

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 15, 2025, 4:10 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 September 17, 2025 meeting of the Board.

It is further recommended that the Board take action on the minutes of the September 29, 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. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants 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 September 2025 is 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>
9/12/2025	Real Estate Tax Settlements	5,414,714.88	3,913,133.63	1,501,580.85	Debt Service
9/15/2025	Public Library Fund	1,624,032.61	1,624,032.61		

Total	7,038,747.49	5,537,166.24	1,501,580.85
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7. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Phillip Dunlevy, Facilities Director- Facilities 10-Year Plan
- Josh Ashworth, Information Technology Services Director- Printer/Copier Contract

8. 2026 DENTAL AND GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE – ACTION

The Executive Director recommends the following for group dental and supplemental life insurance for plan year 2026:

Dental Insurance

- Remain with Superior Dental for group dental insurance with a 19.2% increase in premiums.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Superior Dental - Single	\$25.75	\$20.60	\$5.15	\$2.58
Superior Dental - Family	\$107.86	\$86.29	\$21.57	\$10.79

Other Recommendations

- Library contributions will continue to be pro-rated for designated part-time staff.
- Will move life insurance, voluntary life insurance, voluntary short-term disability, and voluntary long-term disability to OneAmerica for a -4% decrease under current premium costs

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

During the September 17, 2025 Board of Trustees meeting, a Resolution was approved to authorize the funding and execution of the West Branch Library Solar Capital Project. This Resolution included an error, which mistakenly recorded the fund being used.

It is recommended that the Board approve the following amended Resolution, which corrects this error:

Amendment to Solar Panel Project Funding Source

(Revising Prior Approval from Construction Fund 403 to Building & Repair Fund 401)

WHEREAS, on September 17, 2025, the Board of Trustees approved the installation of solar panels at the West Branch, with project costs to be expensed from the Construction Fund (Fund 403) following a transfer of cash from the Building & Repair Fund (Fund 401); and

WHEREAS, upon further review by the Fiscal Officer, it has been determined that it is more efficient and appropriate to record the solar panel project expense directly within the Building & Repair Fund (Fund 401), eliminating the need for an interfund transfer; and

WHEREAS, sufficient appropriation and cash balance are available in the Building & Repair Fund (Fund 401) to support the full cost of the project;

NOW, THEREFORE, BE IT RESOLVED

by the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that:

1. Amendment of Prior Board Action

The Board hereby rescinds the portion of the previous resolution authorizing the transfer of cash from the Building & Repair Fund (401) to the Construction Fund (403) for the solar panel installation project at the West Branch.

2. Revised Funding Source

The Board authorizes the total project cost of \$384,500 to be expensed directly from the Building & Repair Fund (401) under Capital Outlay 55310.

3. Appropriation Adjustment

The Fiscal Officer is authorized and directed to amend the appropriations of the Building & Repair Fund (401) to reflect this project expenditure and ensure compliance with budgetary and accounting requirements.

4. Encumbrance & Expenditure Authorization

The Fiscal Officer is authorized to encumber and expend funds for this project in accordance with the Library's procurement policy, applicable competitive bidding laws, and all other statutory requirements.

5. Fixed Asset Capitalization

The solar panel installation shall be recorded as a capital asset of the Dayton Metro Library, classified as a Building Improvement, and depreciated in accordance with the Library's capitalization policy.

6. Audit Documentation

Documentation of this amendment, the prior board resolution, appropriation adjustments, purchase orders, contracts, and payment records shall be maintained by the Fiscal Officer to provide a complete audit trail.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2026 MEETINGS - ACTION

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictates that the meeting be held the third Wednesday of each month. It is recommended the following dates be approved with the January meeting scheduled for the fourth Wednesday to allow for the Finance office to close the prior year's finances, and no meeting scheduled in August:

January 28, 2026	July 15, 2026
February 18, 2026- Burkhardt	August – no meeting
March 18, 2026	September 16, 2026- Northmont
April 15, 2026	October 21, 2026
May 20, 2026- New Lebanon	November 18, 2026- West Carrollton
June 17, 2026	December 16, 2026

Unless otherwise noted, Board Meetings will be held in the Board Room of the Main Library. On a quarterly basis, meetings will be held in the Community Rooms of branch locations, as indicated above.

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.

During the September 17, 2025 Board meeting, the following policies were tabled for discussion at the October 15, 2025 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 November 17, 2025 meeting.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 19, 2025 at 4:00 p.m. in the Community Room of the Miamisburg Branch Library.

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)(4) of the Ohio Revised Code to discuss collective bargaining strategy.

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:

Josh Ashworth, Information Technology Services Director, Information Technology Services, Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio IUG” sponsored by OH-IUG and held in Pickaway County, OH on October 17, 2025. It is further recommended that registration in the amount of \$20.00 each and mileage in the amount of \$54.67 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Christian Elder, Branch Library Manager, Southeast Branch Library, and Bradley Kuykendall, Main Library Manager, Public Services, to attend “OLC Convention” 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 the amount of \$250.00 each, mileage in the amount of \$296.80 each, parking in the amount of \$75.00 each, lodging in the amount of \$645.78 each, and meals in the amount of \$68.00 each be reimbursed by the Board.

Molly Benson, Technical Services Director, Technical Services, and Rachel Gut, Deputy Executive Director, Executive Administration, for a Kent District Library visit to Grand Rapids, MI from November 16, 2025 to November 17, 2025. It is further recommended that mileage in the amount of \$212.80 each, parking in the amount of \$25.00 each, lodging in the amount of \$116.82 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Kelley Gorniak, Catalog Librarian, Cataloging, to participate in the “Tectonic Shifts: Technical Services of Today” webinar sponsored by Northern Ohio Technical Services Librarians on October 3, 2025. It is further recommended that registration in the amount of \$28.52 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “The Renewals Workshop” sponsored by Ohio Net on October 15, 2025. It is further recommended that registration in the amount of \$295.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Cathy Brenner, Human Resources Assistant, full-time, Grade CE4, Human Resources, Main Library, effective October 19, 2025 at the rate of \$21.46 per hour.

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective October 5, 2025 at the rate of \$19.35 per hour.

Tylor Kane, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective October 5, 2025 at the rate of \$19.00 per hour.

Gideon McDaniel, Special Collections Director, full-time, Grade S09, Special Collections, Main Library, effective October 5, 2025 at the rate of \$36.0577 per hour.

Martin Sluk, Branch Homework Help Liaison, full-time, Grade 09, Trotwood Branch Library, effective September 21, 2025 at the rate of \$20.48 per hour.

Jakara Smith, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 21, 2025 at the rate of \$15.20 per hour.

Dustin Voss, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective September 21, 2025 at the rate of \$19.00 per hour.

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

Jacobee Buchanan, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Floating Information Services Assistant, full-time, Grade 08, Public Services, effective September 21, 2025 at the rate of \$19.62 per hour.

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

Camille Hall, Community Impact Specialist, full-time, Grade 12, Department for Community Impact and Engagement, from Business Services Specialist, full-time, Grade 12, Department for Community Impact and Engagement, effective June 27, 2025 at the rate of \$25.48 per hour.

Keilani Judkins, Community Impact Specialist, full-time, Grade 12, Department for Community Impact and Engagement, from Older Adult Services Specialist, full-time, Grade 12, Department for Community Impact and Engagement, effective June 27, 2025 at the rate of \$24.98 per hour.

Jordan Ostrum, Community Impact Specialist, full-time, Grade 12, Department for Community Impact and Engagement, from LGBTQIA+ Services Specialist, full-time, Grade 12, Department for Community Impact and Engagement, effective June 27, 2025 at the rate of \$29.47 per hour.

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

Martin Sluk, Branch Homework Help Liaison, full-time, Trotwood Branch Library, effective September 24, 2025 for 16.00 hours for personal reasons.

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

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective September 27, 2025.

Sherry Fox, Accountant, full-time, Grade 11, Finance, Main Library, effective October 3, 2025.

Phillip Green, Event Operations Assistant, ½-time, Grade 08, External Relations, Main Library, effective November 28, 2025.

Brittany Townsend, Safety and Protective Service Officer, full-time, Grade CE2, Safety and Protective Services, effective September 27, 2025.

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

Jeanette Dohner, Senior Patron Services Assistant, full-time, Grade 06, Brookville Branch Library, effective January 30, 2026, after more than 15 years of service.

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

Ada Wood, Information Services Assistant, full-time, Grade 08, Youth Services Main Library, effective August 8, 2025.

C. **GIFTS AND GRANTS**

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

\$20.00 from Rob Hardy on September 18, 2025.
\$345.99 from Eudora Brewing Company on September 20, 2025.
\$20.00 from Regina Whittington on September 24, 2025.
\$20.00 from Regina Whittington on September 24, 2025.
\$48.50 from Anonymous on September 28, 2025.
\$20.00 from Regina Whittington on September 30, 2025.
\$2,000.00 from Dayton Area Chamber of Commerce on October 10, 2025.
\$20.00 from Regina Whittington on October 10, 2025.

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

No grants were received since the September Board meeting.

D. **CONTRACTS AND AGREEMENTS**

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

Sinclair Community College:

This represents an expansion of Dayton Metro Library's Federal Work Study program beyond the prior existing scope with the University of Dayton.

Today's Business Solutions, Inc.

An upgrade to the printer and scanner services Dayton Metro Library provides to library patrons. Total costs of \$370,497.50.