

DAYTON METRO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

October 15, 2025, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, David Williamson

PRESIDING: David Williamson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Westly Davis

CALL TO ORDER

The President called the meeting to order at 4:01 p.m.

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. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by President Williamson, seconded by Ms. Geers, the minutes of the September 17, 2025 meeting were approved by the Board.

Ayes: All
Nays: None

On a motion by President Williamson, seconded by Ms. Geers, the minutes of the September 29, 2025 Special meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN LOCATION, CHANGE IN POSITION

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.

CHANGE IN TITLE

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.

LEAVE WITHOUT PAY

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

RESIGNATION

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.

RETIREMENT

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

TERMINATION

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

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$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.

GRANTS

No grants were received since the September 2025 Board meeting.

CONTRACTS AND AGREEMENTS

The Board approved each of the following contracts and agreements:

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.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for September 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>
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	

On a motion by President Williamson, seconded by Ms. Woodhull, the September 2025 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director congratulated Claudine Bennett for being honored as a Class of 2025 Women to Watch honoree by the Better Business Bureau.

Phillip Dunlevy shared a presentation about Facilities maintenance and reviewed some of the upcoming expenditures for the department, which will include the West solar project, boring for the geothermal well at Main, and parking lot sealcoating over the next year. Expenses over the next five years will include replacing the Northwest branch's boilers, and the Kettering-Moraine branch's roof. Further expenses are expected, with most of the new buildings' systems having a 20-30-year lifecycle, with some newer locations set to reach the 20-year threshold around 2035. Efforts

are perpetually made to properly maintain and steward the library's facilities. A new program is being implemented to include capital planning software into Facilities' computerized maintenance management system (CMMS), which will help to anticipate issues and drive decisions regarding repair or replacement.

Josh Ashworth, Information and Technology Services Director, reviewed a proposed change to copy and print services for library patrons. Existing agreements with Flex Technology Group (formerly Millennium Business Systems) are coming to an end in 2025/2026. New agreements with FlexTG do not offer the same level of service, so alternative solutions were explored and evaluated. The preferred solution is from Today's Business Solutions (TBS), which is used by most large metro libraries in Ohio. The Board asked questions about the service and new solutions, including the existing \$3.00 minimum credit card charge and concerns about staff handling more cash payments due to the proposed solution not including coinboxes. Josh was tasked with providing more data and the Board will continue to monitor project implementation.

Mr. Thomas asked the Executive Director whether there are any plans for a patron survey in order to gauge community input regarding library services. The Executive Director will provide a follow-up at the November meeting.

2026 DENTAL AND GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Deansai Myers, Director of Human Resources and Organizational Development, provided a review of the proposed 2026 dental, group life and accidental death and dismemberment rates.

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

On a motion by President Williamson, seconded by Ms. Geers, the Board approved the 2026 dental, group life and accidental death and dismemberment rates.

Ayes: All

Nays: None

AMENDED RESOLUTION TO APPROVE FUNDING AND EXECUTION OF WEST BRANCH LIBRARY SOLAR CAPITAL PROJECT

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 was 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.

On a motion by President Williamson, seconded by Mr. Thomas, the resolution was approved.

Ayes: All

Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2026 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2026. The President noted that there is a possibility that the Board may hold a special meeting in August 2026. Unless otherwise noted, Board Meetings will be held in the Board Room of the Main Library. The approved meeting dates for 2026 are as follows:

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

On a motion by President Williamson, seconded by Mr. Thomas, the Board approved the above meeting schedule for 2026.

Ayes: All

Nays: None

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 106- Disposing of Public Property 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 107- Pandemic Response Policy” in advance of the November 19, 2025 meeting.

NEW BUSINESS

There was no new business brought before the Board.

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.

EXECUTIVE SESSION

It was 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.

On a motion by President Williamson, seconded by Mr. Thomas, the Board went into Executive Session.

A roll call vote was taken as follows:

Mr. Thomas:	Aye
Mr. Williamson:	Aye
Ms. Geers:	Aye
Ms. Woodhull:	Aye

Ayes: All

Nays: None

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:44 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

ADJOURNMENT

On a motion by President Williamson, seconded by Ms. Woodhull, the Board adjourned at 5:44 p.m.

Ayes: All

Nays: None