

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 18, 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 February 23, 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. 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 February 2026 is 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>
2/6/2026	RE Taxes	1,427,116.93	988,725.72	438,391.21	Debt Service
2/13/2026	PLF	1,621,369.60	1,621,369.60	-	
2/13/2026	RE Taxes	5,892,976.26	4,049,685.93	1,843,290.33	Debt Service
2/20/2026	RE Taxes	4,307,724.85	3,028,927.34	1,278,797.51	Debt Service
2/27/2026	RE Taxes	752,778.76	529,804.07	222,974.69	Debt Service

Total	14,001,966.40	10,218,512.66	3,783,453.74
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7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2026 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

It is recommended that the Board adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Final Appropriation for 2026

GENERAL FUND

1000 - Salaries and Benefits	\$27,159,917
2000 – Supplies	\$917,813
3000 - Purchased Services	\$8,406,280
4000 - Library Materials & Information	\$5,459,811
5000 - Capital Outlay	\$1,830,800
6000 - Debt Service	\$0
7000 - Other Objects	\$173,041
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	\$43,947,662

SPECIAL REVENUE FUND

2000- Supplies	\$0
3000- Purchased Services	\$0
5000- Capital Outlay	<u>\$0</u>
Total Special Revenue Appropriations	\$0

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,070,587</u>
Total Debt Service Fund Appropriations	\$10,290,587

BUILDING & REPAIR FUND

3000 - Purchased Services	\$1,000
5000 - Capital Outlay	\$449,681
7000 – Miscellaneous	\$0
9000- Transfer Out	<u>\$0</u>
Total Building & Repair Fund Appropriations	\$450,681

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 0
3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
Total Taxable Construction Fund Appropriations	\$0

Total All Funds Appropriations **\$54,688,930**

A **roll call vote** of the Trustees is required.

8. **EXECUTIVE DIRECTOR’S REPORT – INFORMATION**

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

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

- Kristie Wilson, Community Impact Specialist

The Executive Director will introduce three staff members who helped save a library patron:

- Kerry Brookshire, Safety and Protective Services Officer
- John Elison, Assistant Northwest Branch Library Manager
- Peter Kilkelly, Teen Services Librarian

9. **CLIMATE AND ENGAGEMENT REALIGNMENT STRATEGY UPDATE—
INFORMATION**

The Executive Director will provide an update regarding the implementation of the Climate and Engagement Realignment Strategy.

10. **REAL ART CONTRACT PROPOSAL—ACTION**

During the January 28 regular Board of Trustees meeting, the Board requested an individual presentation about the proposed contract continuation with Real Art. As requested, Debi Chess, External Relations and Development Director, will provide an overview of this contract. Below is the overview from the January regular meeting:

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.

11. **DML USE OF SOCIAL MEDIA POLICY—ACTION**

It is recommended that the Board adopt the proposed Social Media Policy as included in the Board packets.

12. SOCIAL MEDIA CODE OF CONDUCT –ACTION

It is recommended that the Board adopt the proposed Social Media Code of Conduct as included in the Board packets.

13. 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 110- Security Officer Duties” in advance of this meeting, as it will be the policy for discussion.

It is recommended that the Board review “Policy AD 112- Transitional Work Policy” in advance of the April 16, 2025 meeting.

14. NEW BUSINESS

-Executive Director Annual Review Rubric. *The Trustees will discuss the implementation of a standardized rubric for their annual Executive Director reviews.*

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2026 at 4:00 p.m. in the Board Room at the Main Library.

16. 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:

Aimee Adams, Branch Library Manager, Brookville Branch Library, Laura Chamberlain, Teen Services Coordinator, Youth Services, and Bradley Kuykendall, Main Library Manager, Public Services Administration, to attend the “ALA Annual Conference and Exhibition,” sponsored by ALA and held in Chicago, IL from June 25, 2026 through June 28, 2026. It is further recommended that registration in the amount of \$450.00 each, airfare in an amount not to exceed \$322.68 each, ground transportation in an amount not to exceed \$115.06 each, parking in an amount not to exceed \$36.00 each, lodging in an amount not to exceed \$1,709.65 each, and meals in an amount not to exceed \$368.00 each be reimbursed by the Board.

Shelby Chowning, Teen Services Librarian, New Lebanon Branch Library, to attend the “Take 5 Conference” being sponsored by the State Library of Ohio and held in Akron, OH on May 8, 2026. It is further recommended that registration in the amount of \$30.00, mileage in the amount of \$300.15, parking in the amount of \$14.00, lodging in the amount of \$159.85, and meals in the amount of \$68.00 be reimbursed by the Board.

Westly Davis, Fiscal Officer/Finance Director, Finance, to attend the “Public Library Fiscal Officer Conference” being sponsored by OLC and held in Dublin, OH from March 26, 2026, to March 27, 2026. It is further recommended that registration in the amount of \$250.00, mileage in the amount of \$106.14, parking in the amount of \$30.00, lodging in the amount of \$352.80, and meals in the amount of \$200.00 be reimbursed by the Board.

Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, to participate in the “AI for Librarians Who Don’t Have Time for This” webinar being sponsored by Library Journal on February 26, 2026. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to attend the “Family History Conference” being sponsored by the National Genealogical Society and held in Fort Wayne, IN from May 26, 2026 through May 30, 2026. It is further recommended that registration in the amount of \$517.00, ground transportation in the amount of \$89.03, and lodging in the amount of \$643.97 be reimbursed by the Board.

Tim Smith, Maintenance Manager, Facilities, to participate in the “Building Operator Certification” webinar series being sponsored by BOC from May 12, 2026 through July 27, 2026. It is further recommended that registration in the amount of \$1,822.13 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “Bridging the Gap: Communicating Across Generations in the Library Workplace” webinar series being sponsored by ALA from May 4, 2026 to June 14, 2026. It is further recommended that registration in the amount of \$278.10 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Xauria Edmund, Patron Services Assistant, full-time, Grade 05, Vandalia Branch Library, effective February 22, 2026 at the rate of \$17.25 per hour.

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

Keely Moloney, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective February 22, 2026 at the rate of \$17.25 per hour.

David Riley, Information Services Manager, full-time, Grade S08, Information Services, Main Library, effective March 22, 2026 at the rate of \$32.4981 per hour.

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

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 14, 2026 for 2.65 hours for illness.

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 18, 2026 for 5.00 hours for illness.

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 19, 2026 for 8.00 hours for illness.

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective March 2, 2025 for 3.4 hours for personal reasons.

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

Tabitha Perry, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, from Accounting Clerk, full-time, Grade 05, Finance, Main Library, effective March 8, 2026 at the rate of \$19.93 per hour.

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

Amanda Fritz, Event Operations Assistant, full-time, Grade 08, External Relations, Main Library, effective March 13, 2026.

Manvir Kaur, Accountant, full-time, Grade 11, Finance, Main Library, effective February 11, 2026.

Jeanette Taylor, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 9, 2026.

It is recommended that the following **Return to Appointed Position** be accepted:

Rachel Gut, Deputy Executive Director full-time, Grade S15, Executive Administration, from Interim Executive Director, full-time, Grade S17, Executive Administration, effective February 8, 2026 at the rate of \$79.3175 per hour.

Seth Patrick, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Children Services Librarian, full-time, Grade 11, Youth Services, Main Library, effective January 25, 2026 at the rate of \$27.04 per hour.

Eric Pennington, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Branch Library Manager, full-time, Grade S09, Burkhardt Branch Library, effective March 8, 2026 at the rate of \$30.2067 per hour.

Melissa Zimmerman, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, effective February 22, 2026 at the rate of \$31.0573 per hour.

C. GIFTS AND GRANTS

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

Dayton Metro Library received no new gifts since the February 2026 meeting.

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

Dayton Metro Library received no new grants since the February 2026 meeting.

D. CONTRACTS AND AGREEMENTS

It is recommended that the following **Contracts and Agreements** be accepted:

RFP: A request for proposal dated March 4, 2026 for servers and backup solution, with a proposal due date of April 3, 2026.