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.

6. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Report for March 2025 will be reviewed by the Fiscal Officer.

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>
3/14/2025	PLF	1,511,800.25	1,511,800.25		

Total	<u>1,511,800.25</u>	<u>1,511,800.25</u>	<u>-</u>
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7. BANKING SERVICES RESOLUTION

It is recommended that the Board approve the Banking Services Resolution with Huntington Bank, as enclosed in the Board Packets.

8. BANKING SERVICES RESOLUTION

It is recommended that the Board approve the Banking Services Resolution with Chase Bank, as enclosed in the Board Packets.

9. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Debi Chess, External Relations and Development Director, and Claudine Bennett, External Relations Manager- Sharing Our Message

The Executive Director will introduce the following new managers and specialists:

- Alvin Jordan, Social Media Specialist

10. THE DAYTON POWER AND LIGHT COMPANY GRANT FOR ELECTRIC RIGHT OF WAY AND EASEMENT- ACTION

It is recommended that the Board approve the below electrical easement concerning the Huber Heights branch Library:

**THE DAYTON POWER AND LIGHT COMPANY GRANT FOR ELECTRIC
RIGHT OF WAY AND EASEMENT**

Know all men by these presents that, THE BOARD OF TRUSTEES OF THE DAYTON METRO LIBRARY (hereinafter "Grantor"), for valuable consideration provided by THE DAYTON POWER AND LIGHT COMPANY, an Ohio Corporation (hereinafter "Grantee"), does hereby grant to the Grantee, its successors and assigns forever, a Right of Way and Easement for any and all purposes for which electric energy is now or may hereafter be used, and also, to construct, reconstruct, erect, add to, operate, maintain, use, remove, replace either overhead or underground electric facilities consisting of poles, lines, structures, wires, underground lines, cables, conduits, manholes, anchors, grounding systems, communication circuits, fiber optic cables, equipment, and all other necessary and incidental appurtenances contained in, over, upon, under and through, subject to the conditions hereinafter on the following premises, viz:

Situate in Section 22, Town 2, Range 8 MRS, City of Huber Heights, County of Montgomery, State of Ohio, and being Lot 1 of Southpointe Crossing Section One as recorded in Plat Book 237, Pages 20 and 20A and also being conveyed to the Board of

Trustees of the Dayton Metro Library by File Number 2022-00015200 of the Deed
Records of Montgomery County, Ohio. Parcel I. D. No.: P70 03912 0141

Said Right of Way and Easement shall be TEN (10) feet in width and the centerline shall be approximately along the following course identified on Exhibit "A" attached hereto and made a part hereof.

The Grantee, its successors and assigns, its agents, contractors and employees shall have the right of ingress and egress over the right of way and the adjoining premises of the Grantor for all purposes previously stated, together with the right to trim, cut, and remove or otherwise control trees, roots, undergrowth or overhanging branches or other obstructions both within and without the limits of the right of way and easement which according to the Grantee's standards and its opinion may interfere with the construction, maintenance, use or successful operation of the electric facilities.

No buildings or other structures shall be erected within the limits of the said Right of Way and Easement by the Grantor. No excavating or filling shall be done or be permitted by the Grantor within Right of Way and Easement that would either (A) reduce or add to the distance between the Grantee's facilities and the land surface without the Grantee's prior written consent and which consent will not be unreasonably withheld, (B) impair the Grantee's ability to maintain the facilities or (C) create a hazard.

The Grantor shall have the right to use the land within the easement area in any manner not inconsistent within this grant for Right of Way and Easement.

The Grantee, its successors and assigns, shall reimburse the Grantor for any damage or loss to growing crops and other property damages that may be caused by the Grantee, its agents, contractors or employees in construction, repair or removal of said electric facilities.

The Grantor covenant with the Grantee, that they is/are the true and lawful owners of the property herein described and have full power and authority to grant this Right of Way and Easement.

In the event that any road should be widened or relocated so that its right of way extends onto the Grantee's Right of Way and Easement herein provided for, the Grantee may, but shall not be required to, relocate or reconstruct its facilities, so that the Grantee's right of way as relocated has a centerline of said right of way that shall not be more than five (5) feet off the road right of way as widened or relocated.

The grant of right of way and easement shall run with the land and be binding on and inure to the benefit of the parties, their heirs, successors, and assigns.

As used herein, words in plural number include words in the singular number.

IN WITNESS WHEREOF, the Grantor has hereunto subscribed its name this ____ day
of _____, 20 ____.

GRANTOR:
THE BOARD OF TRUSTEES OF THE DAYTON METRO LIBRARY

[Signature]

[Print]

[Title]

STATE OF)
 SS:
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____ for The Board of Trustees of the Dayton Metro Library, on behalf of the Board of Trustees, Grantor. _____

NOTARY PUBLIC

This Instrument Prepared By:
Real Estate Services Department
The Dayton Power and Light Company
1900 Dryden Rd.
Dayton, OH 45439
Project Number: 74866

11. 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 103- Digital Video Security Cameras” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 102- Crisis Communication Plan” in advance of the May21, 2025 meeting.

12. NEW BUSINESS

13. OLD BUSINESS

During the March 19, 2025 Board meeting, the Board reviewed Policy AD-101: Code of Professional Conduct. At this meeting, a slight revision was requested, in order to align this Policy more closely with ALA’s Code of Ethics.

A duly revised edition of the Policy is below, for Board review, with the revisions highlighted for clarity:

I. POLICY

It is the policy of Dayton Metro Library to carry out its mission in accordance with the strictest ethical guidelines and to ensure that representatives conduct themselves in a manner that fosters public confidence in the integrity of the Library. The Library has an obligation to hold employees responsible for any behavior that gives the appearance of impropriety.

II. REGULATIONS

Dayton Metro Library employees and volunteers are expected to abide by the Ohio's Ethics Law and Related Statutes (ORC 102, ORC 2921), the American Library Association's Standards of Conduct, and Dayton Metro Library's Workplace Expectations.

III. STANDARDS OF ETHICAL CONDUCT

A summary of expectations regarding the conduct of Library employees includes but is not limited to, those listed below. Every Library employee shall:

1. Treat colleagues, coworkers, patrons or members of the public with respect, fairness and good faith, and endeavor to provide the highest level of service with accurate, unbiased, and courteous responses to all requests.
2. Actively protect a patron's rights to privacy with respect to information sought or received and resources consulted, borrowed, acquired or transmitted or use patron information in a non-professional way.
3. Avoid any action such as use of Library privileges, property and/or assets in a manner that suggests impropriety, favoritism, or bias or for any unlawful or improper purpose.
4. Distinguish between personal convictions and professional duties by disallowing personal beliefs to interfere with fair representation of the aims of the Library or the provision of access to Library information resources.
5. Refrain from using one's public position to obtain unauthorized benefits for themselves, another Library employee, or anyone with whom the employee has a personal or business relationship.
6. Refrain from and discourage public acts, behaviors, or comments that place the Library in an unfavorable light and could be construed to be detrimental to the mission and functions of the Library.
7. Employees holding a position which can influence or recommend an investment or purchase must disclose any actual or potential conflict of interest that may exist or emerge which could influence official decisions of the Dayton Metro Library, including any actions that might influence the investment of funds in which the employee or anyone with whom the employee has a personal or business relationship has an interest.
8. Affirm the dignity and rights of every person, recognizing and dismantling bias, confronting inequity and oppression through awareness, advocacy, education, collaboration, services and allocation of resources.

It is a violation of the Dayton Metro Library Code of Professional Conduct to:

1. Commit a violation of state or federal laws, statutes, or rules, or engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court ordered diversion program or treatment in lieu of conviction.

2. Disparage or discriminate against a coworker, colleague, patron, or members of the public while working in a professional setting on the basis of race, ethnicity, socioeconomic status, gender, place of origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English proficiency.
3. Solicit or accept any form of compensation, except as allowed by law, to perform one's official duties or any act or service in an official capacity.
4. Have an interest in the profits or benefits of a public contract entered into by or for the Library with which the employee is connected or is not let by competitive bidding, if required by law.
5. Establish an undisclosed or unrecorded work-related asset for any purpose. Make false entries in any official record for any reason, or engage in any arrangement that results in such a prohibited act.
6. Solicit, encourage, consummate an inappropriate relationship and/or commit an act of sexual abuse of a Library user or minor.
7. Use technology to intentionally host or post disparaging, improper or inappropriate material that could reasonably be accessed by the Library community or to promote inappropriate communications with Library users or minors.
8. Use, disclose or alter confidential information protected by federal or state law, unless appropriately authorized.
9. Be under the influence of, use, possess or unlawfully distribute illegal or unauthorized drugs or furnish, provide or encourage underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs while serving in an official capacity.

IV. GUIDELINES

The Library will investigate allegations of unprofessional conduct. Individual circumstances surrounding each allegation will be considered on a case by case base to determine appropriate action. Presumptive ranges for possible disciplinary actions are outlined in Dayton Metro Library's Personnel Manual and in the Collective Bargaining Agreement between the Board of Trustees of the Dayton Metro Library and the Dayton Metro Library Staff Association.

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Special meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 21, 2025 at 4:00 p.m. in the Community Room at the Wilmington-Stroop Branch Library.

15. 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 the employment of public employees.

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:

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Donnie Cole, Facilities Technician, Facilities, Phillip Dunlevy, Facilities Director, Facilities, Max Harshman, Facilities Technician, Facilities, Matt Lamm, Facilities Technician, Facilities, Tim Smith, Maintenance Manager, Facilities, and Steve Watts, Facilities Technician, Facilities, to attend “Pallet Jack- PIT Certification Training” webinar sponsored by Certus Brands from April 7, 2025 to April 30, 2025. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Myla Cardona-Jones, Dayton Metro Library Board of Trustees, to attend the “OLC Southwest Ohio Trustee Lunch” sponsored by OLC and held in West Chester, OH on April 24, 2025. It is further recommended that registration in the amount of \$50.00, and mileage in the amount of \$50.40 be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to attend “Take 5: Let’s Talk Teen Services” being sponsored by the State Library of Ohio and held in Chillicothe, OH on May 2, 2025. It is further recommended that registration in the amount of \$30.00 and mileage in the amount of \$108.08 be reimbursed by the Board.

Patrick Stump, Teen Services Librarian, Northmont Branch Library, to attend “ALA Annual Conference” sponsored by ALA and held in Philadelphia, PA from June 26, 2025 through June 30, 2025. It is further recommended that registration in an amount not to exceed \$430.00, airfare in an amount not to exceed \$72.00, parking in an amount not to exceed \$50.00, lodging in an amount not to exceed \$1,300.00 and meals in an amount not to exceed \$272.00 be reimbursed by the Board.

Samuel Wildman, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/First Aid” training sponsored by Focus Health and held in Dayton OH, on April 23, 2025. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Margaret Buck, Youth Services Manager, full-time, Grade S08, Youth Services, effective April 6, 2025 at the rate of \$31.5514 per hour.

Rebecca Elliott, Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, effective May 4, 2025 at the rate of \$16.75 per hour.

Loura Lawrence, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 23, 2025 at the rate of \$15.20 per hour.

Lucas Rhonemus Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective April 20, 2025 at the rate of \$19.35 per hour.

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

Amanda Feuerstein, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 26, 2025 for 13.35 hours for illness.

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

Ashlee Hammond, Branch Library Manager, full-time, Grade S09, West Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, West Branch Library, effective March 23, 2025 at the rate of \$35.9870 per hour.

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

Andrew Hiatt, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, effective April 20, 2025 at the rate of \$35.9871 per hour.

Chelsey Hostetler, Teen Services Librarian, full-time, Grade 11, West Branch Library, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective April 20, 2025 at the rate of \$23.25 per hour.

Erin Winchester, Branch Library Manager, full-time, Grade S09, New Lebanon Branch Library, from Staff Development Manager, full-time, Grade S07, Human Resources, effective April 20, 2025 at the rate of \$36.5385 per hour.

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

Kerry Brame, Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective April 12, 2025.

Megs Francis, Community Impact and Engagement Assistant Director, full-time, Grade S08, Department for Community Impact and Engagement, effective March 30, 2025.

Angie Keltner, Special Collections Clerk, full-time, Grade 05, Special Collections, effective April 11, 2025.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective April 11, 2025.

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective April 5, 2025.

Joan Milligan, Cataloging Manager, full-time, Grade S08, Cataloging, effective April 4, 2025.

It is recommended that the following **Temporary Transfer** be accepted:

Thomas Baker, Patron Services Assistant, full-time, Grade 05, West Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 2, 2025 at the rate of \$16.75 per hour.

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

Khauriee Sullivan-Eason, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 19, 2025.

C. GIFTS AND GRANTS

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

\$20.00 from Rob Hardy on March 20, 2025.
\$30.00 from Rob Hardy on March 21, 2025.
\$20.00 from Jennifer Thein on April 1, 2025.
\$20.00 from Anonymous on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Pam Walker on April 1, 2025.
\$25.00 from Jonathan Emmert on April 1, 2025.
\$25.00 from Tawana Jones on April 1, 2025.
\$25.00 from Cierra McClure on April 1, 2025.
\$25.00 from Jeffrey Trzeciak on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Kellie Schneider on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Bonnie B. Heikes on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Anonymous on April 1, 2025.
\$25.00 from Almeda Waters on April 1, 2025.
\$25.00 from Adam Kuntavanish on April 1, 2025.
\$25.00 from Mr. and Mrs. Frederic Hill on April 1, 2025.
\$50.00 from Ernestine Chess on April 1, 2025.
\$50.00 from Anonymous on April 1, 2025.
\$50.00 from Sonya Kirkwood on April 1, 2025.
\$50.00 from Ashlynn Witt on April 1, 2025.
\$50.00 from Judy Day on April 1, 2025.
\$50.00 from Rebecca Crabtree on April 1, 2025.
\$51.50 from Anonymous on April 1, 2025.
\$55.00 from Anonymous on April 1, 2025.
\$100.00 from Jane Schmitz on April 1, 2025.
\$100.00 from Deborah Casson on April 1, 2025.
\$100.00 from Karlos Marshall on April 1, 2025.
\$25.00 from Angelica Loyd on April 2, 2025.
\$25.00 from Sarah P. Goldstein on April 2, 2025.
\$100.00 from Lauretta Williams on April 2, 2025.
\$25.00 from Kyle Bauer on April 4, 2025.
\$50.00 from Anonymous on April 4, 2025.
\$50.00 from Diedre Martin on April 4, 2025.
\$25.00 from Teresa Lewandowski on April 5, 2025.
\$250.00 from Anonymous on April 5, 2025.
\$30.00 from Marissa Dunyak on April 6, 2025.
\$25.00 from Valerie Lee on April 7, 2025.
\$100.00 from Paul Rankin on April 7, 2025.
\$250.00 from Anonymous on April 7, 2025.

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

\$1,050.00 State Library of Ohio Celebrating Ohio Book Awards & Authors (COBAA) LSTA Grant, in support of work in Montgomery County's Juvenile Detention Centers.

D. **CONTRACTS AND AGREEMENTS**

It is recommended that the following Contracts and Agreements be accepted:

Omnigo:

Omnigo Master Software - Tracking tool for incidents, incident reports and associated patrons; will help multiple departments be more efficient in reporting, tracking and organizing incidents and incident reports. Provides online input of incident data at all DML locations, records storage and easy searching of incident reports. Offering a 1 year contract at \$14,990, with price increasing after year one with no maximum increase or a 3 year contract at \$14,990 for year one, \$15,589 for year two and \$16,213 for year three.

Tumblehome:

\$1,000 for the establishment of a Data Detectives Club, a hands-on approach to STEM learning, specifically about Pandemics, for Spring 2025. Implemented by the Homework Help team.