

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 18, 2025, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Gil Rutledge, Commissioned Notary Public for the State of Ohio.

2. 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.

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 May 21, 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. 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.

6. 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.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2025 are included in the Board packet.

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>
5/15/2025	PLF	1,806,601.54	1,303,972.23		
5/28/2025	Real Estate Tax Settlement	1,343,507.29	766,561.32	576,945.97	Debt Service
Total		3,150,108.83	2,070,533.55	576,945.97	

8. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- The Executive Director will provide an update regarding the 2023 Regular Audit, which was recently returned, and which is included in the Board packets.

The Executive Director will introduce the following new managers:

- Margaret Buck, Main Youth Services Manager
- Mike Burke, Safety and Protective Services Manager
- Annie Calonico, Youth Experience Manager
- Dorri Hegyi, Wilmington-Stroop Branch Library Manager
- Bradley Kuykendall, Main Library Manager
- Maggie Simon, Accounting Manager
- Subrina Thompson, Assistant Patron Services Manager

9. RESOLUTION AUTHORIZING A VOLUNTARY RETIREMENT PROGRAM – ACTION

It is recommended that the Board approve the following Voluntary Retirement Program:

Due to the immediate need to balance our budget, address the uncertainty surrounding Library funding sources, and implement sustainable solutions, the Dayton Metro Library plans to offer a one-time Voluntary Retirement Incentive to employees who are eligible on or before August 31, 2025, for a reduced or unreduced retirement through the Ohio Public Employees Retirement System (OPERS). The Retirement Incentive is a lump sum payment equal to seventy-five percent (75%) of an Employee's accrued but unused sick leave as of the Employee's Separation Date, subject to applicable withholdings. The Library's maximum incentive payout is \$1,000,000 based on affordability. If interest exceeds available funds, preference will be given to those with the most years of service with the Library. This Plan is contingent upon DML's Board of Trustees approval, anticipated on June 18, 2025. Employees must separate from DML employment on or before 8/31/2025.

10. MEMORANDUM OF UNDERSTANDING WITH THE DAYTON METRO LIBRARY STAFFING ASSOCIATION TO EXTEND THE COLLECTIVE BARGAINING AGREEMENT –ACTION

It is recommended that the Board of Trustees approve the following Memorandum of Understanding with the Dayton Metro Library Staffing Association:

MEMORANDUM OF UNDERSTANDING (MOU)

Between DAYTON METRO LIBRARY (DML, or “The Library”)

And DAYTON METRO LIBRARY STAFF ASSOCIATION (DMLSA, or “The Union”)

June 18, 2025

1. The Library has requested to postpone negotiations with the Union due to potential financial changes in the state budget. This budget is a crucial source of funding for the Library and may result in a reduction or even the elimination of the 2025 budget.
2. Additionally, the Library is introducing a Voluntary Retirement Incentive plan designed to provide benefits to staff who choose to retire.
3. Based on the information mentioned above, a Memorandum of Understanding (MOU) between the Library and the Union will result in a delayed negotiation and a four (4) month contract extension to expire on or before October 31, 2025.
4. The current collective bargaining agreement will remain in effect until the Union ratifies the contract and the Library Board approves it on or before October 31, 2025.
5. All decisions regarding compensation, including pay rate increases, will be postponed until the Union and the Library negotiate a new collective bargaining agreement. If a pay rate increase for 2025 is agreed upon during negotiations, the increase will be retroactive to July 1, 2025.
6. The Dayton Metro Library will honor the current collective bargaining agreement and pay out bonus pay to bargaining unit staff during the pay period that includes July 1, 2025, and awarded in the following manner:
 1. Eight (8) hours of pay will be granted annually, during the pay period that includes July 1, to all full-time bargaining unit members.
 2. Staff who have completed one year or more at the top of the pay range will receive eight (8) hours of pay (prorated for part-time staff). This pay is in addition to the pay that all full-time staff receive, as outlined in paragraph 1 above.
 3. In addition to the pay shown in the paragraphs above, eight (8) hours of pay will be granted annually to all full-time bargaining unit members (prorated for part-time staff) during the pay period that includes July 1.
7. Good Faith Bargaining: Both Parties affirm their continued commitment to engage in good faith bargaining during the contract extension period to reach a mutually satisfactory successor agreement. Except as described in this MOU, this document does not modify the CBA and the CBA remains in full force and effect. Except as described in this MOU, there were no inducements or representations leading to the execution of this document.

8. The parties' collective bargaining agreement and this MOU represent the parties' entire agreement with respect to the subject matter discussed in this MOU.

9. This MOU shall become effective upon execution by both Parties and shall remain in effect through October 31, 2025, unless extended or modified by mutual written consent.

11. A RESOLUTION TO AUTHORIZE THE STANDARD BONUS PAY FOR ALL CONFIDENTIAL STAFF FOR THE PAY PERIOD INCLUDING JULY 1, 2025 – ACTION

Whereas, Dayton Metro Library has an established precedent of providing bonus pay to Confidential Staff each year for the pay period including July 1st, and

Whereas, Dayton Metro Library Administration has communicated to the Dayton Metro Library Staffing Association that this practice will continue in 2025, and

Whereas, the Collective Bargaining Agreement between the Board of Trustees of the Dayton Metro Library and the Dayton Metro Library Staffing Association stipulates that bonus pay shall be awarded in the following manner:

1. Eight (8) hours pay will be granted annually, during the pay period that includes July 1, to all full-time bargaining unit members.
2. Staff who have completed one year or more at the top of the pay range will receive eight 8 hours pay (pro-rated for part-time staff). This pay is in addition to the pay that all full-time staff receive under paragraph E-1 above.
3. In addition to pay shown in E1 above, eight (8) hours of pay will be granted annually to all full-time bargaining unit members, (prorated for part-time staff), during the pay period that includes July 1.

Whereas, bonus pay to confidential staff has always been awarded the same manner as described above, now,

THEREFORE, BE IT RESOLVED, that in continuation of this precedent, the Board of Trustees of the Dayton Metro Library authorizes that bonuses be paid to all members of confidential staff, in the manner described above, for the pay period including July 1, 2025.

12. RESOLUTION TO DELAY 2025 BONUS PAY FOR MANAGERIAL STAFF – ACTION

Whereas, Dayton Metro Library has an established precedent of providing bonus pay to Bargaining Unit and Confidential Staff each year for the pay period including July 1st, and

Whereas, Managers have traditionally been awarded in-kind bonuses for the same pay period, and

Whereas, the State budget proposals for the State of Ohio are yet to be finalized, but have consistently shown a forecasted decrease in State Library funding, necessitating the Dayton Metro Library to consider all expenses and costs, and

Whereas, the current uncertainty surrounding this budget makes it difficult to forecast funding,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Dayton Metro Library delays any potential 2025 bonuses to managers until October 31, 2025, or until negotiations with the Union conclude and payrates are set, whichever comes first. At this time, the Board shall determine whether such bonuses shall be paid, and their delivery time and amounts.

13. **LIBRARY STAFF SERVING ON LOCAL OR COMMUNITY BOARDS POLICY – ACTION**

It is recommended that the following new Policy be adopted by the Board:

I. POLICY

In the course of Library employment, some local organizations may ask Library employees to serve on their Boards. While Dayton Metro Library is willing to accommodate such requests in order to foster partnership and community engagement, there is also a necessity to ensure that no perceived or actual conflicts of interest arise from such appointments. In order to clarify expectations for handling such requests, it shall be Dayton Metro Library's policy that, excepting in situations where the board position is mandated by statute or contract, or where the Board of Trustees or Director of Dayton Metro Library has granted the request after consultation with legal counsel, Dayton Metro Library employees shall refrain from serving on Boards of organizations with whom the Library contracts.

II. PROCEDURES

1. In all aspects, Dayton Metro Library shall defer to Ohio Revised Code (ORC) and the Ohio Ethics Commission (OEC) in these and any other matters involving perceived or actual conflicts of interest. Any changes or amendments to ORC shall supersede this Board policy, until such a time as the requisite amendments may be made to return the policy to full compliance with the law.
2. If a Library employee is asked to serve on a community organization's Board, that employee should consult with the Fiscal Officer/Finance Director to determine whether the Library has any recurring contracts with the organization, or whether any contracts have been held within the last five years. Only if there are no such contracts between the organizations in this period may the employee acquiesce to the appointment. Approval from the Executive Director or their representative is also required before serving on a board on behalf of Dayton Metro Library.
3. All existing employees shall disclose to the Library any community organizations for which they already serve on Boards.
4. Any Library employees who began serving upon local Boards with whom the Library contracts prior to the adoption of this Board Policy shall resign their positions on said

Boards with immediate effect, or as quickly as is feasible without unduly harming that Board (in order to avoid their falling below mandated quorum, or preventing necessary action, etc.).

5. If a Dayton Metro Library employee is serving on a Board of an organization which does not contract with the Library, and a new contract is adopted between the Library and that organization, the employee should resign from that Board with immediate effect, or as quickly as is feasible without unduly harming the Board.
6. Any questions relating to this policy are to be addressed by the Montgomery County Prosecutor's Office. Such questions should be referred to the Executive Assistant or Fiscal Officer/Finance Director, who will liaise with this office. Individual employees should not contact the County Prosecutor's office directly in relation to this policy.

III. DEFINITIONS

Contracts- For the purpose of this Policy, an organization shall be considered to be "contracting" with Dayton Metro Library if they have any active or recurring fiscal agreements with the Library. An organization which has held fiscal agreements within the Library within the past five years shall also be ineligible for service by a Dayton Metro Library employee. If an organization has a significant or long-standing partnership with an organization, regardless of contract situation, Dayton Metro Library reserves the right to deny authority for employees to serve on such Boards.

14. POLICY REVIEW

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 104- Hazard Communication Policy" in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review "Policy AD 105- Investment Policy" in advance of the July 16, 2025 meeting.

15. CORRESPONDENCE –INFORMATION

Since the May Board Meeting, the Auditor of State, Kenneth Faber, released a press release relating to Dayton Metro Library's 2023 audit. This included a finding for recovery of \$1,751.54 against Christina Sanders, former Fiscal Officer/Finance Director for late penalties and fees in filing. The full report is included in the Board packets.

16. NEW BUSINESS

17. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 16, 2025 at 4:00 p.m. in the Board Room at the Main Library.

18. 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:

Laura Chamberlain, Teen Services Coordinator, and Allison Knight, Youth Services Director, to attend the “New to Libraries Conference,” sponsored by OLC and held in Dayton, OH, on September 12, 2025. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend the “2025 National Arts Integration and STEAM Conference” sponsored by Institute for Arts Integration and STEAM being held in Baltimore, MD, from July 8, 2025 through July 9, 2025. It is further recommended that expenses not to exceed \$1,000.00 be reimbursed by the Board. The remainder of the estimated \$1,678.95 expenses are to be self-funded by the employee.

Camee Hart, Outreach Services Manager, Outreach Services, to attend the “ABOS Annual Conference” sponsored by the Association of Bookmobile and Outreach Services, and held in St. Louis, MO, from October 7, 2025 through October 10, 2025. It is further recommended that expenses not to exceed \$1,000.00 be reimbursed by the Board. The remainder of the estimated \$2,577.30 expenses are to be self-funded by the employee.

Lori Rotterman, Information Services Librarian, Special Collections, to attend “And We Settled Here- the Jewish Journey” sponsored by the International Association of Jewish Genealogical Societies and held in Fort Wayne, IN, from August 11, 2025, through August 14, 2025. It is further recommended that expenses not to exceed \$1,000.00 be reimbursed by the Board. The remainder of the estimated \$1,626.84 expenses are to be self-funded by the employee.

B. PERSONNEL ACTIONS

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

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, effective June 15, 2025 at the rate of \$17.09 per hour.

Jordan Champion, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 1, 2025 at the rate of \$19.35 per hour.

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

Stephanie Baldwin, Receiving Clerk, 4/5-time, Grade 03, Technical Services, effective June 9, 2025 for 60 calendar days for illness.

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective May 21, 2025 for 22.5 hours for illness.

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

Jessica Hunter, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Nonprofit Services Specialist, full-time, Grade 12, Department for Community Impact and Engagement, effective June 15, 2025 at the rate of \$29.3341 per hour.

Molly Millsop, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, from Information Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective June 29, 2025 at the rate of \$27.7255 per hour.

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

Deanna Koeller, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective May 15, 2025.

Craig Lefteroff, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective June 27, 2025.

Caillen Smith, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective May 20, 2025.

Sharron Williams, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective May 22, 2025.

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

Teresa Adkins, Patron Services Assistant, full-time, Grade 05, Vandalia Branch Library, effective June 30, 2025, after more than 18 years of service.

C. **GIFTS AND GRANTS**

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

\$100.00 from Lawrence Litscher on May 24, 2025.
\$100.00 from Barbara Czestochowa on May 25, 2025.
\$250.00 from Todd and Lora Stowe on May 28, 2025.
\$50.00 from Anonymous on May 29, 2025.
\$100.00 from Jennifer Evans on May 31, 2025.
\$500.00 from Anonymous on May 31, 2025.
\$25.00 from Pam Walker on June 2, 2025.
\$25.00 from Dorothy Trame on June 2, 2025.
\$25.00 from Howard Schumacher on June 2, 2025.
\$25.00 from Richard Kern on June 2, 2025.
\$50.00 from Valerie Lee on June 2, 2025.
\$50.00 from Mary Lou Baker Jones on June 2, 2025.
\$50.00 from Iris Igawa on June 2, 2025.
\$75.00 from Karl Balbach on June 2, 2025.
\$100.00 from Mr. and Mrs. Marvin Olinsky on June 2, 2025.
\$100.00 from Deirdre Logan on June 3, 2025.
\$200.00 from Squire Brown on June 4, 2025.
\$2,500.00 from Megan Emmons on June 4, 2025.
\$10.00 from Linda Gau on June 5, 2025.
\$20.00 from Anonymous on June 5, 2025.
\$100.00 from Sara Woodhull on June 5, 2025.

\$25.00 from Jaime Pacheco on June 9, 2025.
\$50.00 from Patricia Sales on June 9, 2025.
\$50.00 from Winnie Johnson on June 9, 2025.
\$50.00 from Philip and Louisa Dreety on June 9, 2025.
\$100.00 from Vanessa Demetriades on June 9, 2025.
\$100.00 from J. Stephen Herbert on June 9, 2025.
\$25.00 from Rap Hankins on June 10, 2025.
\$100.00 from Mr. and Mrs. Michael Parks on June 10, 2025.
\$50.00 from Carole McCarthy on June 11, 2025.

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

\$10,000.00 from Paul William Marshall and Linda Lombard on June 6, 2025.

D. CONTRACTS AND AGREEMENTS

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

Five Rivers:

A memorandum of understanding with Five Rivers Metro Parks for a binocular lending program from the West and West Carrollton locations. Binoculars and any replacements will be provided by Five Rivers, and this is a non-paid partnership.

Charlton Charlton and Associates:

A contract with Charlton Charlton and Associates, in order to facilitate workshops and 2 two-hour long leadership sessions for Dayton Metro Library's Department for Community Engagement. The agreement will last through October 2025 and the cost shall be \$8,300.

Training Marbles:

A contract with Training Marbles, Inc. to conduct an employee Climate Survey. The cost is \$5,000.00.

LakeTec:

Agreement related to the E-rate project to replace aging branch UPS hardware.

Nationwide Power:

Agreement with Nationwide Power for installation, removal, and disposal of batteries in DML data center UPS systems.