

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 17, 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 July 16, 2025 meeting of the Board.

It is further recommended that the Board take action on the minutes of the August 23, 2025 Special 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 AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Ashley Jackson, Patron Services Assistant, Vandalia Branch Library, in order to attend the Indiana University Indianapolis, School of Informatics, Computing and Engineering.

D. 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, 3.0 credit hours at a cost of \$1,477.50.

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, for the course "Youth Services," Indiana University, 3.0 credit hours at a cost of \$1,506.75.

Jacobee Buchanan, Floating Information Services Assistant, Public Services, 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 \$2,494.00, for a total of \$7,568.00.

Jacobee Buchanan, Floating Information Services Assistant, Public Services, for the course "Collection Management," Kent State University, 3.0 credit hours, at a cost of \$2,533.00, and the course "Strategic Design and Innovation," Kent State University, 3.0 credit hours at a cost of \$2,533.00, and the course "Mater's Portfolio," Kent State University, 1.0 credit hours at a cost of \$850.00, for a total of \$5,956.00.

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

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course "Culturally Inclusive Services," Indiana University, 3.0 credit hours, at a cost of \$1,506.75, and the course "Library Leadership," Indiana University, 3.0 credit hours, at a cost of \$1,506.75, for a total of \$3,013.50.

Ashley Jackson, Patron Services Assistant, Vandalia Branch Library, for the course "Methods for the Information Professions," Indiana University Indianapolis, 3.0 credit hours, at a cost of \$1,506.75, and the course "Tools and Technologies for the Information Professions," Indiana University Indianapolis, 3.0 credit hours, at a cost of \$1,506.75, for a total of \$3,013.50.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course "Introduction to Research," Indiana University, 3.0 credit hours, at a cost of \$1,477.50, and the course "Grant Writing for Libraries," Indiana University, 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 “Topics in Library and Information Science: Python for Information Professionals,” Indiana University, 3.0 credit hours, at a cost of \$1,506.75, and the course “Facilitating Learning with Technology,” Indiana University, 3.0 credit hours, at a cost of \$1,506.75, for a total of \$3,013.50.

D. GIFTS AND GRANTS

It is recommended that the Board approve the gifts, grants and sponsorships 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

- Dawn Norwood

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 Reports for July and August 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>
7/3/2025	RE Tax Advances	\$312,251.90	\$217,542.69	\$95,049.21	Debt Service
7/11/2025	RE Tax Advances	\$787,383.63	\$549,749.09	\$237,634.54	Debt Service
7/15/2025	PLF	\$1,583,651.00	\$1,583,651.00		
7/18/2025	RE Tax Advances	\$3,663,046.65	\$2,525,748.33	\$1,137,298.32	Debt Service
7/25/2025	RE Tax Advances	\$3,185,991.75	\$2,225,117.47	\$960,874.28	Debt Service
8/15/2025	PLF	\$1,598,559.00	\$1,598,559.00		
Total		<u>\$11,131,223.93</u>	<u>\$8,700,367.58</u>	<u>\$2,430,856.35</u>	

7. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

-Jeff Reid, Collection Development Librarian, Technical Services- E-books and Overdrive

New Manager Intros:

- Katie McCoy, Staff Development Manager

8. RESOLUTION TO APPROVE FUNDING AND EXECUTION OF WEST BRANCH LIBRARY SOLAR CAPITAL PROJECT –ACTION

WHEREAS, The Dayton Metro Library intends to install Solar Panel arrays at the West Branch Library, and

WHEREAS, an immediate transfer in the amount of \$384,200 from the Building & Repair fund to the Construction Fund is required in order to secure the applicable 40% federal rebates and current equipment pricing, and

WHEREAS, The Dayton Metro Library requires board approval prior to execution of any and all capital projects,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: a transfer from the Building and Repair Fund to, and expended from, the Construction Fund in the amount of \$384,200, is hereby authorized and approved for the West Branch Library Solar Capital Project.

Section 2: that the contract with the installing contractor, Solar Connect LLC, together with the associated purchase order, is hereby authorized for the West Branch Library Solar Capital Project in the total amount of \$384,200.

9. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY – DISCUSSION

In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum, the Dayton Society of Natural History. Each January, the Library has continued to provide this annual support since the separation of the two organizations, most recently in January of 2025.

In light of financial difficulties, the Executive Director recommends that the Board hold a discussion to consider whether to continue this practice moving forward.

10. NEW BUSINESS

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 106- Disposing of Public Property Policy” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 107- Pandemic Response Policy” in advance of the October 15, 2025 meeting.

12. DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION

As required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director, and all seven Library Trustees.

Among the requirements of the law, is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 15, 2025 at 4:00 p.m. in the Board Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 15, 2025 at 4:10 p.m. in the Board Room at the Main Library, or immediately following the conclusion of the Records Commission meeting.

14. 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.

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:

Kerry Brookshire, Safety and Protective Services Officer, Safety and Protective Services, Jeremy Gonzaga, Safety and Protective Services Assistant, Safety and Protective Services, and Kraig Kirves, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by the American Red Cross and held in Dayton, OH on July 30, 2025. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Promoting Literacy Through Manga” webinar sponsored by Library Journal on September 1, 2025. It is further recommended that registration in the amount of \$239.00 be reimbursed by the Board.

Westly Davis, Fiscal Officer/Finance Director, Finance, and Jennifer Russell, Senior Accounting Clerk, Finance, to attend “Software Solutions Annual Impact Conference,” being held in Sandusky, OH, from October 21, 2025, through October 24, 2025. It is further recommended that registration in the amount of \$555.00 each, mileage in the amount of \$256.20 each, lodging in the amount of \$548.74 each, and meals in the amount of \$204.00 each be reimbursed by the Board.

Dani Gustavich, Children Services Librarian, Electra C. Doren Branch Library, to attend the “OLC 2025 Convention and Expo,” sponsored by Ohio Library Council and held in Cleveland, OH from November 19, 2025 through November 21, 2025. It is further recommended that registration in an amount not to exceed \$250.00, mileage in an amount not to exceed \$296.80, parking in an amount not to exceed \$75.00, lodging in an amount not to exceed \$645.78, and meals in an amount not to exceed \$68.00 be reimbursed by the Board.

Lynette Feliciano, Information Services Assistant, Burkhardt Branch Library, and Katie McCoy, Staff Development Manager, Human Resources, 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 \$300.00 each be reimbursed by the Board.

Wendy Knapp, Branch Library Manager, Huber Heights Branch Library, to participate in the “Activating Inclusive Library Design” webinar being sponsored by PLA on July 22, 2025. It is further recommended that registration in the amount of \$71.10 be reimbursed by the Board.

Dr. Karlos L. Marshall, Community Impact and Engagement Director, Department for Community Impact and Engagement, to attend “ULC Fellows Convening and Forum,” sponsored by Urban Libraries Council and held in Cincinnati, OH, from October 21, 2025 through October 24, 2025. It is further recommended that registration in the amount of \$895.00, mileage in the amount of \$78.82, parking in the amount of \$100.00, lodging in the amount of \$983.24, and meals in the amount of \$136.00 be reimbursed by the Board.

Cindy Woodruff, Branch Library Manager, Miamisburg Branch Library, to attend “ULC Fellows Convening and Forum,” sponsored by Urban Libraries Council and held in Cincinnati, OH, on October 22, 2025. It is further recommended that, mileage in the amount of \$144.20, and parking in the amount of \$25.00, be reimbursed by the Board.

Camyel Young, Assistant Outreach Services Manager, Outreach Services, to attend the “2025 Outreach and Special Services Conference” sponsored by Ohio Library Council and held in Dublin, OH on August 15, 2025. It is further recommended that registration in the amount of \$85.00 and mileage in the amount of \$101.92 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Karina Gluys, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective August 24, 2025 at the rate of \$26.25 per hour.

Alex Kepple, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 7, 2025 at the rate of \$15.20 per hour.

Billy Leece, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 27, 2025 at the rate of \$19.00 per hour.

Katie McCoy, Staff Development Manager, full-time, Grade S08, Human Resources, effective August 10, 2025 at the rate of \$33.6538 per hour.

Jennifer Melke-Marks, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 24, 2025 at the rate of \$15.20 per hour.

Anna Richardson, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 24, 2025 at the rate of \$15.20 per hour.

Sydney Sukhee, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective August 24, 2025 at the rate of \$19.35 per hour.

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

Joey McKenzie, Information Services Assistant, full-time, Grade 08, West Branch Library, from Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective August 24, 2025 at the rate of \$19.55 per hour.

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

Ashley Jackson, Patron Services Assistant, full-time, Grade 05, Vandalia Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective July 27, 2025 at the rate of \$16.92 per hour.

Holly Litfin, Children Services Librarian, full-time, Grade 11, Miami Township Branch Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective September 7, 2025 at the rate of \$26.73 per hour.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective July 27, 2025 at the rate of \$16.75 per hour.

It is recommended that the following **HAY Reclassification** be accepted:

Gil Rutledge, Executive Services Manager, full-time, Grade S06, Executive Administration, from Executive Assistant, full-time, Grade CE6, Executive Administration, effective July 13, 2025 at the rate of \$30.4697 per hour.

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

Rhonda Brunn, Patron Services Assistant, full-time, Patron Services, effective August 12, 2025 for 3.15 hours for personal reasons.

Teresa Curtis-Morrow, Information Services Assistant, full-time, Brookville Branch Library, effective September 3, 2025 for 21.49 hours for illness.

Rebecca Elliott, Patron Services Assistant, full-time, Wilmington-Stroop Branch Library, effective October 18, 2025 for 8.00 hours for vacation.

Maia Grandy, Information Services Assistant, full-time, Northwest Branch Library, effective August 15, 2025 for 8.00 hours for vacation.

Maggie Simon, Accounting Manager, full-time, Finance, effective July 22, 2025 for 32.00 hours for personal reasons.

Brittany Townsend, Safety and Protective Services Officer, full-time, Safety and Protective Services, effective June 30, 2025 for 20.09 hours for personal reasons.

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

Jacqueline Gazda, Legal Resources Specialist, full-time, Grade 12, Information Services, Main Library, from Information Services Librarian, full-time, Grade 11, Information Services, effective September 7, 2025 at the rate of \$28.79 per hour.

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

Jonathon Adams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 22, 2025.

Stephanie Baldwin, Receiving Clerk, 4/5-time, Grade 03, Technical Services, effective June 6, 2025.

Destinee Degenhart, Human Resources Assistant, full-time, Grade CE4, Human Resources, effective August 8, 2025.

Siara Farrar, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 1, 2025.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, 4/5-time, Grade 05, effective July 8, 2025.

Kraig Kirves, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective September 8, 2025.

Damian Kristof, Branch Library Manager, full-time, Grade S09, Brookville Branch Library, effective October 10, 2025.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective September 5, 2025.

Sanghyun Lee, Children Services Librarian, full-time, Grade 11, Miami Township Branch Library, effective July 18, 2025.

Laura McIntosh, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective September 17, 2025.

Gabriela Pickett-Mosier, Community Impact Specialist, full-time, Grade 12, Community Impact and Engagement, Main Library, effective August 22, 2025.

Tiffany Shaw-Diaz, Annual Fund and Major Gifts Associate, full-time, Grade 07, External Relations effective July 21, 2025.

Dionne Tanksley, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 8, 2025.

Craig Thompson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 14, 2025.

Kaelyn Townsend, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective September 4, 2025.

Alexis Tuey, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective June 26, 2025.

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

Craig Arnold, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 29, 2025, after more than 38 years of service.

Tracee Arnold, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective August 29, 2025, after more than 39 years of service.

Tracy Arnold, Information Services Assistant, full-time, Grade 08, West Branch Library, effective August 29, 2025, after more than 45 years of service.

Rob Bailey, Computer Systems Administrator, full-time, Grade 12, Information Technology Services, effective August 29, 2025, after more than 40 years of service.

Kathleen Carson, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective August 30, 2025, after more than 19 years of service.

Trina Cole, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective August 30, 2025, after more than 35 years of service.

Joan Gagan, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, effective August 30, 2025, after more than 29 years of service.

Victoria Hix, Staff Development Assistant, full-time, Grade 08, Human Resources, effective August 29, 2025, after more than 9 years of service.

Karen Hughes, Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective August 30, 2025, after more than 45 years of service.

Linda Jackson, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective August 29, 2025, after more than 26 years of service.

Jamie McQuinn, Data Assessment Manager, full-time, Grade S09, Public Services, effective August 29, 2025, after more than 27 years of service.

Tim Osterday, Senior Systems Technician, full-time, Grade 09, Information Technology Services, effective August 29, 2025, after more than 39 years of service.

Martha Rifner, Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective August 29, 2025, after more than 26 years of service.

Marsha Smith, Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective August 30, 2025, after more than 25 years of service.

Tom Underwood, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective August 29, 2025, after more than 20 years of service.

Lynne Watson, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective August 30, 2025, after more than 36 years of service.

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

Clayton Matheny, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 21, 2025.

D. **GIFTS AND GRANTS**

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

\$50.00 from Jane Rahn on July 11, 2025.

\$250.00 from Melinda Eaton on July 23, 2025.

\$20.00 from Rob Hardy on August 7, 2025.

\$100.00 from Scott Kinnison on August 10, 2025.

\$100.00 from Madeline Iseli on August 10, 2025.

\$20.00 from Rob Hardy on August 19, 2025.

\$100.00 from Sharon Rab on August 22, 2025.
\$100.00 from Barbara Trick on August 22, 2025.
\$20.00 from Regina Whittington on September 5, 2025.

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

\$25,000.00 from the Mathile Family Foundation on August 5, 2025.
\$100,000.00 from the Fifth Third Bank Foundation on August 22, 2025.

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

\$1,000.00 from the Charles F. Kettering Foundation on August 25, 2025.
\$500.00 from the City of Dayton Department of Water on August 28, 2025.
\$500.00 from Omega CDC on August 28, 2025.
\$500.00 from SOCHE on August 28, 2025.
\$1,000.00 from PSA Airlines on August 28, 2025.
\$1,000.00 from the Kettering Health Workforce Development Department on August 28, 2025.
\$2,000.00 from the Dayton Area Chamber of Commerce on August 28, 2025.
\$2,500.00 from the Air Transport Services Group on September 5, 2025.

E. **CONTRACTS AND AGREEMENTS**

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

Roof Connect Logistics:

The Facilities Department requests immediate funding for solar panels at the West Branch in light of recent federal changes. Without timely action, baseline costs will rise significantly and available rebates will be reduced if a contract is not executed before year-end.

BWH Security:

A one-year renewal with BWH Security, the Library's current security services partner, which supplements the work of the Safety and Protective Services team.