

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 18, 2026, 4:00 p.m.

PRESENT: David Williamson, Carl Kennebrew, Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, Shannon Isom

PRESIDING: David Williamson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Westly Davis

CALL TO ORDER

The President called the meeting to order at 4:00 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. Kennebrew, 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 Special Board meeting of February 23, 2026 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by President Williamson, seconded by Ms. Cardona-Jones, 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:

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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

RESIGNATION

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.

RETURN TO APPOINTED POSITION

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.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board.

GIFTS

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

GRANTS

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

CONTRACTS AND AGREEMENTS

The following contracts and agreements were approved by the Board.

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

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the General Public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for February 2026 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>
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	

On a motion by President Williamson, seconded by Ms. Geers, the February 2026 Financial Report was approved by the Board.

Ayes: All
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was 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.

On a motion by President Williamson, seconded by Mr. Kennebrew, the Board adopted 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	\$0
Total General Fund Appropriations	\$43,947,662

SPECIAL REVENUE FUND

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

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	\$10,070,587
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	\$0
Total Building & Repair Fund Appropriations	\$450,681

TAXABLE CONSTRUCTION FUND

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

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

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Kristie Wilson, the new Community Impact Specialist.

The Executive Director also introduced the three DML staff members who saved a patron at the Northwest Branch Library: Kerry Brookshire, Safety and Protective Services Officer, John Elison, Assistant Northwest Branch Library Manager, and Peter Kilkelly, Teen Services Librarian. All were thanked and commended for their heroic actions.

CLIMATE AND ENGAGEMENT REALIGNMENT STRATEGY UPDATE

The Executive Director provided an update on the Climate and Engagement Realignment Strategy. This work officially began with a visit from Dyann McDowell on 3/17/26 for a joint cabinet meeting, which served as an introductory meeting and commencement for the collaboration. Dyann will provide training during the 3/20/26 Managers' Meeting, and the project will continue from there, with her next Board meeting visit scheduled for April 15, 2026.

Ms. Geers asked how and whether this process has been communicated to staff, and reiterated the Board's commitment to this process, and the importance that all staff be kept aware. The Executive Director responded that he had sent an all-staff email thanking them for their participation in the Climate Survey, and explaining that the Library would work with Training Marbles to implement a Climate and Engagement Realignment Strategy. He also shared his plans to begin providing Board meeting recaps to all staff in the form of a Webex, which will be recorded for any staff unable to attend live.

REAL ART CONTRACT PROPOSAL

As requested during the January 28, 2026 regular Board of Trustees meeting, an individual presentation was provided for the proposed contract continuation with Real Art. Debi Chess, External Relations and Development Director, provided this presentation. She explained that this is a continuation of the relationship which began with Real Art in 2022 during the development of the "Free to Belong" campaign, and then continued with a media campaign in 2024, which was strategically aligned to coincide with the Summer Olympics. The goal of the 2026 campaign is to provide consistent and constant ad promotion across the county, with an emphasis on television, and a similar emphasis for the Winter Olympics.

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.

On a motion by President Williamson, seconded by Mr. Kennebrew, the Board approved the execution of the Real Art contract as presented to the Board.

Ayes: All
Nays: None

DML USE OF SOCIAL MEDIA POLICY

A new Use of Social Media Policy was put forward for Board approval, dictating the Library's own social media, and how to handle the interactions with patrons. Rather than approving, the Board requested that edits be made and the proposed policy be revisited in a future Board of Trustees meeting.

SOCIAL MEDIA CODE OF CONDUCT

A new Social Media Code of conduct was put forward for Board approval, dictating staff use of social media. Rather than approving, the Board requested that edits be made and the proposed policy be revisited in a future Board of Trustees meeting.

POLICY REVIEW

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 was the policy for discussion. Rachel Gut, Deputy Executive Director, facilitated a review of this policy, which was recommended to be removed, since the Library no longer uses contract Security officers, and the policy was created to serve as a facsimile Job Description for such employees, in the absence of official job descriptions. Mr. Kennebrew expressed concern over whether the need might again arise for such contracted security work. Upon President Williamson's request, the policy will be edited, renamed "Contract Security Policy" and revisited in a future meeting.

It is recommended that the Board review "Policy AD 112- Transitional Work Policy" in advance of the April 15, 2026 meeting.

NEW BUSINESS

President Williamson congratulated Ms. Cardona-Jones for being named one of the Women of Influence.

Ms. Geers presented a draft rubric and policy for the standardization of the Executive Director's annual review, which is conducted on the anniversary of their hire date. These were drafted in consultation with OLC and other library boards across the state. President Williamson explained that these were reviewed and approved by the Montgomery County Prosecutor's office in advance. Following a question from Ms. Isom, it was agreed that, for clarity, the words "in Executive Session" would be added to the Evaluation Criteria section of the Policy, to read:

Board Policy: Executive Director Performance Evaluation

Purpose

The Board of Trustees is responsible for evaluating the performance of the Executive Director. The evaluation shall be conducted in a manner that is objective, consistent, documented, and aligned with Board-approved expectations.

The Board of Trustees shall conduct a regular, fair, and systematic evaluation of the Executive Director to:

- Support effective leadership
- Ensure accountability to the public
- Align performance with the library’s mission, strategic goals, and legal obligations
- Fulfill the Board’s fiduciary responsibilities

Frequency

A formal evaluation shall occur annually per the Bylaws of the Board of Trustees of the Dayton Metro Library, ARTICLE VII. Section 3.

The Board will meet in executive session annually, without the executive director in attendance, to evaluate the executive director’s performance and to prepare a written statement of evaluation. The Board will meet with the executive director in executive session to review the evaluation and will offer the executive director a continuing, probationary or terminal appointment and fix his/her compensation.

The Board may conduct interim reviews or goal check-ins as appropriate

Evaluation Criteria

The evaluation shall be based on:

- Board-approved goals and priorities
- The Executive Director’s job description
- The library’s strategic plan
- Performance in the following domains:
 - a. Strategic leadership & vision
 - b. Library operations and service delivery
 - c. Financial stewardship and compliance
 - d. Board relations and governance support
 - e. Staff leadership and organizational culture
 - f. Community engagement and advocacy
 - g. Ethics, equity, and public accountability
- The Board may also interview the Executive Director’s Leadership Cabinet and others who directly report to the Executive Director **in Executive Session** regarding

the overall functioning of the library and the alignment to priorities

Process

1. The Executive Director shall complete a written self-assessment using the Board-approved rubric.
2. Trustees shall complete an evaluation using the Board-approved rubric.
3. The Board Chair or their designee shall compile results.
4. The Board shall discuss the evaluation in executive session, as permitted by law.
5. The Board Chair shall provide the Executive Director with:
 - A written summary of findings
 - Performance feedback
 - Goals and expectations for the upcoming year

Documentation & Confidentiality

- The evaluation shall be documented and maintained in accordance with public records laws.
- Individual trustee responses and subordinate feedback shall remain confidential to the extent permitted by law.
- Final evaluation outcomes shall be handled consistently and professionally.

Compensation & Appointment Considerations

The evaluation may inform decisions regarding:

- Compensation adjustments
- Appointment renewal or modification
- Professional development support

Policy Review

This policy shall be reviewed periodically and revised as necessary to reflect best practices and legal requirements.

Executive Director Evaluation Rubric

Instructions for Trustees & Executive Director - Rate performance using the scale below, based on evidence from the evaluation period. Comments are strongly encouraged.

Rating Scale

- **5 – Exemplary:** Consistently exceeds expectations; model performance

- **4 – Strong:** Frequently exceeds expectations
- **3 – Satisfactory:** Meets expectations
- **2 – Needs Improvement:** Inconsistently meets expectations
- **1 – Unsatisfactory:** Does not meet expectations

A. Strategic Leadership & Vision

Indicator	Rating (1–5)	Comments
Advances the library’s mission, vision, values, and strategic plan		
Anticipates community needs and future trends in library services		
Implements Board-approved goals effectively		
Uses data to inform decisions and priorities		

Section Score: ____/20

B. Library Operations & Service Delivery

Indicator	Rating (1–5)	Comments
Ensures high-quality, accessible library services		
Oversees effective day-to-day operations		
Maintains facilities, collections, and technology appropriately		
Responds effectively to service challenges or disruptions		

Section Score: ____/20

C. Financial Stewardship & Compliance

Indicator	Rating (1–5)	Comments
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Develops and manages fiscally responsible budgets		
Ensures compliance with laws, regulations, and policies		
Oversees grants, levies, and public funding responsibly		
Identifies and mitigates financial risk		

Section Score: ____/20

D. Board Relations & Governance Support

Indicator	Rating (1–5)	Comments
Maintains open, transparent communication with the Board		
Provides timely, accurate, and relevant information		
Respects the Board’s governance role		
Implements Board policies and directives effectively		

Section Score: ____/20

E. Staff Leadership & Organizational Culture

Indicator	Rating (1–5)	Comments
Recruits, retains, and develops qualified staff		
Promotes a respectful, inclusive workplace culture		
Demonstrates ability to collaborate and effectively communicate		
Supports professional development of staff		

Section Score: ____/20

F. Community Engagement & Advocacy

Indicator	Rating (1–5)	Comments
Represents the library effectively in the community		
Builds partnerships with local organizations and stakeholders		
Advocates for library funding and public support		
Maintains public trust and institutional reputation		

Section Score: ____/20

G. Ethics, Equity & Public Accountability

Indicator	Rating (1–5)	Comments
Demonstrates ethical leadership and integrity		
Advances equity, access, and inclusion		
Ensures transparency and public accountability		
Takes responsibility for decisions		

Section Score: ____/20

H. Overall Performance

Total Points	Maximum Points	Percentage Score
	140	

90% - 100% Outstanding performance
80% - 89% Excellent performance
70% - 79% Satisfactory performance

60% - 69% Poor performance; needs significant improvement
50% - 59% Weak performance, dismissal warning. Evaluate again in six months.
0% - 49% Unsatisfactory performance. Consider dismissal unless there is immediate improvement

Key Strengths:

-

Areas for Growth:

-

Recommended Goals for Next Evaluation Cycle:

- 1.
- 2.
- 3.

Signatures:

Board President _____

Director

On a motion by Mr. Thomas, seconded by Ms. Woodhull, the Executive Director Evaluation Policy as amended and rubric were approved by the Board.

Ayes: All
Nays: None

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.

ADJOURNMENT

On a motion by President Williamson, seconded by Ms. Geers, the Board adjourned at 5:36 p.m.

Ayes: All
Nays: None