

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Shannon Isom, Sara Woodhull, David Williamson, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew

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.

OATH OF OFFICE

The Oath of Office was administered to David Williamson, Shannon Isom and Kelly Geers, who were unable to attend the June meeting, by Gil Rutledge, Notary Public.

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 President Williamson, seconded by Ms. Geers, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by President Williamson, seconded by Ms. Woodhull, the minutes of the June 18, 2025 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by President Williamson, seconded by Mr. Kennebrew, 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:

Ann Riegle Crichton, Community Development Manager, Community Impact and Engagement, John Elison, Assistant Branch Library Manager, Northwest Branch Library, Lynette Feliciano, Information Services Assistant, Burkhardt Branch Library, Brandy Foward, Information Services Assistant, Northwest Branch Library, Ashlee Hammond, Branch Library Manager, West Branch Library, Khalil Ian Kinser, Teen services Librarian, Miami Township Branch Library, Wendy Knapp, Branch Library Manager, Huber Heights Branch Library, Wren Newmark-Weishan, Children Services Librarian, Northwest Branch Library, Robert Owens, Community Impact and Engagement Manager, Community Impact and Engagement, and Cindy Woodruff, Branch Library Manager, Miamisburg Branch Library, to participate in the on-demand "ServSafe Person-in-Charge" webinar sponsored by ServSafe.com and the National Restaurant Association. It is further recommended that registration in the amount of \$22.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Howie Hope, Patron Services Assistant, full-time, Grade 05, Patron Services, effective June 15, 2025 at the rate of \$16.75 per hour.

JoAnn Williams, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 13, 2025 at the rate of \$15.20 per hour.

LEAVE WITHOUT PAY

Maia Grandy, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective July 9, 2025 for 24.00 hours for vacation.

Maia Grandy, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective August 15, 2025 for 8.00 hours for vacation.

Craig Thompson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective October 19, 2025 for 48.00 hours for vacation.

Brittany Townsend, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 10, 2025 for 32.00 hours for personal reasons.

PROMOTION, CHANGE IN LOCATION

Maia Grandy, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective June 29, 2025 at the rate of \$19.35 per hour.

Maria Ruiz-Olide, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective July 27, 2025 at the rate of \$27.7255 per hour.

Shaun Wright, James and Geraldine Summers Fund Kettering-Moraine Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, from Information Services Manager, full-time, Grade S08, Information Services, effective August 10, 2025 at the rate of \$37.2014 per hour.

RESIGNATION

Mariah Johnson, Cultural Programming Manager, full-time, Grade S08, Youth Services, effective June 20, 2025.

Brittany Mikolajewski, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, effective July 25, 2025.

Samuel Wildman, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective June 14, 2025.

RETIREMENT

Theresa Araya, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective June 21, 2025.

Robin Wynn, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 31, 2025, after more than 30 years of service.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$20.00 from Regina Whittington on June 12, 2025.

\$25.00 from Village of Phillipsburg on June 13, 2025.

\$25.00 from Ints Kaleps on June 13, 2025.

\$1,888.00 from Lori Hausfeld on June 17, 2025.
\$20.00 from Kathleen Saine on June 18, 2025.
\$20.00 from Anonymous on June 18, 2025.
\$20.00 from Victoria Madera on June 18, 2025.
\$20.00 from Sarah Arnett on June 18, 2025.
\$25.00 from Amber Cristofaro on June 18, 2025.
\$30.00 from Shelley Sommer on June 18, 2025.
\$30.00 from Anonymous on June 18, 2025.
\$40.00 from Anonymous on June 18, 2025.
\$100.00 from Elizabeth Schumacher-Berger on June 18, 2025.
\$250.00 from Susan DeLuca on June 18, 2025.
\$20.00 from Emily Helm on June 19, 2025.
\$25.00 from David Gibbs on June 19, 2025.
\$250.00 from Matthew Lemon on June 19, 2025.
\$1,000.00 from Mr. and Mrs. Steven B. Horenstein on June 20, 2025.
\$25.00 from Jane F. Miller on June 21, 2025.
\$700.00 from Susanne King on June 23, 2025.
\$50.00 from Mr. and Mrs. Ron Cramer on June 24, 2025.
\$40.00 from Shelbe R. Marshall on June 27, 2025.
\$20.00 from Eakasit Thonawan on June 29, 2025.
\$20.00 from Anonymous on July 2, 2025.
\$50.00 from Constance Beal on July 2, 2025.
\$100.00 from Betsy Whitney on July 2, 2025.
\$2,000.00 from Peter and Rebecca Williams on July 7, 2025.
\$50.00 from Jane Rahn on July 10, 2025.

GRANTS

The Board approved each of the following grants:

\$10,000.00 from the Dayton Metro Library Foundation on July 3, 2025.
\$100,000.00 from the Dayton Metro Library Foundation on July 3, 2025.
\$100,000.00 from the Dayton Metro Library Foundation on July 3, 2025.

CONTRACTS AND AGREEMENTS

The Board approved the following contracts and agreements:

Park Place Technologies:

A service contract with Park Place Technologies for hardware maintenance and support on production systems that are beyond their warranty period.

Pomeroy Technologies, LLC:

Professional services to install and configure replacement network equipment in the DML data center. Eligible for partial refund through E-Rate.

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 June 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>
6/13/2025	PLF	1,968,799.990	1,968,799.90		
6/20/2025	Real Estate Taxes	634,184.84	440,874.36	193,310.48	Debt Service
6/27/2025	Real Estate Taxes	178,904.36	125,088.00	53,816.36	Debt Service
Total		2,781,889.10	2,534,762.26	247,126.84	

On a motion by President Williamson, seconded by Mr. Thomas, the June 2025 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2025 APPROPRIATION RESOLUTION

It was necessary to amend the 2025 Appropriation Resolution so that unencumbered funds in various accounts could be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommended the following amended appropriation allocations for the fiscal year ending December 31, 2025:

<u>2025 First Revised Appropriations</u>	
<u>GENERAL FUND</u>	
1000 – Salaries & Benefits	27,853,200.00
2000 - Supplies	896,115.00
3000 - Purchased Services	7,522,925.00
4000 – Library Materials & Information	5,472,000.00
5000 - Capital Outlay	718,988.00
6000 - Debt Service	-
7000 - Other Objects	181,455.00
8000 – Contingency	-
9000 – Transfer Out	88,612.00
Total General Fund Appropriations	<u>42,733,295.00</u>
<u>SPECIAL REVENUE FUND</u>	
2000- Supplies	-
3000- Purchased Services	133,530.00
5000- Capital Outlay	288,713.00
Total Special Revenue Appropriations	<u>422,243.00</u>
<u>DEBT SERVICES FUND</u>	
3000 - Purchased Services	220,000.00
6000 - Debt Services	10,064,462.00
Total Debt Services Fund Appropriations	<u>10,284,462.00</u>
<u>BUILDING AND REPAIR FUND</u>	
3000 - Purchased Services	-
5000 - Capital Outlay	-
7000 - Miscellaneous	-
9000-Transfer Out	3,000,000.00
Total Building and Repair Fund Appropriations	<u>3,000,000.00</u>
<u>TAXABLE CONSTRUCTION FUND</u>	
2000 - Supplies	-
3000 - Purchased Services	-
5000 - Capital Outlay	-
7000 - Miscellaneous	-
Total Taxable Construction Fund Appropriations	<u>-</u>
Total All Funds Appropriations	<u>56,440,000.00</u>

Appropriation Category	Net Change
General Fund	
Capital Outlay	\$ (88,612.00)
Transfer Out	\$ 88,612.00
Special Revenue	
Purchase services	\$ (3,634.00)
Capital Outlay	\$ 3,634.00

On a motion by President Williamson, seconded by Ms. Geers, the Board approved the Amended 2025 Appropriation Resolution.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the Library's new operating hours, which will go into effect August 4, 2025:

Monday: 10 AM to 7 PM
Tuesday, Wednesday, Friday and Saturday: 9:30 AM to 6 PM
Thursday: 11:00 AM to 8:00 PM

The Executive Director shared that these hours were implemented in response to cuts to the State budget, which will reduce funding to the Dayton Metro Library by \$1.6m over the current biennium. These hours reflect the most frequent usage across the system, and enable a single-shift model to be implemented throughout the week. Messaging will be important, and press conferences and community events have been planned to share this information. After Labor Day, Sunday hours will return to Main, as promised during the levy campaign.

The Executive Director introduced Moneeka Gentry-Stanifer, the new Assistant Branch Library Manager for the West Branch Library.

AMENDED MONTGOMERY COUNTY PUBLIC LIBRARY FUND DISTRIBUTION

The initial version of this Board action-which was approved during the May 21, 2025 meeting included a scrivener's error, indicating that the measure pertained to the 2025-2026 biennium, rather than that of 2026-2027. It is recommended that the Board approve an amended version of this action, which corrects this error and maintains the pre-agreed formula, which has been agreed to by the four Montgomery County public library systems.

It is recommended that the Board approve the following Montgomery County PLF distribution formula for the 2026-2027 biennium, which has been agreed to by the four Montgomery County public library systems:

Dayton Metro Library 78.8%

Germantown Public Library 3.2%

Washington-Centerville Public Library 12.5%

Wright Memorial Public Library 5.5%

The above distribution formula would take the place of the previous formula, which was initially adopted by the Montgomery County Budget Commission in 1998, and further revised effective calendar year 2021. As with those previous agreements, the above formula has been approved by all four Montgomery County public library systems.

On a motion by President Williamson, seconded by Ms. Cardona-Jones, the Board approved the Amended Montgomery County Public Library Fund Distribution.

Ayes: All

Nays: None

A RESOLUTION TO AUTHORIZE THE STANDARD BONUS PAY FOR ALL
MANAGERIAL STAFF, FOR THE PAY PERIOD INCLUDING JULY 16, 2025

It was recommended that the Board approve the following Resolution:

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

Whereas, the Dayton Metro Library Board of Trustees has authorized such bonuses to be paid to all bargaining unit and confidential staff, and

Whereas, the precedent has been for such bonuses to be given in the same manner and on the same timeframe for managerial staff, and

Whereas, the Board passed a Resolution during the June 18, 2025 meeting, which delayed bonuses for managerial staff until there was more clarity around the state budget, and

Whereas, the State budget has now been passed, 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 managerial staff has always been awarded in 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 managerial staff, in the manner described above, and not to exceed a total cost of \$50,000.00, for the pay period including July 16, 2025.

On a motion by President Williamson, seconded by Ms. Woodhull, the Board approved the Resolution.

Ayes: All
Nays: None

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

The Board raised numerous questions and concerns about the Virtual Meetings Policy as drafted above. **By unanimous consent, President Williamson tabled this discussion to be revisited at the August 23, 2025 Board Retreat.**

In the meantime, Trustees were directed to compile their questions in a manner that would enable consideration by the County Prosecutor’s office.

RESOLUTION TO ESTABLISH A STANDING FINANCE COMMITTEE

It was recommended that the Board approve the following Resolution:

Whereas, the Dayton Metro Library Board of Trustees has recently created numerous Finance Committees, which met on an ad hoc basis, and

Whereas, the most recent such ad hoc committee, from 2024, was composed of the Board President, Kelly Geers and Carl Kennebrew, and

Whereas, the reductions made to Library funding require discussion and deliberation, and

Whereas, it has been deemed necessary by the Board President that a Standing Finance Committee is needed, now,

THEREFORE, BE IT RESOLVED, that a standing Finance Committee be established by the Dayton Metro Library Board of Trustees. The committee shall be composed of the Board President, Kelly Geers and Carl Kennebrew.

Upon review, the Constitution and Bylaws of the Dayton Metro Library do not allow for standing committees.

As such, no action was taken, and it was determined that the Finance Committee shall remain ad hoc.

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 105- Investment Policy” in advance of this meeting, as it was the policy for discussion. No changes were recommended.

It is recommended that the Board review “Policy AD 106- Disposing of Public Property Policy” in advance of the September 17, 2025 meeting.

BOARD RETREAT

President Williamson solicited discussion topics for the August 23, 2025 Board Retreat, which will be held in the Community Room of the West Branch Library.

Trustees were asked to direct any such topics to President Williamson, Jeffrey Trzeciak and Gil Rutledge.

NEW BUSINESS

President Williamson announced that DPS will not be providing bus passes this year, which may have an impact upon the Library’s downtown branches, and may contribute to truancy. The Executive Director will meet with DPS leadership to stay informed.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Special meeting of the Dayton Metro Library Board of Trustees will be Saturday, August 23, 2025 at 9:30 a.m. in the Community Room of the West Branch Library

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.

ADJOURNMENT

On a motion by President Williamson, seconded by Mr. Kennebrew, the Board adjourned at 5:22 p.m.

Ayes: All
Nays: None