

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 21, 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 April 16, 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. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, for the course "Resources and Services for People with Disabilities", Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1,477.50.

Jacobee Buchanan, Floating Information Services Assistant, Floating Department, for the course "Connecting Archives and People", Kent State

University, 3.0 credit hours, at a cost of \$2,537.00, and the course “Foundations of Museum Studies”, Kent State University, 3.0 credit hours, at a cost of \$2,537.00, and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,537.00 for a total of \$7,611.00.

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course “Public Library Management”, Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1,477.50 and the course “Seminar on Literature for Youth”, Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1,477.50 for a total of \$2,955.00.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Introduction to Research”, Indiana University- Indianapolis, 3.0 credit hours, at a cost of \$1,477.50 and the course “Grant Writing for Libraries”, Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1,477.50 for a total of \$2,955.00.

D. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants as listed at the end of the agenda.

E. 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 April 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>
4/14/2025	PLF	1,303,972.23	1,303,972.23		
4/18/2025	RE Taxes	5,254,876.32	3,788,519.88	1,466,356.44	Debt Service
Total		6,558,848.55	5,092,492.11	1,466,356.44	

7. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- New Manager Introductions: Ashlee Hammond, West Branch Library Manager, Andrew Hiatt, Northmont Branch Library Manager, and Erin Winchester, New Lebanon Branch Library Manager
- Literacy Programs and Services for Marginalized Communities- Allison Knight, Youth Services Director, Liz Hale, Homework Help Manager, Tanela Hicks, Programming Manager, Amber Cristofaro, Early Literacy Coordinator, and Laura Chamberlain, Teen Services Coordinator
- The Executive Director will share an update regarding the PRSA Gem City Awards, which honored Claudine Bennett as the 2024 Communications Professional of the Year. Dayton Metro Library also was awarded the Gem City Award for the 2024 Library Card Sign Up Month Campaign, and the Award of Merit for the Free to Belong Campaign.

8. MONTGOMERY COUNTY PUBLIC LIBRARY FUND DISTRIBUTION- ACTION

It is recommended that the Board approve the following Montgomery County PLF distribution formula for the 2025-2026 biennium, which has been agreed to by the four Montgomery County public library systems:

Dayton Metro Library 78.8%

Germantown Public Library 3.2%

Washington-Centerville Public Library 12.5%

Wright Memorial Public Library 5.5%

The above distribution formula would take the place of the previous formula, which was initially adopted by the Montgomery County Budget Commission in 1998, and further revised effective calendar year 2021. As with those previous agreements, the above formula has been approved by all four Montgomery County public library systems.

9. INTELLECTUAL PROPERTY POLICY – ACTION

It is recommended that the Board approve the below new Intellectual Property Policy:

I. POLICY

All materials, content, and programs developed within the framework of library employment or using DML time, resources, or branding are the exclusive intellectual property of Dayton Metro Library. This includes presentations, toolkits, curriculum, communications and original documents.

The Library retains the unrestricted right to reproduce, distribute, and modify such materials to advance its mission. Use of these materials for profit, or personal gain, without prior written authorization, constitutes a conflict of interest. The staff member is expected to avoid any activity-paid or unpaid- that creates a real or perceived conflict with the duties and interests of the library.

II. PROCEDURES

1. For programs developed exclusively by Dayton Metro Library staff members, no exceptions to the above policy are to be made, save with prior express written authorization by the External Relations Director or an authorized Library Director.
2. All documents created by DML staff for DML use are public records and must be shared according to Ohio's Public Records Act.

3. In the course of Library business, third-party vendors and contractors are often involved in preparing or assisting Library programs. Any exceptions to the above policy must be agreed in advance by both parties as part of the contractual agreement.
4. Staff are encouraged to share information about DML services, programs, policies, and other work products to the benefit of other libraries. This may include conference presentations, sharing with colleagues at other libraries, and publication in professional journals, newsletters, websites or other media outlets.

III. DEFINITIONS

Authorized Library Director- For the purposes of this Policy, authorized Library Directors shall be members of the Executive Director's Cabinet and the External Relations Manager.

10. RESOLUTION TO RENAME THE KETTERING-MORaine BRANCH LIBRARY MANAGER POSITION – ACTION

WHEREAS, the Dayton Metro Library has benefitted from an ongoing fund-raising partnership with the Dayton Metro Library Foundation; and

WHEREAS, the Dayton Metro Library Foundation has benefitted from the donor-advised James and Geraldine Summers Fund, a generous donation made for the continued support of the operations of the Kettering-Moraine Branch Library; and

WHEREAS, in response to a request by Dayton Metro Library, the Dayton Metro Library Foundation has agreed to donate \$100,000.00 per year from the Summers Fund, for a period of five years, effective July 1, 2025, until June 30, 2030, to support the salary and benefits of the Kettering-Moraine Branch Library Manager,

THEREFORE, BE IT RESOLVED, that, in recognition and for the duration of this agreement, the Kettering-Moraine Branch Library Manager position shall be renamed the "James and Geraldine Summers Fund Kettering-Moraine Branch Library Manager." All reference to the position including email signatures, business cards, staff directory and any other occurrences will reflect the new name.

Attested to this date, May 21, 2025 by the Board of Library Trustees

11. POLICY REVIEW- INFORMATION

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

Trustees were asked to familiarize themselves with "Policy AD 102- Crisis Communication Plan" in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review "Policy AD 104- Hazard Communication Policy" in advance of the June 18, 2025 meeting.

12. CORRESPONDENCE- INFORMATION

Since the April 2025 Board meeting, the Board received a resolution from the Montgomery County Board of County Commissioners appointing Mr. Carl Kennebrew to fulfill a second full seven-year term beginning June 1, 2025 and ending May 31, 2032.

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, June 18, 2025, at 4:00 p.m. in the Board Room at the Main Library.

15. 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:

Christian Brewington, Children Services Librarian, Outreach Services, Lauren Day, Information Services Assistant, Outreach Services, Camee Hart, Outreach Services Manager, Outreach Services, Tony MacKenzie, Information Services Assistant, Outreach Services, Paul Rankin, Patron Services Assistant/Driver, Outreach Services, Brandon Ulman, Information Services Assistant, Outreach Services, Mark Vella, Patron Services Assistant/Driver, Outreach Services, and Camyel Young, Outreach Services Assistant Manager, Outreach Services, to participate in the “RV Training/Drive Your RV Like a Pro” asynchronous webinar sponsored by RV 101. It is further recommended that registration in the amount of \$30.55 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Ohio Valley Group of Technical Services Librarians Conference 2025” webinar being sponsored by OVGTSL from May 15, 2025 through May 16, 2025. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lynette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in the “Collection Development Crash Course” webinar sponsored by ALA from July 2, 2025 through July 23, 2025. It is further recommended that registration in the amount of \$239.00 be reimbursed by the Board.

Katie Indoe, Programming Assistant, Youth Services, to attend the “New to Libraries Conference” sponsored by Ohio Library Council and held in Dayton, OH on September 12, 2025. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, to participate in the “First Amendment Audits and Situational Preparedness” webinar being sponsored by University of Wisconsin iSchool from June 2, 2025 through June 29, 2025. It is further recommended that registration in the amount of \$148.50 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to attend the “Tales and Trails Family History Conference” being sponsored by the National Genealogical Society and held in Louisville, KY from May 23, 2025 through May 25, 2025. It is further recommended that registration in the amount of \$535.00, ground transportation in the amount of \$83.35, lodging in the amount of \$831.53, and meals in the amount of \$136.00 be reimbursed by the Board.

Samuel Wildman, Safety and Protective Services Officer, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” training, sponsored by the American Red Cross and held in Dayton, OH on May 7, 2025. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board of Trustees.

B. PERSONNEL ACTIONS

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

Maggie Simon, Accounting Manager, full-time, Grade S08, Finance, effective May 4, 2025 at the rate of \$31.5514 per hour.

Craig Thompson Jr., Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 18, 2025 at the rate of \$19.00 per hour.

Ryan Thurston, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 18, 2025 at the rate of \$19.00 per hour.

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

Bradley Kuykendall, Main Library Manager, full-time, Grade S09, Public Services Administration, from Floating Manager, full-time, Grade S09, Public Services Administration, effective June 1, 2025 at the rate of \$35.9871 per hour.

Jamie McQuinn, Data Assessment Manager, full-time, Grade S09, Public Services Administration, from Main Library Manager, full-time, Grade S09, Public Services Administration, effective May 4, 2025 at the rate of \$52.2883 per hour.

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

Allison Knight, Youth Services and Programming Director, full-time, Grade S11, Youth Services, from Youth Services Director, full-time, Grade S11, Youth Services, effective March 26, 2023.

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 May 8, 2025 for 24.00 hours for vacation.

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance, effective April 6, 2025 for 8.53 hours for personal reasons.

Craig Thompson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective June 18, 2025 for 48.00 hours for vacation.

Craig Thompson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective October 19, 2025 for 48.00 hours for vacation.

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

Mike Burke, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 4, 2025 at the rate of \$27.7255 per hour.

Dorri Hegyi, Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, effective May 18, 2025 at the rate of \$35.9870 per hour.

Jamie McQuinn, Main Library Manager, full-time, Grade S09, Public Services Administration, from Special Collections Manager, full-time, Grade S08, Special Collections, effective March 23, 2025 at the rate of \$52.2883 per hour.

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

Annie Calonico, Youth Experience Manager, full-time, Grade S08, Youth Services, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective June 1, 2025 at the rate of \$31.5514 per hour.

Moneeka Gentry-Stanifer, Assistant Branch Library Manager, full-time, Grade S07, West Branch Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective June 1, 2025 at the rate of \$27.7255 per hour.

Stephen Ginochio, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective June 1, 2025 at the rate of \$19.35 per hour.

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

Paulette Allen-Floyd, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 13, 2025.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective May 2, 2025.

Michael Hensel, Branch Library Manager, full-time, Grade S09, Wilmington-Stroop Branch Library, effective May 9, 2025.

Yasmine Lajimi, Community Wellness Specialist, full-time, Grade 12, Department for Community Impact and Engagement, effective May 16, 2025.

Ana Long, Acquisitions Clerk, Substitute, Grade Sub05, Collection Development, effective April 16, 2025.

Sandra Norman, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 19, 2024.

Ryann Pope, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective May 30, 2025.

Ryan Sands, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective May 15, 2025.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective April 23, 2025.

Donald Stewart Jr., Information Services Assistant, full-time, Grade 08, West Branch Library, effective May 2, 2025.

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

Thomas Baker, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, from Patron Services Assistant, full-time, Grade 05, West Branch Library, effective May 25, 2025 at the rate of \$16.75 per hour.

D. GIFTS AND GRANTS

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

\$20.00 from Jacquelyn Waggamon on April 8, 2025.
\$50.00 from Anonymous on April 18, 2025.
\$25.00 from Phillip Snyder on April 19, 2025.
\$50.00 from Anonymous on April 19, 2025.
\$110.00 from Jenny Warner on April 21, 2025.
\$200.00 from B. Christine McClellan on April 21, 2025.
\$250.00 from Anonymous on April 21, 2025.
\$55.00 from Rob Hardy on April 24, 2025.
\$40,000.00 from the Friends of Dayton Metro Library on April 25, 2025.
\$25.00 from Danielle Tarbert on April 29, 2025.
\$100.00 from Mr. and Mrs. David Avdakov on April 29, 2025.
\$200.00 from Eileen Ponto on April 29, 2025.
\$400.00 from Anonymous on April 29, 2025.
\$25.00 from Anonymous on April 30, 2025.
\$50.00 from Anonymous on May 11, 2025.

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

\$10,000.00 from The Disability Foundation on April 16, 2025.
\$2,375.00 from Culture Works on April 17, 2025.

E. CONTRACTS AND AGREEMENTS

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

Carousel Digital Signage:

Annual renewal of cloud-based software subscription for digital signage platform Carousel Tightrope. Existing agreement expires next month. This serves 75 digital signs across the system and enables the External Relations team to continually refresh these to suit branch program schedules. New term would be June 6, 2025 – June 5, 2026. Total expense of \$19,000.00.

Creative Financial Staffing

Due to anticipated absences in the Human Resources Department, a temporary staff member will be hired from Creative Financial Staffing (CFS) to begin June 20, 2025, for a period of 6-12 weeks, provisionally anticipated until August 2025.