

DAYTON METRO LIBRARY

REVISED AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, August 23, 2025, 9:30 a.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. 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.

4. CONSENT AGENDA—ACTION

A. CONTRACTS AND AGREEMENTS

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

5. HEALTH INSURANCE RENEWAL—ACTION

It is recommended that the Board approve the following health insurance renewals:

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2025:

Medical Insurance

- Remain with Anthem for group medical insurance with a 0% increase in premium costs.
- The Library will continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA).

HSA	Monthly Premiums	
	<i>Single</i>	<i>Family</i>
Anthem	\$782.26	\$1,728.80
Anthem AEU3 (E6)	\$707.48	\$1,563.53
Anthem AETR (E9)	\$652.87	\$1,442.84

HRA	Monthly Premiums	
	<i>Single</i>	<i>Family</i>
Anthem HRA	\$797.99	\$1,763.58

Vision Insurance

- Remain with Anthem Vision for group vision insurance for a 0% increase, due to a 3-year rate guarantee.

Vision	Monthly Premiums	
	<i>Single</i>	<i>Family</i>
Anthem Vision	\$4.98	\$12.69

Rates paid by the employer will be finalized after union negotiations.

6. EXECUTIVE DIRECTOR’S REPORT—INFORMATION (0.5 HOURS) [9:35-10:05 am]

The Executive Director will provide an update to the Board about library programs and services.

7. BUDGET UPDATE- INFORMATION (1.25 HOURS) [10:05-11:20 am]

The Finance Officer/Fiscal Director will provide a review of the budget, with a focus on projections for the next 3 years. Fundraising and Advocacy will also be discussed by the External Relations and Development Director.

The Board will discuss the budget situation.

LUNCH [11:20-11:50 am]

The Board will briefly adjourn for lunch. At the President and Board’s discretion, they may elect to make this a working lunch, and continue with the meeting.

8. VIRTUAL MEETINGS POLICY—INFORMATION (1/2 HOUR) [11:50-12:20 pm]

During the July 16, 2025 Board of Trustees Meeting, the Board decided to table a vote on the following proposed Virtual Meetings Policy:

Pursuant to Ohio House Bill 257, certain public bodies, including Library Boards, are permitted to hold and attend meetings virtually, effective March 19, 2025. One condition for allowing such meetings to take place is that any such institutions must first adopt a Virtual Meetings Policy which is in accordance with ORC 121.221.

It should be noted that included in the current version of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library is Article VI, Section 4, which states that “a quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.” The Bylaws will thus need to be amended in order to allow for virtual attendance, prior to any Trustees attending virtually.

As a preliminary step towards allowing for the possibility of virtual meetings in future, it is recommended that the Board approve the following new Virtual Meetings Policy:

I. POLICY

In accordance with Ohio Revised Code, Dayton Metro Library, as a “body politic and corporate,” may hold certain meetings for certain purposes virtually, by means of video conference or any similar electronic technology. In conducting such meetings, Dayton Metro Library shall adhere in all aspects to the Ohio Revised Code, specifically ORC 121.221, and any laws or amendments hereinafter to be enacted.

II. PROCEDURES

1. In all aspects, Dayton Metro Library shall defer to Ohio Revised Code in ensuring that these meetings are conducted properly and in accordance with state law. 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. Whenever one or more Board members elects to attend a Board meeting virtually, regardless of the avenue in which this is conducted, commensurate opportunities for virtual attendance must be made available to the public.
3. When a Trustee does attend virtually, provided all other Procedures have been followed, that member shall be considered present as if in person at the meeting, shall be permitted to vote, and shall be counted for purposes of determining whether a quorum is present.
4. Any resolution, rule, or formal action of any kind shall have the same effect as if it occurred during a physical meeting of the Board.
5. Trustees who intend to attend meetings virtually must notify the Board President no fewer than 48 hours in advance of the meeting, except in the case of an emergency meeting.
6. Dayton Metro Library shall provide notice of virtual meetings to the public, and to media who have requested notification at least 72 hours in advance of the meeting, excepting situations wherein the Board President was notified by a Trustee with fewer than 72 hours and more than 48 hours' notice, in which case notice must be provided at least 48 hours in advance of the meeting. Notice shall include the time, location, and agenda of the meeting, along with the formats of the meeting and the purpose of the meeting. Dayton Metro Library shall additionally amend their website to include notice of the virtual option, as well as a link to the relevant virtual platform.
7. In the event of an emergency, which necessitates immediate official action, Dayton Metro Library shall immediately notify the media and public. Notice shall include the time, location, and agenda of the meeting, along with the formats of the meeting and the purpose of the meeting. For the purposes of this section, emergency meetings shall refer to Special Meetings called with fewer than 48 hours' advance notice. All emergency meetings shall be designated as such in the agenda and minutes of these meetings.
8. Virtual attendance offerings to the public must be commensurate with the means used by the Board, and Dayton Metro Library shall ensure that members of the public attending virtually can observe and hear the discussions of all members of the Board, whether the member is participating in person or electronically. Members of the public body shall have a sufficient internet or other electronic connection to allow the member to be seen and heard clearly, and shall be visible at all times.
9. All votes taken in a virtual meeting shall be taken by a roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the Board. If a vote is taken unanimously, the minutes shall reflect how the members voted, including any abstentions.
10. The Board is forbidden from conducting virtual meetings when any of the following apply:
 - a. The meeting involves a vote to approve a major nonroutine expenditure.
 - b. The meeting involves a major hiring decision.

- c. The meeting involves a purpose to propose, approve or vote on a tax issue or tax increase.
- 11. If, upon the notification of an upcoming meeting of a public body, and not later than forty-eight hours before the meeting, at least two members of the Board notifies the Board President that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the Board President's acknowledgment of receipt of the notification, the Board shall take action on the item of the agenda only at a meeting conducted fully in person.
- 12. In accordance with Dayton Metro Library's Public Comment Policy, patrons who have provided advance notice may be permitted to provide their Public Comment virtually. Dayton Metro Library shall ensure that such Public Commenters are able to be seen and heard, via technology that is widely available with the public, and commensurate with that used by the Board.

III. DEFINITIONS

"Meeting" has the same meaning as in section 121.22 of the Ohio Revised Code

"Public body" has the same meaning as in section 121.22 of the Ohio Revised Code

"Multi-party meeting" means a meeting in which the members of a public body and the members of at least one other public body are participants

"Virtual attendance" refers to attendance by Board members by means of video conference or any similar electronic technology, as described in ORC 121.221

"Emergency Meeting" refers to a Special Meeting called with fewer than 48 hours' notice in response to an emergency requiring immediate official action

"Major Hiring Decision" refers to the hiring or termination of Officers of the Board: the Executive Director and Fiscal Officer/Finance Director

"Major Nonroutine Expenditure" refers to new, non-renewing financial agreements exceeding \$100,000.00, or which involve the sale or acquisition of real estate

Prior to any vote, the Board shall discuss any reservations they may have with the proposed policy, and questions they submitted for the County Prosecutor's review shall be answered.

9. EXECUTIVE SESSION—ACTION (~1 HOUR) [~12:20-1:30 pm]

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 employment of a public employee, and with Section 121.22 (G)(4) of the Ohio Revised Code to discuss collective bargaining strategy.

A **roll call vote** will be needed.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 17, 2025 at 4:00 p.m. in the Community Room at the Vandalia Branch Library.

11. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

A. CONTRACTS AND AGREEMENTS

It is recommended that the following contracts and agreements be accepted:

A federal work study community service partner agreement with the University of Dayton for the 2025-2026 academic year.