DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

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

PRESIDING: David Williamson, President

INTERIM EXECUTIVE DIRECTOR: Rachel Gut

FISCAL OFFICER: Westly Davis

CALL TO ORDER

The President called the meeting to order at 4:03 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook was 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 were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. David Williamson declared that he would be abstaining from voting on the matter of Irena Joseph's employment in the Consent Agenda, as she is a personal friend. No other conflicts of interest were declared.

3. APPROVAL OF AGENDA

On a motion by President Williamson, seconded by Ms. Woodhull, the agenda was approved by the Board.

Ayes: All

Nays: None

Abstentions: None

4. APPROVAL OF MINUTES

On a motion by President Williamson, seconded by Mr. Thomas, the minutes of the Board meeting of May 20, 2026 were approved by the Board.

Ayes: All

Nays: None

Abstentions: None

On a motion by President Williamson, seconded by Ms. Cardona-Jones, the minutes of the special Board meeting of May 29, 2026 were approved by the Board.

Ayes: All

Nays: None

Abstentions: None

On a motion by President Williamson, seconded by Mr. Thomas, the minutes of the special Board meeting of June 4, 2026 were approved by the Board.

Ayes: All

Nays: None

Abstentions: None

5. CONSENT AGENDA

On a motion by President Williamson, seconded by Ms. Geers, the following items from the Consent Agenda were approved by the Board:

A. WORKSHOP HOURS

The Board authorized 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

The following personnel actions were approved by the Board:

APPOINTMENTS

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.

LEAVE WITHOUT PAY

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.

PROMOTIONS

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.

RESIGNATIONS

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.

RETIREMENTS

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

The Board approved 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

The Board approved 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

The following gifts and grants were approved by the Board:

GIFTS

$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.

GRANTS

The Library received no new Grants since the previous meeting of the Board of Trustees.

F. CONTRACTS AND AGREEMENTS

The following Contracts and Agreements were approved by the Board:

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.

Ayes: All

Nays: None

Abstentions: David Williamson, on the matter of Irena Joseph’s employment; voted aye on all other matters of the consent agenda

6. COMMENTS FROM THE GENERAL PUBLIC

Jared Baldwin

Spoke in his capacity as Vice-President of the Dayton Metro Library Staff Association, thanking the Board for their decision to recently change library leadership. Mr. Baldwin expressed hope that the union and administration could return to a cooperative relationship, but expressed concerns over recent decisions made by the administration. Mr. Baldwin stated that these decisions are leading to a worsening of morale, and a loss of institutional knowledge as staff choose to retire or resign.

Lori Rotterman

Spoke in her capacity as President of the Dayton Metro Library Staff Association. Ms. Rotterman acknowledged that the Board is not typically involved in the day-to-day operations of the library, but felt that the Board would benefit from discussion of a specific situation that had come up recently: the transfer of Information Services Librarians currently serving adult patrons at Main to branches, and replacing them at Main with the current Floating Information Services Assistants. Ms. Rotterman expressed concern over the loss of institutional knowledge at Main, and that the transfers would necessitate staff performing job duties that did not fall within their job descriptions or experience. She concluded by stating that she remained hopeful that the staffing change could be rethought, with staff and administration working together, but that the problems the library is facing would remain unchanged so long as the processes for making and communicating decisions remain unchanged.

Derrick Martin

Spoke in his capacity as a patron of the Library. Mr. Martin expressed his concerns over the planned change to staffing, and stated that the change would have a negative impact on patrons and that patrons would feel devalued, due to the loss in experience and relationships built between staff being transferred from Main and the patrons that frequent that location. He stated that moving staff felt like a penalty and asked that the administration pause this decision, and encouraged working with staff and patrons on future decisions.

7. MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 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					
Date	**Source**	**Amount**	**Use in Operations**	**Investment**	**Where**
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**	

On a motion by President Williamson, seconded by Mr. Thomas, the May 2026 Financial Report was approved by the Board.

Ayes: All

Nays: None

8. <u>INTERIM EXECUTIVE DIRECTOR'S REPORT</u>

The Interim Executive Director introduced Caitlin Wissler, the new Interim Deputy Executive Director, to the Board.

The Interim Executive Director introduced Jennifer Russell, the new Accounting Manager, to the Board.

The Interim Executive Director introduced Jeremy Gonzaga, the new Executive Services Manager, to the Board.

The Interim Executive Director discussed the upcoming implementation of an anonymous feedback option for staff. This has been a requested feature from staff, and will be reviewed by a group, not a single person. Answers to feedback will be communicated either through the staff newsletter or an all-staff email. This project is expected to be implemented by mid-August.

The Interim Executive Director discussed the formation of a taskforce to implement the Communication Plan that was developed based on feedback from staff and managers. The taskforce will consist of cabinet members, managers, and staff, and is anticipated to conclude the project by the end of 2026.

The Board asked if there was a policy in place for communicating with the Board on issues that were not emergencies; there is currently no such policy in place. It was determined that this would be a topic for the upcoming Board Retreat.

The Board asked for clarification on the upcoming transfer of staff from the Main Library to different branches. Interim Executive Director Gut explained the reasoning behind the decision, including the history of staffing shortages that led up to the decision, and the need for staff with specialized knowledge to be available to all locations. Interim Executive Director Gut also elaborated that the Floating Information Services Assistants that were to be transferred to Main held technological expertise that would be crucial for the future operations at Main.

The Interim Executive Director informed the Board that Troy Miami County Public Library indicated that they would like to remain a part of the ILS consortium; they had previously indicated that they would be leaving the ILS consortium.

The Interim Executive Director updated the Board on the progress of the Summer Reading Challenge, highlighting 5,013 registered participants, with 4,122 active participants.

The Interim Executive Director updated the Board on the Center for Impact and Innovation, highlighting 406 Pantry Partner visits at Main, Huber Heights, Miami Township, Miamisburg, Northwest, and West Branches; 19 volunteers provided 61 hours of service for this task.

The Interim Executive Director updated the Board on the Hometown Heroes project, highlighting the Northwest Storytime June event.

The Interim Executive Director updated the Board on the May Resource Fair, where there were 25 community participants that provided information and resources to 187 patrons.

The Interim Executive Director informed the Board of the success of the Pride Parade, where 207 attendees visited the DML booth.

The Interim Executive Director informed the Board of the currently ongoing Youth Works program, where two students have begun an 8-weeks summer internship at the Library.

The Interim Executive Director reminded the Board of the upcoming dedication to The Center on June 24, 2026.

The Interim Executive Director informed the Board of recent acquisitions to the Library's collections, including numerous sets of binoculars, four telescopes, and three radon detectors.

The Interim Executive Director informed the Board of a $20,000 donation from the Patel Family for an Indian Heritage collection of materials. Materials have been ordered and are currently in transit.

The Interim Executive Director updated the Board on several Branch successes including:

Huber Heights had the most walk-in room reservations

Burkhardt had 85 participants in their Learning Tree Farms program

Miami Township has recorded the most one-on-one interactions between staff and patrons, at 606

Brookeville and New Lebanon have collaborated to combine their event calendars

Vandalia has the highest staff participation in Library committees and system-wide events, being involved in 13 different committees and 5 different events

Kettering-Moraine and Wilmington-Stroop are collaborating together and with the city of Kettering on the Kettering Celebrates America 250 Passport Program

Outreach Services has delivered over 1800 ticketed read items at 8 different locations

Public Services Staff have contributed to 21 out of 22 focus areas and objections of the strategic plan

9. COLLECTIVE BARGAIN AGREEMENT

The Board was informed that the current one-year collective bargain agreement with the Dayton Metro Library Staff Association is set to expire June 30, 2026. It was further clarified that the agreement would continue as-written until a new agreement could be reached, as per the terms of the agreement.

10. POLICY REVIEW

The Board determined that the ongoing review of policies was to be modified, to include only policies that had been amended. The Board further asked that policies "AD 110-Security Officer Duties" and "AD 112-Transitional Work" be returned to for discussion at the next meeting of the Board on July 15, 2026.

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

On a motion by President Williamson, seconded by Ms. Geers, the Board approved 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.
>
> Ayes: All
> Nays: None
> Abstentions: None

12. NEW BUSINESS

David Williamson announced the formation of an Ad hoc committee to search for a new Executive Director, to be led by Nolan Thomas and include Sara Woodhull and Kelly Geers.

13. AUGUST RETREAT

The Board determined that Myla Cardona-Jones would be the chair for the upcoming Board Retreat.

The Board discussed the following potential topics for the upcoming Board Retreat:

1. Formatting and procedures for Board Agendas
2. Review and revision of the DML Bylaws
3. Finances and budget
4. Capital Development
5. Informational presentation on library buildings
6. Board efficiency and methods of operation and communication

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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 ensuing 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 at the Burkhardt Branch.

15. EXECUTIVE SESSION

The Board determined that Executive Session was not necessary at this time.

16. ADJOURNMENT

On a motion by President Williamson, seconded by Ms. Woodhull, the Board adjourned at 5:35 p.m.

Ayes: All

Nays: None

Abstentions: None