

DAYTON METRO LIBRARY

**REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES**

Wednesday, January 28, 2026, 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 December 16, 2025 meeting of the Board.

It is recommended that the Board take action on the minutes of the January 8, 2026 Special meeting of the Board.

It is recommended that the Board take action on the minutes of the January 21, 2026 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. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Rebecca Elliott, Patron Services Assistant, Wilmington-Stroop Branch Library, in order to attend the University of Kentucky, College of Communication and Information.

**D. TUITION REIMBURSEMENT**

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, for the course “Public Library Management,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, for a total of \$1,506.75.

Rebecca Elliott, Patron Services Assistant, Wilmington-Stroop Branch Library, for the course “Archives and Manuscript Management,” 3.0 credit hours, University of Kentucky, at a cost of \$2,278.50, and the course “Information in Society,” 3.0 credit hours, at a cost of \$2,278.50, for a total of \$4,557.00.

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course “Family Engagement in Libraries,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, and the course “Youth Services,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, for a total of \$3,013.50.

Ashley Jackson, Branch Homework Help Liaison, Vandalia Branch Library, for the course “Acquisition and Management of Knowledge and Information,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, and the course “Information Structures for the Web,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, and the course “Topics in Library and Information Science, 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, for a total of \$4,520.25.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Academic Library Management,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, and the course, “Education of Information Users,” 3.0 credit hours, Indiana University Indianapolis, at a cost of \$1,506.75, for a total of \$3,013.50.

**E. GIFTS AND GRANTS**

It is recommended that the Board approve the Gifts and Grants as listed at the end of the agenda.

**F. 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 December 2025 is included in the Board packet.

The Executive Director approved the following investments:

**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>
12/15/2025	Public Library Fund	1,624,032.61	1,624,032.61		
	<b>Total</b>	<b>1,624,032.61</b>	<b>1,624,032.61</b>		

7. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY – ACTION

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

8. **TUITION REIMBURSEMENT RATE – ACTION**

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018 the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

Due to budget cuts and to be fiscally responsible, in 2024 Dayton Metro Library changed to a reimbursement amount up to 65% of all eligible tuition expenses, not to exceed \$75,000 for the calendar year.

The Executive Director recommends Board authorization to continue a 65% reimbursement, not to exceed \$75,000, for calendar year 2026.

9. **POLICY REVIEW—DISCUSSION**

As was discussed during the January 22, 2025 Board of Trustees meeting, the Board is in the process of reviewing previously approved policies during each regular Board meeting.

During the December 17, 2025 Board of Trustees meeting, the Board tabled a discussion of “Policy AD 108- Public Request, Retention & Disposition Policy” for review at this meeting.

It is recommended that the Board review “Policy AD 111- Time Keeping Guidelines” in advance of the February 18, 2026 meeting.

10. **CULTURE AND ENGAGEMENT REALIGNMENT STRATEGY— ACTION**

Dyann McDowell of Training Marbles will review the proposed Culture and Engagement Realignment Strategy, as directed during the December 2025 meeting, and in response to the 2025 Climate Survey.

11. **NEW BUSINESS**

12. **DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS**

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 18, 2026 at 4:00 p.m. in the Community Room at the Burkhardt Branch Library.

13. 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)(1) of the Ohio Revised Code to discuss employment of a public employee.

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

14. 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Margaret Buck, Main Youth Services Manager, Main Youth Services, Dr. Karlos L. Marshall, Community Impact and Engagement Director, Community Impact and Engagement, Jordan Ostrum, Community Impact Specialist, Community Impact and Engagement, Robert Owens, Community Impact and Engagement Manager, Community Impact and Engagement, and Eric Pennington, Assistant Branch Library Manager, Southeast Branch Library, to attend the PLA 2026 Conference, sponsored by the Public Library Association and held in Minneapolis, MN, from April 1, 2026 through April 3, 2026. It is further recommended that registration in the amount of \$364.00 each, airfare in the amount of \$678.05 each, ground transportation in the amount of \$66.00 each, parking in the amount of \$40.00 each, lodging in the amount of \$476.64 each, and meals in the amount of \$322.00 each be reimbursed by the Board.

Laurel Spangler, Floating Information Services Assistant, Floating Department, to participate in the “Bringing the Science of Reading into Library Programming” webinar being sponsored by SWON on February 26, 2026. 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 \$37.0668 per hour.

Alaina Baldasare, Community Impact Specialist, full-time, Grade 12, Community Impact and Engagement, Main Library, effective January 25, 2026 at the rate of \$28.82 per hour.

Amanda Fritz, Event Operations Assistant, full-time, Grade 08, External Relations, Main Library, effective January 25, 2026 at the rate of \$19.93 per hour.

Rachel Powell, Branch Homework Help Liaison, full-time, Burkhardt Branch Library, effective January 25, 2026 at the rate of \$21.09 per hour.

Lily Wissler, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 25, 2026 at the rate of \$15.66 per hour.

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

Alexandra Keith, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective December 22, 2025 for 80.00 hours for vacation.

It is recommended that the following Promotion be accepted:

Melissa Place, Senior Systems Technician, full-time, Grade 10, Information Technology Services, from Systems Technician, full-time, Grade 08, Information Technology Services, effective December 28, 2025 at the rate of \$24.98 per hour.

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

Loura Lawrence, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 10, 2025.

Daria Dillard Stone, Parent Engagement Liaison, Substitute, Grade Sub12, Youth Services, effective January 25, 2026.

Dustin Voss, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 19, 2025.

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

Bev Barnes, Information Services Librarian, 3/5-time, Grade 11, West Carrollton Branch Library, effective March 20, 2026, after more than 20 years of service.

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

Tylor Kane, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 5, 2026.

#### **E. GIFTS AND GRANTS**

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

\$10,000.00 from the Jean Barger Rice Trust on December 31, 2025.

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

The Library has not received any Grants since the December meeting.

#### **F. CONTRACTS AND AGREEMENTS**

It is recommended that the Board approve the following contracts and agreements:

*Lavin Agency*- Speaker Agreement with George M. Johnson as part of the Natalie Clifford Barney Celebration. Fees total \$16,500.

*Montgomery County Environmental Services*- Presenter agreement with Montgomery County Environmental Services, with no costs associated.

*Stalk and Awe Geese Management Services*- Annual service agreements for continued Canadian Geese Control at West and Miami Township Branch Libraries, totaling \$3,500 per branch.

*Angry Vending*- One-year agreement to provide vending machine service at three DML locations: West Carrollton, Miami Township, and Miamisburg, with the potential to add more locations as mutually agreed by both parties.

*Visit Philadelphia*- Dayton Metro Library will serve as one of 50 Libraries in 50 States as a livestream host site for the “TED Democracy: Founding Futures Initiative” on June 13, 2026.

*Real Art*- Continue DML's on-going marketing campaign (4 years running) with local design and marketing firm, Real Art; to extend the 'Free to Belong' campaign with an emphasis on increasing philanthropic investment in the Dayton Metro Library, at a cost of \$164,800.