

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 15, 2026, 4:00 p.m.

PRESENT: David Williamson, Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew, 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 4:03 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 Ms. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by President Williamson, seconded by Ms. Cardona-Jones, the minutes of the Board meeting of March 18, 2026 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by President Williamson, seconded by Mr. Kennebrew, 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:

Rachael Bussert, Local History Librarian, Special Collections, and Gideon McDaniel. Special Collections Director, Special Collections, to attend the “Society of Ohio Archivists/Midwest Archives Conference Joint Annual Meeting” being sponsored by Midwest Archives Conference and held in Columbus, OH, from May 14, 2026 through May 16, 2026. It is further recommended that registration in the amount of \$200.00 each, mileage in the amount of \$117.89 each, parking in the amount of \$57.75 each, lodging in the amount of \$414.00 each, and meals in the amount of \$200.00 each be reimbursed by the Board.

John Elison, Assistant Branch Library Manager, Northwest Branch Library, Allison Knight, Youth Services and Programming Director, Youth Services, Dr. Karlos L. Marshall, Community Impact and Innovation Director, Community Impact and Innovation, and Gideon McDaniel. Special Collections Director, Special Collections, 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Amy Burger, Major Gifts Manager, full-time, Grade S08, External Relations, Main Library, effective April 5, 2026 at the rate of \$34.6154 per hour.

Rachel Cohea, Children Services Librarian, full-time, Grade 11, Youth Services, Main Library, effective May 3, 2026 at the rate of \$23.95 per hour.

Lisa Hauser, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective May 3, 2026 at the rate of \$19.93 per hour.

Emily Morgan, Children Services Librarian, full-time, Grade 11, Youth Services, Main Library, effective May 3, 2026 at the rate of \$23.95 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Matt McKinley, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective March 22, 2026 at the rate of \$20.54 per hour.

LEAVE WITHOUT PAY

Cathy Brenner, Human Resources Assistant, full-time, Grade CE4, Human Resources, effective April 1, 2026 for 20.00 hours for medical leave.

Lynne Herring, Branch Homework Help Liaison, full-time, Grade 09, West Carrollton Branch Library, effective March 11, 2026 for 4.66 hours for illness.

Alexandra Keith, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective April 1, 2026 for 6.2 hours for illness.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective March 26, 2026 for 8.90 hours for personal reasons.

Jules Williams, Information Services Assistant, full-time, Main Youth Services, effective December 10, 2025 for 6.90 hours for illness.

PROMOTION, CHANGE IN LOCATION

Dani Gustavich, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective April 5, 2026 at the rate of \$31.4356 per hour.

RESIGNATION

Sarah Beavers, Information Services Librarian, full-time, Grade 11, Information Services, effective April 19, 2026.

Maggie Simon, Accounting Manager, full-time, Grade S08, Finance, Main Library, effective April 24, 2026.

Ryan Thurston, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 11, 2026.

TERMINATION

Kapreice Brooks, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective March 30, 2026.

GIFTS AND GRANTS

The following gifts and grants were approved by the Board:

GIFTS

The Library has received no new gifts since the March meeting.

GRANTS

The Library has received no new grants since the March meeting.

CONTRACTS AND AGREEMENTS

The following Contracts and Agreements were approved by the Board:

ASI: A Scope of Work from ASI Signage to update the Main Library’s Donor Wall to reflect newer donors. Total cost of \$47,450.

Specialty Vehicle Services (SVS): A consignment agreement with Specialty Vehicles to assist in the sale of the system’s prior Bookmobile. SVS shall be compensated 10% of the final sale price.

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 March 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>
3/13/2026	PLF	1,621,369.60	1,621,369.60		

Total	1,621,369.60	1,621,369.60	-
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On a motion by President Williamson, seconded by Mr. Kennebrew, the March 2026 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Brooks Rainwater, President and CEO of the Urban Libraries Council, thanked the Board for the work they and the Dayton Metro Library do, and provided an overview of the Urban Libraries Council's mission and purpose. ULC connects leaders to one another, brings forward research and insight, and focuses on practical ways for libraries to respond to the issues facing them and their communities. Libraries are experiencing a shift in their role, and the demands upon them are increasing. Public libraries are facing a real change, both in how they operate, and what communities need from them. Successful systems are defined by their response to these challenges, which demands internal alignment and adaptability. Aligned boards and leadership are fundamental to success, which is built upon trust. Broadly, trust in institutions is in decline, but public libraries have tended to maintain community trust. ULC facilitates connections between library leaders across the country to collaborate and address the issues facing public libraries. Brooks commended DML for the Reading Railroad initiative, which earned ULC recognition for its impact and community importance. ULC looks forward to continued partnership with the Dayton Metro Library.

The Executive Director commended Debi Chess, External Relations and Development Director, and Ashlee Hammond, West Branch Library Manager, for being selected as Kettering Foundation Dayton Democracy Fellows for 2026.

The Executive Director introduced Amy Burger, the new Major Gifts Manager, to the Board.

Phillip Dunlevy, Facilities Director, provided an update regarding the HVAC issues at the Main Library. He explained that the geothermal well was determined to be of insufficient depth to provide adequate cooling during the summer of 2025, which necessitated a project to expand the depth. This project began in late Fall 2025, with an initial projected end date of April 1, 2026. This end date was delayed due to numerous supply chain issues. The week of 4/13, during the final testing phase, an issue arose with the pump itself. While there was no permanent damage, this has set the project back roughly a week, leaving the Main Library without air conditioning in the interim. The Library anticipates project completion the week of 4/20/26. The new well depth is one which is believed to be future-proofed, so further cooling issues should cease once the project is finished.

CLIMATE AND ENGAGEMENT REALIGNMENT STRATEGY UPDATE

Dyann McDowell of Training Marbles was in attendance to provide an update and answer questions about the Library's ongoing Climate and Engagement Realignment Strategy work. She explained that the project's start had been delayed due to contract issues, but that several meetings have been held with the Executive Director's Cabinet and the Managers. A 90-day plan has been reviewed and approved by the Cabinet, and which has been broken into 30-day increments. She explained that the process began with the leadership team because alignment has to start at the top. The ongoing focuses will be clarity, trust, and consistency. Listening sessions are being planned for branch and departmental staff, so their feedback may be gathered and addressed. She explained that the 12-month plan has been delayed due to the contract approval process. She stated that the Library is within the first 30 days of the 90-day plan. Dyann committed to providing the Board with a dashboard during her next quarterly visit (July, 15, 2026), in order for the Board to see tangible progress.

Members of the Board expressed concern with the current level of progress, and asked whether and when the full staff will be informed about the plan and progress for this initiative. Concern was expressed about the lack of such full-staff communication to date. The Board asked what the

dashboard will include, and were told to expect materials related to the feedback mechanism which the Library will employ for staff. While no concrete steps have been taken to such implementation, it will include an accompanying committee, who will be tasked with reviewing and addressing any issues identified via this mechanism. Dyann stated that libraries across the country are moving broadly away from anonymous feedback mechanisms, citing the frequency of toxic (specifically racist and homophobic language) responses. Dyann believes two systems should be implemented: an anonymous whistleblower system, and a complaint system, which will not be anonymous. The committee will review and respond to any gathered feedback, with Dyann first weeding out any toxic responses (she will track the number of such instances). A newsletter will be generated to inform employees of the issues raised and the resolutions reached. The Executive Director noted that Dyann has been very collaborative with the Cabinet and adjusting to feedback, and stated he feels comfortable with the proposed 90-day plan.

Mr. Thomas noted that word was received in the February Board meeting that the Montgomery County Prosecutor's office had approved the plan, and expressed concern that the plan is still within the 30-day mark. Dyann promised to look into areas that might be expedited, but also stated that the first 90 days are always the toughest for cultural work. Mr. Thomas reiterated that the Executive Director has been tasked with implementing the recommendations from the cultural survey within 2026, and noted that the clock is ticking in order to accomplish this. Mr. Kennebrew noted his personal experience in this area, and emphasized that the beginning is always the most intensive part. He acknowledged the need for pace, but also cautioned against losing the heart of the endeavor by doing so. He cautioned against allowing the work to be simplified to a checklist. He noted that the Board might be able to review any toxic materials.

RESOLUTION TO APPROVE EXECUTION OF CAPITAL PROJECT: OPERATIONS CENTER LOT B REPAIRS

On a motion by President Williamson, seconded by Ms. Cardona-Jones, the Board approved the following resolution:

WHEREAS, Parking Lot B at the Operations Center has experienced substantial deterioration as a result of inadequate subgrade support.

WHEREAS, existing conditions present safety hazards and interfere with safe and reliable access to parking.

WHEREAS, appropriate funds for this project have been determined to be available by the Fiscal Officer

WHEREAS, Dayton Metro Library requires board approval prior to execution of any and all capital projects

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: That a contract, and subsequent Purchase Order not exceed \$133,000, barring any written change order requests, be approved for the Operations Center Lot B Repairs project.

Ayes: Six
Nays: None
Abstentions: One

RESOLUTION TO APPROVE EXECUTION OF CAPITAL PROJECT: OPERATIONS CENTER LED RETROFIT

On a motion by President Williamson, seconded by Mr. Kennebrew, the following resolution was approved.

WHEREAS, The Operations Center lighting system is nearing end of life and a whole building LED retrofit has been deemed necessary by the Facilities Director and

WHEREAS, Dayton Metro Library has determined the chosen contractor, Energy Optimizers USA; is a reliable vendor specializing in work with political subdivisions, and government entities and

WHEREAS, appropriate funds for this project have been determined to be available by the Fiscal Officer

WHEREAS, Dayton Metro Library requires board approval prior to execution of any and all capital projects

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: That a contract, and subsequent Purchase Order not exceed \$59,340, be approved for the Operations Center LED Retrofit Project.

Ayes: All
Nays: None

POLICY REVIEW

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

Trustees were asked to familiarize themselves with “Policy AD 112- Transitional Work Policy” in advance of this meeting. This policy was reviewed by Deansai Myers, Human Resources and Organizational Development Director, and the Board requested it be edited and returned for consideration in a future meeting.

It was recommended that the Board review “Policy AD 113- Truancy and Missing Person Inquiries” in advance of the May 20, 2026 meeting.

NEW BUSINESS

No New Business was brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2026 at 4:00 p.m. in the Community Room at the New Lebanon Branch 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) of the Ohio Revised Code to discuss employment of public employees.

President Williamson made a motion for the Board to enter into Executive Session, Ms. Woodhull seconded.

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

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:14 p.m. and returned to open session at 8:00 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 8:01 p.m.

Ayes: All
Nays: None