

DAYTON METRO LIBRARY

AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Monday, February 23, 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 January 28, 2026 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. 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 Contacts 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 January 2026 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>
1/15/2026	PLF	\$1,571,744.01	\$1,571,744.01	-	
1/30/2026	RE Tax Receipts	\$775,865.01	\$537,566.00	\$238,299.01	Debt Service
Total		<u>\$2,347,609.02</u>	<u>\$2,109,310.01</u>	<u>\$238,299.01</u>	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Aimee Adams, Brookville Branch Library Manager
- Kristie Wilson, Community Impact Specialist

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

- Kellie Schneider, new Dayton Metro Library Foundation President

8. CLIMATE AND ENGAGEMENT REALIGNMENT STRATEGY UPDATE – INFORMATION

As requested during the January 28, 2026 Board of Trustees meeting, the Executive Director will provide a monthly update regarding the Climate and Engagement Realignment Strategy.

9. POLICY REVIEW- INFORMATION

As was discussed during the January 22, 2025 Board of Trustees meeting, the Board will begin reviewing previously approved policies during each Board meeting.

Trustees were asked to familiarize themselves with “Policy AD 111- Time Keeping Guidelines” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 110- Security Officer Duties” in advance of the March 18, 2026 meeting.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES RETREAT – INFORMATION

The Board President and Executive Director will discuss the possible need for an annual Board Retreat. If such a Retreat is to be held, it will be scheduled for August, when no regular monthly meeting has been scheduled, and in keeping with precedent.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

Lynette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in the “Managing Different Brains: A Neurodiversity Guide for Library Leaders” webinar being sponsored by Library Journal and School of Library Journal Professional Development on March 25, 2026. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

Lauren Tappel, Director of Institutional Giving, External Relations, to attend the “International Public Library Fundraising Conference,” being sponsored by Library Support Network and held in Columbus, OH from June 7 through June 9, 2026. It is further recommended that registration in the \$478.67, mileage in the amount of \$298.20, and parking in the amount of \$24.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Matt Bonin, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Branch, effective February 22, 2026 at the rate of \$19.00 per hour.

Derrick Ferguson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective February 8, 2026 at the rate of \$19.00 per hour.

Geoff Liberacki, Safety and Compliance Assistant, full-time, Grade CE3, Safety and Protective Services, Main Library, effective February 8, 2026 at the rate of \$20.50 per hour.

Noah Rife, Computer Systems Administrator, full-time, Grade 12, Information Technology Services, Operations Center, effective January 25, 2026 at the rate of \$26.50 per hour.

Gabrielle Shivadecker, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 25, 2026 at the rate of \$15.66

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

Melody Williams, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 8, 2026 at the rate of \$15.66 per hour.

Sarah Withrow, Information Services Assistant, full-time, Grade 08, Outreach Services, Operations Center, effective February 8, 2026 at the rate of \$19.93 per hour.

It is recommended that the following **Change in Grade, Change in Position** be accepted:

William McIntire, Data Assessment Director, full-time, Grade S10, Public Services Administration, from Public Services Director, full-time, Grade S11, Public Services Administration, effective February 8, 2026 at the rate of \$45.1428 per hour.

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

Rachel Gut, Interim Executive Director, full-time, Grade S17, Executive Administration, from Deputy Executive Director, full-time, Grade S15, Executive Administration, effective January 11, 2026 at the rate of \$81.6970 per hour.

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

Erin Holten, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, from Library Aide, Huber Heights Branch Library, effective February 8, 2026 at the rate of \$17.25 per hour.

Jennifer Russell, Accountant, full-time, Grade 11, Finance, from Senior Accounting Clerk, full-time, Grade 08, Finance, effective January 25, 2026 at the rate of \$26.52 per hour.

Sydney Sukhee, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective February 8, 2026 at the rate of \$23.95 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Jeanette Taylor, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 8, 2026 at the rate of \$15.66 per hour.

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

Christopher Blackford, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective February 18, 2026.

Kirk Keller, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 31, 2026.

C. GIFTS AND GRANTS

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

\$30,000.00 from the Friends of the Dayton Metro Library on February 12, 2026.

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

Dayton Metro Library has not received any Grants since the January 2026 meeting.

D. CONTRACTS AND AGREEMENTS

It is recommended that the following contracts and agreements be accepted:

Brightly Origin- for implementation and use of future costs software, Brightly Origin. Term is for 1 year in the amount of \$19,827.46.

Older Adults Technology Services (OATS)- an intellectual property license agreement with Older Adults Technology Services (OATS) will allow the Dayton Metro Library to use OATS's Senior Planet technology curriculum to teach tech classes in branches and the community to older adults. The license is free of charge.

Lyrasis- Twelve-month initial subscription with Lyrasis for ArchivesSpace hosting at a total cost of \$3,000.

Nayax- Cashless payment processing in support of new copy-print-fax service for patrons through TBS. Monthly fee of \$8.95 per month per credit card terminal and a processing fee of 5.95%. Total expenses will be dictated by use. No minimum charge or hold for patrons.

Wright-Patt Credit Union- An agreement which will remain in effect until December 31, 2028, in which Wright-Patt Credit Union agrees to pay \$50,000 per year (2026, 2027, 2028) to the Dayton Metro Library, totaling \$150,000. The Dayton Metro Library shall bring the Bookmobile to the WPCU Wellness Fair, recognize the Opportunity Center as "Sponsored by Wright-Patt Credit Union," make library spaces available for use, and agrees to grant a Dayton Metro Library Foundation board seat for the term of the agreement.