

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

November 19, 2025, 4:00 p.m.

PRESENT: Nolan Thomas, David Williamson, Carl Kennebrew (out at 4:48 p.m., returning at 4:50 p.m.), Shannon Isom, Kelly Geers, Sara Woodhull, Myla Cardona-Jones

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 Mr. Thomas, 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 October 15, 2025 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

INTERIM CHANGE IN LOCATION AND POSITION

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.

LEAVE WITHOUT PAY

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

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TEMPORARY TRANSFER

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.

TERMINATION

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

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$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.

GRANTS

The Board approved each of the following grants:

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

SPONSORSHIPS

The Board approved each of the following sponsorships:

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

CONTRACTS AND AGREEMENTS

The Board approved each of the following 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.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Malcolm Keith of Dayton Young Life explained that his organization uses the Northwest Branch Library three times each year as a pickup/drop-off point and staging area for field trips. These trips often end on Sundays, when the library is closed. He requested that the Northwest branch library manager be made available on Sundays for these trips, in order to allow access into the building.

President Williamson thanked Mr. Keith for his comments and explained that library staff will be in touch regarding this request.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for October 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>
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	-	
Total		<u>2,921,892.33</u>	<u>2,343,725.38</u>	<u>578,166.95</u>	

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

Ayes: All
Nays: None

PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE

Marc Reynolds and G. Scott Egbers of Marsh McLennan Agency reviewed 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
Total Estimated Premium	\$257,389	\$263,322

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 recommended 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.

On a motion by President Williamson, seconded by Ms. Geers, the Board approved the above rates.

Ayes: All

Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2026

On a motion by President Williamson, seconded by Ms. Isom, the Board adopted 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.”

A **roll call** vote was taken as follows:

Mr. Williamson, Aye
Mr. Thomas, Aye
Ms. Geers, Aye
Ms. Isom, Aye
Mr. Kennebrew, Aye
Ms. Woodhull, Aye
Ms. Cardona-Jones, Aye

Ayes: All
Nays: None

Mr. Kennebrew left the room at 4:48 p.m., returning at 4:50 p.m.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director thanked the Miamisburg manager and staff for hosting the meeting, and commended them for their innovative approach to library services.

Bill McIntire, Public Services Director, shared a presentation about Library meetings with community partners, and the ways in which DML seeks to tailor each presentation to the needs and goals of said partners, in order to maximize synergy and collaboration. The strategic plan of each municipality will be used to create these presentations, to assess the priorities of partners, and streamline partnerships to address areas of focus.

Dr. Karlos L. Marshall, Director of the Community Impact and Innovation Department, shared a presentation about the Community Impact and Innovation Department, which will adopt a “hub and spoke” service model.

The Executive Director introduced the following new managers and specialists:

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

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

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.

On a motion by President Williamson, seconded by Ms. Woodhull, the above resolution was approved:

Ayes: All
Nays: None

2026 GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Executive Director recommended the Board approve the following for the 2026 Group Life and Accidental Death and 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.

On a motion by President Williamson, seconded by Mr. Kennebrew, the Board approved the 2026 Group Life and Accidental Death and Dismemberment insurance.

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.

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. President Williamson requested that this policy be reviewed by the County Prosecutor's office, and will be revisited after such a review.

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

NOMINATING COMMITTEE

The Board President explained that, as dictated by the Bylaws, he must appoint a nominating committee tasked with creating a 2026 Slate of Officers for election at the annual December 2025 Board meeting. The roles needing to be filled are: President, Vice President, Secretary and Liaison to the Foundation Board of Directors.

The Board President appointed Mr. Kennebrew, Ms. Geers, and Mr. Thomas to the nominating committee, chaired by Mr. Thomas.

NEW BUSINESS

President Williamson thanked the Miamisburg Branch manager and staff for hosting the meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 17, 2025 at 4:00 p.m. in the Board Room of the Main 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)(1) to discuss employment of public employees.

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

A roll call vote was taken as follows:

Mr. Williamson, Aye
Mr. Thomas, Aye
Ms. Geers, Aye
Ms. Isom, Aye
Mr. Kennebrew, Aye
Ms. Woodhull, Aye
Ms. Cardona-Jones, Aye

Ayes: All

Nays: None

The Board entered Executive Session at 5:43 p.m. and returned to open session at 7:15 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)(1) of the Ohio Revised Code.

ADJOURNMENT

On a motion by President Williamson, seconded by Mr. Kennebrew, the Board adjourned at 7:15 p.m.

Ayes: All
Nays: None