

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 16, 2025, 4:00 p.m.

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

PRESIDING: David Williamson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Westly Davis

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 Ms. Woodhull, seconded by Ms. Cardona-Jones, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Thomas, seconded by Ms. Geers, the minutes of the Board meeting of March 19, 2025 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

WORKSHOP HOURS

The Board authorized 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

LEAVE WITHOUT PAY

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

PROMOTION

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TEMPORARY TRANSFER

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.

TERMINATION

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

GIFTS AND GRANTS

The following gifts and grants were approved by the Board:

GIFTS

\$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 Laretta 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.

GRANTS

\$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.

CONTRACTS AND AGREEMENTS

The following Contracts and Agreements were approved by the Board:

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.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2025 were included in the Board folder. Westly Davis, 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>
3/14/2025	PLF	1,511,800.25	1,511,800.25		

Total	1,511,800.25	1,511,800.25	-
--------------	---------------------	---------------------	----------

On a motion by Mr. Thomas, seconded by Ms. Woodhull, the March 2025 Financial Report was approved by the Board.

Ayes: All
Nays: None

BANKING SERVICES RESOLUTION

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

On a motion by Mr. Thomas, seconded by Ms. Geers, the Board approved the Banking Services Resolution.

Ayes: All
Nays: None

BANKING SERVICES RESOLUTION

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

On a motion by Ms. Cardona-Jones, seconded by Mr. Thomas, the Board approved the Banking Services Resolution.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Debi Chess, External Relations and Development Director, and Claudine Bennett, External Relations Manager, shared a presentation about the External Relations department's mission, and some of the ways in which they inform patrons about Dayton Metro Library. These methods include press releases, the Dayton Metro Library website, social media posts and various newsletters, among other modes of communication.

The Executive Director introduced Alvin Jordan, the new Social Media Specialist, to the Board.

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

It was 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

On a motion by Ms. Woodhull, seconded by Ms. Cardona-Jones, the electrical easement was approved.

Ayes: All
Nays: None

POLICY REVIEW

As was discussed during the January 22, 2025 Board of Trustees meeting, the Board has begun 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. This policy was reviewed by Rachel Gut, Deputy Executive Director, and the Board did not request any changes to the policy.

It was recommended that the Board review “Policy AD 102- Crisis Communication Plan” in advance of the May 21, 2025 meeting.

NEW BUSINESS

No New Business was brought before the Board.

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.

On a motion by Ms. Cardona-Jones, seconded by Mr. Thomas, the Board approved the Policy as revised above.

Ayes: All

Nays: None

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.

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) of the Ohio Revised Code to discuss employment of public employees.

Mr. Thomas made a motion for the Board to enter into Executive Session, Ms. Geers seconded.

A **roll call** vote was taken as follows:

Ms. Geers: Aye
Ms. Woodhull: Aye
Mr. Thomas: Aye
Mr. Williamson: Aye
Ms. Cardona-Jones: Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:46 p.m. and returned to open session at 6:01 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. Thomas, seconded by Ms. Geers, the Board adjourned at 6:01 p.m.

Ayes: All
Nays: None