

DAYTON METRO LIBRARY
AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 15th, 2026, 4:00 p.m.

Board Room, 3rd Floor, Main Library

1. CALL TO ORDER

The Board President will call the meeting to order.

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

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board approve the minutes of the June 17th, 2026 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/conferences 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 PROCEDURES FOR PUBLIC COMMENT

- I. 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.
- II. Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intentions to comply with these rules and procedures.
- III. 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.
- IV. 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.
- V. 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.
- VI. 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.
- VII. Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- VIII. Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.

- IX. 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.

7. MONTHLY FINANCIAL REPORT – ACTION

The Monthly Financial Report for June 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>
6/19/2026	Public Library Fund	1,621,369.60	1,621,369.60		
6/19/2026	RE Tax Advance	621,461.64	433,263.44	188,198.20	Debt Service
6/26/2026	RE Tax Advance	172,029.26	120,983.13	51,046.13	Debt Service
Total		2,414,860.50	2,175,616.17	239,244.33	

8. HUNTINGTON BANKING SERVICES RESOLUTION – ACTION

It is recommended that the Board approve the Banking Services Resolution with Huntington Bank, as enclosed in the Board Packet.

9. CHASE BANK BANKING SERVICES RESOLUTION – ACTION

It is recommended that the Board approve the Banking Services Resolution with Chase Bank, as enclosed in the Board Packet.

10. FIFTH THIRD BANKING SERVICES RESOLUTION – ACTION

It is recommended that the Board approve the Banking Services Resolution with Fifth Third Bank, as enclosed in the Board Packet.

11. STAR OF OHIO BANKING SERVICES RESOLUTION – ACTION

It is recommended that the Board approve the Banking Services Resolution with Star of Ohio, as enclosed in the Board Packet.

12. INTERIM EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Dedication of The Center
- World Refugee Day

The Interim Executive Director will update the Board on the New Manager Training course.

The Interim Executive Director will update the Board on the Communication Plan.

The Interim Executive Director will update the Board on Cultural Realignment.

13. COLLECTIVE BARGAINING AGREEMENT – INFORMATION

The Interim Executive Director will update the Board on the progress of negotiations with the Dayton Metro Library Staff Association.

14. RESOLUTION TO AUTHORIZE THE STANDARD BONUS PAY FOR ALL CONFIDENTIAL STAFF FOR THE PAY PERIOD CONCLUDING JULY 25th, 2026 – ACTION

Whereas, Dayton Metro Library has an established precedent of providing bonus pay to Confidential Staff each year, and

Whereas, Dayton Metro Library Administration has communicated to the Dayton Metro Library Staff Association that this practice will continue in 2026, and

Whereas, the Collective Bargaining Agreement between the Board of Trustees of the Dayton Metro Library and the Dayton Metro Library Staff Association stipulates that bonus pay shall be awarded in the following manner:

1. Eight (8) hours pay will be granted annually, during the pay period that includes July 1st, to all full-time bargaining unit members.
2. Staff who have completed one year or more at the top of the pay range will receive eight (8) hours pay (prorated for part-time staff). This pay is in addition to the pay that all full-time staff receive.
3. In addition to the pay shown in the paragraphs above, eight (8) hours of pay will be granted annually to all full-time bargaining unit members, (prorated for part-time staff), during the pay period that includes July 1st.

Whereas, bonus pay to confidential staff has always been awarded in the same manner as described above, now

THEREFORE, BE IT RESOLVED, that in continuation of this precedent, the Board of Trustees of the Dayton Metro Library authorizes that bonuses be paid to all members of confidential staff, in the manner described above, for the pay period concluding July 25th, 2026.

15. RESOLUTION TO AUTHORIZE THE STANDARD BONUS PAY FOR ALL MANAGERIAL STAFF FOR THE PAY PERIOD CONCLUDING JULY 25TH, 2026 – ACTION

Whereas, Dayton Metro Library has an established precedent of providing bonus pay to Bargaining Unit and Confidential Staff each year, and

Whereas, Managers have traditionally been awarded in-kind bonuses for the same pay period, and

Whereas, Dayton Metro Library Administration has communicated to the Dayton Metro Library Staffing Association that this practice will continue in 2026, and

Whereas, the Collective Bargaining Agreement between the Board of Trustees of the Dayton Metro Library and the Dayton Metro Library Staff Association stipulates that bonus pay shall be awarded in the following manner:

1. Eight (8) hours pay will be granted annually, during the pay period that includes July 1st, to all full-time bargaining unit members.
2. Staff who have completed one year or more at the top of the pay range will receive eight (8) hours pay (prorated for part-time staff). This pay is in addition to the pay that all full-time staff receive.
3. In addition to the pay shown in the paragraphs above, eight (8) hours of pay will be granted annually to all full-time bargaining unit members, (prorated for part-time staff), during the pay period that includes July 1st.

Whereas, bonus pay to managerial staff has always been awarded in the same manner as described above, now

THEREFORE, BE IT RESOLVED, that in continuation of this precedent, the Board of Trustees of the Dayton Metro Library authorizes that bonuses be paid to all members of managerial staff, in the manner described above, for the pay period concluding July 25th, 2026.

16. POLICY REVIEW

As was discussed during the June 17th, 2026 Board of Trustees meeting, the Board will continue reviewing previously approved policies if they have been amended since they were last approved.

Trustees requested at previous meetings that “Policy AD 110-Security Officer Duties” be amended and renamed “Policy AD 110-Contract Security Policy,” to then be reviewed by the Board at this time.

Trustees requested at previous meetings that “Policy AD 112-Transitional Work” be amended, to then be reviewed by the Board at this time.

It is recommended that the Board review “Policy PS 322-Program Policy” in advance of the September 16th, 2026 meeting.

17. AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE – INFORMATION

The ad hoc Executive Director Search Committee will update the remainder of the Board on any progress made thus far.

18. BOARD RETREAT - INFORMATION

The Board President and/or Board Retreat Chairperson will solicit additional topics for discussion during the August 8th, 2026 Board Retreat, which will be held at 9:30 a.m. in the Community Room of the Burkhardt Branch Library.

19. UNFINISHED BUSINESS

Trustees have the opportunity to discuss pending action items, tabled topics, or issues left unresolved from previous sessions.

20. NEW BUSINESS

Trustees have the opportunity to share any potential new business for consideration by the Board.

21. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING – INFORMATION

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

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 16th, 2026 at 4:00 p.m. in the Community Room of the Northmont Branch Library.

22. 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.

23. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

a. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshops/conferences indicated below:

Jillian Brookshire, Human Resources Manager, to attend “Leadership Dayton,” sponsored by Dayton Area Chamber of Commerce, held in Dayton, Ohio, from September 13th, 2026 through June 2nd, 2027. It is further recommended that registration for Jillian Brookshire in the amount of \$3,800.00 be reimbursed by the Board.

Annie Calonico, Youth Experience Manager, to attend “ALSC National Institute,” sponsored by ALSC – Association for Library Service to Children, held in Buffalo, New York, from October 1st, 2026 through October 3rd, 2026. It is further recommended that registration and travel expenses for Annie Calonico in the amount of \$2,453.80 be reimbursed by the Board.

Ann Riegle Crichton, The Center for Community Impact and Innovation Manager, to attend “Breakfast Briefing,” sponsored by Dayton Area Chamber of Commerce, held at NCR Country Club, on July 10th, 2026. It is further recommended that registration for Ann Riegle Crichton in the amount of \$40.00 be reimbursed by the Board.

Ann Riegle Crichton, The Center for Community Impact and Innovation Manager, to attend “Dayton Chamber Business Summit,” sponsored by Dayton Area Chamber of Commerce, held at Sinclair College, on June 25th, 2026. It is further recommended that registration for Ann Riegle Crichton in the amount of \$50.00 be reimbursed by the Board.

Ann Riegle Crichton, The Center for Community Impact and Innovation Manager, to attend “Employers Workforce Coalition presentation,” sponsored by I-70/75 Development Association, held at Sinclair College, on July 17th, 2026. It is further recommended that registration for Ann Riegle Crichton in the amount of \$50.00 be reimbursed by the Board.

Stephen Ginochio, Information Services Assistant, to attend “Making Your Library Space Work for Everyone,” sponsored by Library Journal. It is further recommended that registration for Stephen Ginochio in the amount of \$256.00 be reimbursed by the Board.

Rachel Gut, Interim Executive Director, to attend “ULC Annual Leadership Forum,” sponsored by Urban Library Council, held at AC Hotel Las Vegas Syn, from September 30th, 2026 through October 2nd, 2026. It is further recommended that registration and travel expenses for Rachel Gut in the amount of \$2,677.89 be reimbursed by the Board.

Camille Hall, Community Impact Specialist-Small Business, to attend “Dayton Chamber Business Summit,” sponsored by Dayton Area Chamber of Commerce, held at Sinclair College, on June 25th, 2026. It is further recommended that

registration for Camille Hall in the amount of \$50.00 be reimbursed by the Board.

Katie McCoy, Staff Development Manager, to attend “2026 Accessible Ohio Conference and Expo,” sponsored by OOD, held in Columbus, Ohio, on August 13th, 2026. It is further recommended that travel expenses for Katie McCoy in the amount of \$111.07 be reimbursed by the Board.

Tabitha C. Perry, Senior Accounting Clerk, to attend “Impact 2026,” sponsored by Software Solutions, held at Columbus, Ohio, from October 28th, 2026 through October 30th, 2026. It is further recommended that registration and travel expenses for Tabitha C. Perry in the amount of \$1,618.69 be reimbursed by the Board.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, to attend “Tutorial: Spanish For Libraries,” sponsored by University of Wisconsin-Madison (The Information School), held Online & Self-paced. It is further recommended that registration for Darryn Reams in the amount of \$100.00 be reimbursed by the Board.

David Riley, Information Services Manager, to attend “Reference Services Crash Course,” sponsored by American Library Association, held remotely, from October 6th, 2026 through October 8th, 2026. It is further recommended that registration for David Riley in the amount of \$516.39 be reimbursed by the Board.

Jennifer Russell, Accounting Manager, to attend “Impact 2026,” sponsored by Software Solutions, held in Columbus, Ohio, from October 28th, 2026 through October 30th, 2026. It is further recommended that registration and travel expenses for Jennifer Russell in the amount of \$1,618.69 be reimbursed by the Board.

Kristie Wilson, Community Impact Specialist – Community Wellness, to attend “Breakfast Briefing,” sponsored by Dayton Area Chamber of Commerce, held at NCR Country Club, on July 10th, 2026. It is further recommended that registration for Kristie Wilson in the amount of \$40.00 be reimbursed by the Board.

Camyl Young, Outreach Services Assistant Manager, to attend “2026 Hybrid Outreach and Special Services,” sponsored by Ohio Library Council, held in Dublin, Ohio, on August 14th, 2026. It is further recommended that registration and travel expenses for Camyl Young in the amount of \$205.85 be reimbursed by the Board.

Kristie Wilson, Community Impact Specialist – Community Wellness; Mary Fenner, Information Services Assistant; Chelsea Yergens, Teen Services Librarian; Melissa Zimmerman, Huber Heights Assistant Branch Library Manager; Peter Kilkelly, Teen Services Librarian; Jackson Sawyer, Information Services Assistant; Sharon Taste, Northwest Branch Manager; LaToya Priest, Information Services Assistant; Migyeong Song, Miami Township Branch

Manager; Kristina Richey, Information Services Librarian; Steve Moser, Teen Services Librarian; Alyssa Childs, Children Services Librarian; Sandra George, Patron Services Assistant, to attend “ServSafe Person in Charge,” sponsored by ServSafe, held online. It is further recommended that registration for Kristie Wilson, Mary Fenner, Chelsea Yergens, Melissa Zimmerman, Peter Kilkelly, Jackson Sawyer, Sharon Taste, LaToya Priest, Migyeong Song, Kristina Richey, Steve Moser, Alyssa Childs, and Sandra George in the total amount of \$286.00 be reimbursed by the Board.

b. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Sarah Goodman, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective July 12th, 2026 at the rate of \$23.95 per hour.

Ashlee Kirby, Elementary Age Coordinator, full-time, Grade 12, Youth Services, Operations Center, effective June 14th, 2026 at the rate of \$28.82 per hour.

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

Cedric Watson, Information Services Assistant, full-time, Grade 08, Burkhardt Library, effective July 12th, 2026 at the rate of \$19.93 per hour.

It is recommended that the following Changes in Location be accepted:

Kristen Allen-Vogel, full-time, Grade 11, Information Services Librarian, Wilmington-Stroop Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective August 9th, 2026 at the rate of \$32.33 per hour.

Jared Baldwin, full-time, Grade 11, Information Services Librarian, Huber Heights Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective July 12th, 2026 at the rate of \$32.33 per hour.

Kathy Bolmida, 2/5, Grade 11, Information Services Librarian, Brookville Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective July 26th, 2026 at the rate of \$34.99 per hour.

Laura Durham, full-time, Grade 11, Information Services Librarian, Vandalia Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective July 12th, 2026 at the rate of \$38.86 per hour.

Candice Jeske, full-time, Grade 11, Information Services Librarian, Miamisburg Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective August 9th, 2026 at the rate of \$30.82 per hour.

Rotaugia Mathews, full-time, Grade 11, Information Services Librarian, West Branch Library from Information Services Librarian, Grade 11, Information Services, Main Library, effective July 26th, 2026 at the rate of \$35.77 per hour.

It is recommended that the following **Changes in Location & Title** be accepted:

Ariya Arnold, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective August 9th, 2026 at the rate of \$23.07 per hour.

Frances Crawford, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective August 9th, 2026 at the rate of \$19.93 per hour.

Garret Johnson, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective August 9th, 2026 at the rate of \$19.93 per hour.

Aaron Oates, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective July 26th, 2026 at the rate of \$19.93 per hour.

Ariel Parker, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective July 12th, 2026 at the rate of \$19.93 per hour.

Laurel Spangler, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective July 26th, 2026 at the rate of \$19.93 per hour.

Kendall Westmor, full-time, Grade 08, Information Services Assistant, Information Services, Main Library from Floating Information Services Assistant, Grade 08, Public Services, effective July 12th, 2026 at the rate of \$19.93 per hour.

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

Cassie Buckingham, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 31st, 2026 at the rate of \$22.10 per hour.

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

Cassie Buckingham, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Assistant (Interim), full-time, Grade CE4, Safety and Protective Services, effective June 28th, 2026 at the rate of \$22.10 per hour.

Howie Hope, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Patron Services Assistant, full-time, Grade 05,

Patron Services, Main Library, effective July 12th, 2026 at the rate of \$19.93 per hour.

Martin Sluk, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Student Success Liaison, full-time, Grade 09, Trotwood Branch Library, effective June 28th, 2026 at the rate of \$23.95 per hour.

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

Cathy Brenner, full-time, Grade CE4, Human Resources Assistant, Human Resources, Main Library, effective June 26th, 2026.

Ralph Davis, Jr., Library Aide, West Branch Library, effective June 13th, 2026.

Cactus Huang, Library Aide, Miami Township Branch Library, effective June 18th, 2026.

Tanela Hicks, full-time, Grade S08, Programming Manager, Youth Services, Operations Center, effective July 18th, 2026.

Ian Kinser, full-time, Grade 11, Teen Services Librarian, Miami Township Branch Library, effective June 27th, 2026.

Mary Ellen O'Donnell, Library Aide, Brookville Branch Library, effective June 26th, 2026.

Shawna Woodard, full-time, Grade 11, Information Services Librarian, Northwest Branch Library, effective July 9th, 2026.

c. **TUITION REIMBURSEMENT AGREEMENT**

No new tuition reimbursement agreements have been approved.

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 "Public Library Management" Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506.75. It is further recommended that tuition for Tracy Borders in the amount of \$979.39 be reimbursed by the Board.

Rebecca Elliott, Patron Services Assistant, Wilmington-Stroop Branch Library, for the courses "Archives and Manuscript Management" University of Kentucky, 3.0 credit hours, at a cost of \$2,278.50; and "Information in Society" University of Kentucky, 3.0 credit hours, at a cost of \$2,278.50. It is further recommended that tuition for Rebecca Elliott in the amount of \$2,962.05 be reimbursed by the Board.

Rebecca Elliott, Patron Services Assistant, Wilmington-Stroop Branch Library, for the courses “Knowledge Organization” University of Kentucky, 3.0 credit hours, at a cost of \$2,400; and “Public Libraries” University of Kentucky, 3.0 credit hours, at a cost of \$2,400. It is further recommended that tuition for Rebecca Elliott in the amount of \$3,120 be reimbursed by the Board.

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the courses “Family Engagement in Libraries” Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506; and “Youth Services” Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506. It is further recommended that tuition for Amanda Feuerstein in the amount of \$1,958.78 be reimbursed by the Board.

Ashley Jackson, Student Success Liaison, Vandalia Branch Library, for the courses “Acquisition and Management of Knowledge and Information” Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506.75; “Information Structures for the Web” Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506.75; and “Topics in Library and Information Science” Indiana University, Indianapolis, 3.0 credit hours, at a cost of \$1,506.75. It is further recommended that tuition for Ashley Jackson in the amount of \$2,938.16 be reimbursed by the Board.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the courses “Academic Library Management” Indiana University, 3.0 credit hours, at a cost of \$1,506.75; and “Education of Information Users” Indiana University, 3.0 credit hours, at a cost of \$1,506.75. It is further recommended that tuition for Danielle Oh in the amount of \$1,958.78 be reimbursed by the Board.

e. GIFTS AND GRANTS

No new gifts or grants have been received.

f. CONTRACTS AND AGREEMENTS

Omnia Contracts for Otis Elevator Company Service at DML

Omnia Contracts with Otis to perform elevator maintenance at the Main Library and Operations Center

Johnson Controls Omnia Contract

Annual contract with Johnson Controls to perform Fire Alarm and Sprinkler Inspections at the Main Library