

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 17, 2026, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer, and the Deputy Fiscal Officer by Jacqueline Gazda, Commissioned Notary Public for the State of Ohio.

2. 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.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 20, 2026 meeting of the Board, the minutes of the May 29, 2026 special meeting of the Board, and the minutes of the June 4, 2026 special meeting of the Board.

5. 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 as listed at the end of the agenda.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement of staff members' tuition as listed at the end of the agenda.

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.

6. 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.

Registered for Public Comment:

1. Brad Myers

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2026 are 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>
5/15/2026	Public Library Fund	1,621,369.60	1,621,369.60		
5/14/2026	Real Estate Tax Settlement	1,366,006.58	781,487.39	584,519.19	Debt Service
Total		2,987,376.18	2,402,856.99	584,519.19	

8. INTERIM EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Celebrating Successes – The Interim Executive Director will highlight organizational successes:
 - Youth Works
 - Summer Challenge
 - Collections
 - Programming for America 250
 - CIID
 - Public Services

The Interim Executive Director will introduce the following new managers:

- Caitlin Wissler, Interim Deputy Executive Director
- Jeremy Gonzaga, Executive Services Manager
- Jennifer Russell, Accounting Manager

The Interim Executive Director will provide an update on the Climate and Culture Realignment Strategy.

- Staff Engagement
 - Anonymous Feedback Option

- Communication Plan

The Interim Executive Director will update the Board on Troy Miami County Public Library inquiry on the ILS consortium.

9. COLLECTIVE BARGAIN AGREEMENT – INFORMATION

The Board is to be made aware that the current one-year collective bargain agreement with the Dayton Metro Library Staff Association is set to expire June 30, 2026. The new collective bargain agreement will need to be approved at the next meeting of the Board on July 15, 2026, after the agreement has been ratified by DMLSA membership.

10. POLICY REVIEW - INFORMATION

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

The Board will determine if review of all policies will continue at this time, and select which policy to review next, if applicable.

11. RESOLUTION TO APPROVE EXECUTION OF CAPITAL PROJECT: DATA CENTER UPGRADE—ACTION

It is recommended that the Board approve the following Resolution:

WHEREAS, Library data center server technology is reaching end of useful life; and
WHEREAS, the Library seeks to ensure the security of data and records by improving safeguards while also maintaining performance of systems; and

WHEREAS, a competitive RFP process has been completed in order to determine the solution from The Redesign Group is the best option for the Library; and

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 Orders not to exceed \$493,843.23, be approved for the data center upgrade project.

12. NEW BUSINESS

13. AUGUST RETREAT – INFORMATION

The Board will discuss the agenda for the upcoming Board Retreat on August 8, 2026.

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING - INFORMATION

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

The next special meeting of the Dayton Metro Library Board of Trustees will be Saturday, August 8, 2026 at 9:30 a.m. in the Community Room of the Burkhardt Branch Library.

15. EXECUTIVE SESSION

If necessary, 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 the employment of public employees.

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

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:

Claudine Bennett, External Relations Manager, to attend “How to Develop a crisis Communication Plan,” sponsored by PRSA, held at DML Main Library, on June 8, 2026. It is further recommended that registration for Claudine Bennett in the amount of \$20.00 be reimbursed by the Board.

Jeremy Gonzaga, Executive Services Manager, to attend “Notary Education and Testing,” to be held virtually, on June 10, 2026. It is further recommended that registration for Jeremy Gonzaga in the amount of \$130.00 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, and Camyel Young, Outreach Services Assistant Manager, to each attend the “ABOS Annual Conference,” held in Columbus, Ohio, on October 12, 2026 through October 14, 2026. It is further recommended that registration for Camee Hart in the amount of \$1,258.95, and registration for Camyel Young in the amount of \$1,433.95, be reimbursed by the Board.

Camyel Young, Outreach Services Assistant Manager, to attend the “5th National JCLC,” sponsored by the Joint Conference of Librarians of Color, held in Spokane, Washington, on October 7, 2026 through October 11, 2026. It is further recommended that registration and travel expenses for Camyel Young in the amount of \$2,714.66 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Deven Cannon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 14, 2026 at the rate of \$19.93 per hour.

Angela Clouser, Library Aide, Northmont Branch Library, effective June 14, 2026 at the rate of \$12.50 per hour.

Jayden Crihfield, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 31, 2026 at the rate of \$19.00 per hour.

Irena Joseph, Community Impact Specialist, full-time, Grade 12, Community Impact and Innovation, Main Library, effective August 23, 2026 at the rate of \$28.82 per hour.

Ashlee Tabor, Student Success Assistant, Substitute, Grade SUB08, Youth Services, effective June 14, 2026 at the rate of \$15.66 per hour.

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

Marla Bremer, Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective May 13, 2026 for 11.14 hours of illness.

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, Main Library, effective August 13, 2026 for 120 hours for visit to home country.

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

Jeremy Gonzaga, Executive Services Manager, full-time, Grade S06, Executive Administration, from Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective May 31, 2026 at the rate of \$25.8447 per hour.

Danielle Oh, Information Services Librarian, full-time, Grade 11, West Carrollton Branch Library, from Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective June 14, 2026 at the rate of \$23.95 per hour.

Jennifer Russell, Accounting Manager, full-time, Grade S08, Finance, from Interim Accounting Manager, full-time, Grade S08, Finance, effective June 14, 2026 at the rate of \$32.4981 per hour.

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

Christina Alford, full-time, Grade 05, Patron Services Assistant, Patron Services, Main Library, effective May 23, 2026.

John Elison, full-time, Grade S07, Assistant Branch Library Manager, Northwest Branch Library, effective June 5, 2026.

Joey McKenzie, full-time, Grade 08, Information Services Assistant, West branch Library, effective June 12, 2026.

Lily Wissler, Student Success Assistant, Sub, Youth Services, effective May 21, 2026.

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

Mary Ellen Elvers, ½, Grade 11, Information Services Librarian, Burkhardt Branch Library, effective August 8, 2026, after more than 29 years of service.

Barbara White, 4/5-time, Grade 05, Patron Services Assistant, Patron Services, Main Library, effective August 31, 2026, after 32 years of service.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Martin Sluk, Student Success Liaison, Trotwood Branch Library, in order to attend Louisiana State University.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully 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 “Acquisitions and Management of Knowledge and Information” Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1506.75.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Online Searching” Indiana University-Indianapolis, 3.0 credit hours, at a cost of \$1506.75.

Martin Sluk, Student Success Liaison, Trotwood Branch Library, for the course “Understanding Research” Louisiana State University, 3.0 credit hours, at a cost of \$1,680.00 and the course “Management of Knowledge-based Assets” Louisiana State University, 3.0 credit hours, at a cost of \$1,680.00 for a total of \$3360.00.

E. GIFTS AND GRANTS

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

\$20.00 from Rob Hardy on June 1, 2026.
\$1,000.00 from Lois Bigler on June 4, 2026.
\$1,888.00 from Richard Smythe on June 4, 2026.

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

No new Grants have been received.

F. CONTRACTS AND AGREEMENTS

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

SoftwareOne NDA

A non-disclosure agreement with SoftwareOne, a Microsoft Licensing Solution Provider, to perform a free review and recommend solutions.

Navia Flexible Spending Arrangement Plan

The Interim Executive Director recommends approval of the amended Navia FSA (Flexible Spending Account) SPD plan for employer-provided health benefits. The new plan consolidates all necessary language and previous amendments into one comprehensive document. There are no other changes to the premiums or the services provided.

City of Dayton Event Parking Agreement

An agreement with the City of Dayton to provide additional parking for In-Service Day.