

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 19, 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 October 15, 2025 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 approve the workshop hours 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.

D. 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

**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 October 2025 was 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>
10/10/2025	RE Property Tax Rollback	1,347,566.58	769,399.63	578,166.95	Debt Service
10/15/2025	Public Library Fund	1,574,325.75	1,574,325.75	-	

<b>Total</b>	<b>2,921,892.33</b>	<b>2,343,725.38</b>	<b>578,166.95</b>
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7. PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE—ACTION

Marc Reynolds and G. Scott Egbers of Marsh McLennan Agency will review with the Board the proposed 2025-2026 rates for Property, Liability and Blanket Insurance and Cybersecurity coverage.

### PREMIUM BY COVERAGE

Line of Coverage	Expiring Premium	Renewal Premium
Westfield Package	\$227,891	\$233,129
Cincinnati Boiler – 2023 to 2026	\$2,678	\$2,678
Cincinnati Executive Liability – 2023 to 2026	\$15,000	\$15,000
Travelers Cyber	\$11,820	\$12,515
<b>Total Estimated Premium</b>	<b>\$257,389</b>	<b>\$263,322</b>

### PAYMENT BY COMPANY

Policy / Coverage	Insurance Company	Payment Terms
Westfield Package	Westfield Insurance Company	Direct Bill / Annual
Cincinnati Boiler	Cincinnati Insurance Company	Direct Bill / Annual
Cincinnati Executive Liability	Cincinnati Insurance Company	Direct Bill / Annual
Travelers Cyber	Travelers Casualty and Surety Company of America	Direct Bill / Annual

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, including cyber insurance, with Marsh McLennan Agency for an amount not to exceed \$263,322.00.

8. ADVANCE ON TAX DOLLARS COLLECTED IN 2026 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, This Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, requests the Auditor of Montgomery County, Ohio for the advance of tax dollars assessed and collected on behalf of the Dayton Metro Library.

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

The resolution requires a **roll call vote**.

9. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Bill McIntire, Public Services Director- “DML and Montgomery County Strategic Plan”
- Dr. Karlos L. Marshall, Director of Community Impact and Innovation- “Community Impact Branch Spokes Framework”

The Executive Director will introduce the following new managers and specialists:

- Jacqueline Gazda, Legal Resources Specialist
- Gideon McDaniel, Special Collections Director
- Maria Ruiz-Olida, Wilmington-Stroop Branch Library Assistant Manager
- Gil Rutledge, Executive Services Manager
- Shaun Wright, James and Geraldine Summers Fund Kettering-Moraine Branch Library Manager

10. RESOLUTION TO APPROVE EXECUTION OF DAYTON METRO LIBRARY RFP 2025-101: GEOTHERMAL WELL ENHANCEMENT PROJECT –ACTION

WHEREAS, it has been deemed critically necessary to deepen the Main Library’s geothermal well to ensure reliable operation and prevent service interruptions; and

WHEREAS, the proposed project has been competitively bid in accordance with Ohio Revised Code Section 153.12 and all other applicable ORC provisions governing public contracts and competitive procurement;

WHEREAS, twenty-five percent (25%) of the total project cost shall be paid at the time of contract execution, anticipated in November 2025; and the remaining seventy-five percent (75%) of the project cost shall be expended from the Building and Repair Fund upon project completion in April of 2026

WHEREAS, sufficient funds have been identified and/or appropriated from the current year budget and Building & Repair Fund to support the costs of planning, design, construction;

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

**Section 1:** that the Dayton Metro library RFP 2025-101: Geothermal Well Enhancement capital project be approved as presented, authorizing expenditures of \$279,370.00 not including approved change order requests.

**Section 2:** that the Fiscal Officer is authorized to execute all documents, contracts, and agreements necessary to carry out the intent of this resolution.

11. 2026 GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE –ACTION

The Executive Director recommends the Board approve the following for the 2026 Group Life and Accidental Dismemberment Insurance:

These policies for plan year 2026 will remain with MetLife Insurance. The Library will pay 100% of the cost. There are no rate changes due to the 2-year rate guarantee from 2024.

12. 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 October 15, 2025 Board meeting, Trustees were asked to familiarize themselves with “Policy AD 107- Pandemic Response Policy” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 108- Public Request, Retention & Disposition Policy” in advance of the December 17, 2025 meeting.

13. NOMINATING COMMITTEE - INFORMATION

The Board President will need to appoint a nominating committee in order to present a 2026 Slate of Officers for election at the annual meeting in December 2025. The offices of President, Vice President, and Secretary will need to be filled.

***Additionally, the nominating committee will need to make a recommendation to appoint a Trustee to serve as liaison to the Foundation Board of Directors in 2026.***

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 17, 2024 at 4:00 p.m. in the Board Room at the Main Library.

16. EXECUTIVE SESSION- ACTION

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 public employees.

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

17. 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:

Martha Ballinger, Information Services Librarian, to attend “2026 OLC Planning and Leadership Conference,” sponsored by OLC and held in Cleveland, OH on November 18, 2025. It is further recommended that registration in the amount of \$55.00 and lodging in the amount of \$150.39 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, David Hicks, Public Services Director, Public Services Administration, Dr. Karlos L. Marshall, Community Impact and Engagement Director, Department for Community Impact and Engagement, and Caitlin Wissler, Public Services Director, Public Services 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.

Dani Gustavich, Children Services Librarian, Electra C. Doren Branch Library, to attend “2026 OLC Planning and Leadership Conference,” sponsored by OLC and held in Cleveland, OH on November 18, 2025. It is further recommended that registration in the amount of \$55.00 and lodging in the amount of \$269.08 be reimbursed by the Board.

Keilani Judkins, Community Impact Specialist, Department for Community Impact and Engagement, to attend “OLC 2025 Conference and Expo,” sponsored by OLC and held in Cleveland, OH from November 19, 2025 to November 21, 2025. It is further recommended that registration in the amount of \$250.00, mileage in the amount of \$296.80, parking in the amount of \$75.00, lodging in the amount of \$645.78, and meals in the amount of \$68.00 be reimbursed by the Board.

Bill McIntire, Public Services Director, Public Services Administration, to attend “2026 OLC Planning and Leadership Conference,” sponsored by OLC and held in Cleveland, OH on November 18, 2025. It is further recommended that registration in the amount of \$55.00 and mileage in the amount of \$296.80 be reimbursed by the Board.

Erin Wen, Collection Development Librarian, Technical Services, to participate in the “Navigating Collection Development after Baker and Taylor Closing” webinar, sponsored by SWON on November 6, 2025. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Aimee Adams, Branch Library Manager, full-time, Grade S09, Brookville Branch Library, effective January 11, 2026 at the rate of \$35.9870 per hour.

Roni Chandler, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective November 16, 2025 at the rate of \$19.35 per hour.

Josh Dillon, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective October 19, 2025 at the rate of \$19.00 per hour.

Lynne Herring, Branch Homework Help Liaison, full-time, Grade 09, West Carrollton Branch Library, effective November 30, 2025 at the rate of \$20.48 per hour.

Bev Kaiser, Branch Homework Help Liaison, full-time, Grade 09, Southeast Branch Library, effective November 16, 2025 at the rate of \$20.48 per hour.

Colin Morrison, Branch Homework Help Liaison, full-time, Grade 09, Northwest Branch Library, effective November 16, 2025 at the rate of \$20.48 per hour.

Destiny Saunders, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective November 2, 2025 at the rate of \$19.00 per hour.

Erica Spilger, Archival Assistant, full-time, Grade 09, Special Collections, Main Library, effective October 19, 2025 at the rate of \$20.48 per hour.

Ben Sumner, Information Services Assistant, full-time, Grade 08, West Branch Library, effective November 2, 2025 at the rate of \$19.35 per hour.

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

Eric Pennington, Branch Library Manager, full-time, Grade S09, Burkhardt Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective November 30, 2025 at the rate of \$35.9870 per hour.

Melissa Zimmerman, Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective November 16, 2025 at the rate of \$35.9870 per hour.

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

Kapreice Brooks. Information Services Assistant, full-time, Grade 08, effective November 4, 2025 for 8.00 hours for personal reasons.

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

Lauren Day, Children Services Librarian, full-time, Grade 11, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Outreach Services, effective November 30, 2025 at the rate of \$26.25 per hour.

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

Aleshia Burt, Information Services Assistant, Grade 08, Trotwood Branch Library, effective October 31, 2025.

Jennifer Melke-Marks, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 16, 2025.



Wren Newmark-Weishan, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective October 18, 2025.

Natalie Rickman, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 6, 2025.

It is recommended that the following **Temporary Transfer** be accepted:

Seth Patrick, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective November 20, 2025 at the rate of \$26.25 per hour.

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

Jessica Hunter, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective October 16, 2025.

#### C. **GIFTS AND GRANTS**

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

\$20.00 from Regina Whittington on October 10, 2025.

\$250.00 from Anonymous on October 20, 2025.

\$100.00 from Irene Baust on October 22, 2025.

\$20.00 from Rob Hardy on November 8, 2025.

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

\$15,000.00 from the Charles F. Kettering Foundation on October 21, 2025.

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

\$2,000.00 from Dayton Area Chamber of Commerce on October 10, 2025.

#### D. **CONTRACTS AND AGREEMENTS**

##### *Jackson Squared Media*

A \$12,500 all-inclusive honorarium for Fred Hampton Jr. to speak at a 2026 Social Justice Speakers Series event.

##### *Zoobean*

A 2-year renewal of the Beanstack licensing agreement, totaling \$12,302, for the software DML uses to implement its annual Summer Challenge programming.

##### *Foodbank*

A continuation of the agreement into 2026 for Dayton Metro Library to continue to serve as a Pantry Partner location for the Foodbank.

##### *CCMNT Speakers, LLC*

A \$5,100 all-inclusive honorarium for Treva Lindsey to speak at a 2026 Social Justice Speakers Series event.

*All American Entertainment (AAE)*

An \$8,500 all-inclusive honorarium for Ryan Goodman to speak at a 2026 Social Justice Speakers Series event.

*Xerox*

A sales and service agreement to switch DML's public print service to Xerox, effective in 2026.

*ClearGov*

An annual subscription fee of \$19,370 with ClearGov, DML's budgeting software vendor.

*AAE*

An \$8,500 all-inclusive honorarium for Benjamin Sledge to speak at a 2026 Social Justice Speakers Series event.