DAYTON METRO LIBRARY

AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, August 8, 2026, 9:30 a.m.

Burkhardt Branch Library Community Room

The times listed on this agenda are approximate and provided for planning purposes only. The Board may adjust the amount of time allocated to individual agenda items as necessary to facilitate the efficient conduct of its meeting.

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 July 15, 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 REIMBURESEMENT 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. <u>DEVELOPMENT OF CAPITAL</u> – INFORMATION (40 MINUTES) [9:35 a.m.-10:15 a.m.]

External Relations and Development Director Debi Chess will provide a presentation to the Board on the development of capital. The Board will then discuss development of capital in regards to the Library.

8. <u>GOVERNANCE</u> – INFORMATION (1.25 HOURS) [10:15 a.m.-11:30 a.m.]

The Board will receive a presentation on governance and best practices for a Board of Trustees. The Board will then discuss what practices should be incorporated into Dayton Metro Library's procedures.

<u>LUNCH</u> (30 MINUTES) [11:30 a.m.-12:00 p.m.]

The Board will briefly adjourn for lunch. At the Board's discretion, they may elect to make this a working lunch and continue with the meeting.

9. <u>LIBRARY BUILDING PRESENTATION</u> – INFORMATION (15 MINUTES) [12:00 p.m.-12:15 p.m.]

Facilities Director Phillip Dunlevy will provide a presentation to the Board on current and upcoming projects, as well as an overview of Siemens Origin and how it will help the Library plan for the future.

10. <u>AMENDED AND RESTATED CONSTITUTION AND BYLAWS</u> (45 MINUTES) [12:15 p.m. – 1:00 p.m.]

The Board will discuss the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library. The Board will consider revising, recreating, or affirming the current iteration of the Constitution and Bylaws.

11. ORGANIZATIONAL ARCHITECTURE – ACTION (30 MINUTES) [1:00 p.m.-1:30 p.m.]

The Search Committee will present Organizational Architecture as a candidate to conduct the search for the next Dayton Metro Library Executive Director. Representatives from Organizational Architecture will present their proposed search process to the Board. Following the presentation, the Board will provide feedback on the proposed process and then vote on whether to accept the proposal or not.

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS – INFORMATION

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

13. 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:

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to attend "Read the Room: Next Level Customer Service," sponsored by SWON, held in Wilmington-Stroop, Ohio, on August 11, 2026. It is further recommended that registration for Nathan Forsha in the amount of $25.00 be reimbursed by the Board.

Bradley Kuykendall, Main Library Manager, to attend "HR 201 Hybrid Workshop," sponsored by Ohio Library Council, held in Dublin, Ohio and online, on August 4, 2026. It is further recommended that registration and travel expenses for Bradley Kuykendall in the amount of $205.85 be reimbursed by the Board.

b. PERSONNEL ACTIONS

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

Emilee Barnett, Performance & Development Specialist, full-time, Grade CE6, Human Resources, Operations Center, effective July 26, 2026 at the rate of $24.95 per hour.

Devin Davidson, Library Aide, Huber Heights Branch Library, effective July 26, 2026 at the rate of $12.50 per hour.

Deloni Denham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 12, 2026 at the rate of $19.00 per hour.

Delia Hallett, Student Success Assistant, Sub, Grade SUB08, Youth Services, effective July 26, 2026 at the rate of $15.66 per hour.

Sheena Johnson, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective August 9, 2026 at the rate of $28.5572 per hour.

Sarah Teboe, 4/5-time, Grade 05, Patron Services Assistant, Patron Services, Main Library, effective August 9, 2026 at the rate of $17.25 per hour.

Theo Brown-Tuyishimire, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 26, 2026 at the rate of $19.00 per hour.

Cedric Watkins, Information Services Assistant, full-time, Grade 08, Burkhardt Library, effective July 12, 2026 at the rate of $19.93 per hour. *The initial* *personnel action-which was approved during the July 15, 2026 meeting-included a scrivener's error, which listed the name incorrectly as "Cedric Watson."*

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

Amy Burger, Major Gifts Manager, full-time, Grade S08, External Relations, Main Library, effective June 29, 2026 through July 1, 2026 for 24 hours for personal reasons.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Patron Services, Electra C. Doren Branch Library, effective July 9, 2026 for 2.15 hours for personal reasons.

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

Derrick Ferguson, full-time, Grade CE2, Safety and Protective Services Officer, Safety and Protective Services, effective July 20, 2026.

Camille Hall, Community Impact Specialist, full-time, Grade 12, Community Impact and Innovation, effective August 8, 2026.

Bev Kaiser, full-time, Grade 09, Student Success Liaison, Southeast Branch Library, effective August 1, 2026.

Jules Williams, full-time, Grade 08, Information Services Assistant, Youth Services, Main Library, effective July 25, 2026.

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

Sharon Hutton, Library Aide, Miamisburg Branch Library, effective June 30, 2026 after nearly 12 years of service.

c. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Lauren M. McIntosh, Information Services Assistant, Wilmington-Stroop Branch Library, in order to attend Indiana University-Indianapolis.

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:

Lauren M. McIntosh, Information Services Assistant, Wilmington-Stroop Branch Library, for the courses "Methods Information Profession," Indiana University-Indianapolis, 3.0 credit hours, at a cost of $1,536.75; "Information Resources and Services," Indiana University-Indianapolis, 3.0 credit hours, at a cost of $1,536.75; "Acquisition and Management of Knowledge and Information," Indiana University-Indianapolis, 3.0 credit hours, at a cost of $1,536.75;

"Evaluating Sources and Services," Indiana University-Indianapolis, 3.0 credit hours, at a cost of $1,536.75; "Tools and Technologies for the Information Professions," Indiana University-Indianapolis, 3.0 credit hours, at a cost of $1,536.75; and Student Services Fees at a cost of $621.92, for a total of $8,305.67.

e. <u>GIFTS AND GRANTS</u>

It is recommended that the following **<u>Gifts</u>** be accepted:

No new gifts have been received since the July 15, 2026 meeting of the Board.

It is recommended that the following **<u>Grants</u>** be accepted:

No new grants have been received since the July 15, 2026 meeting of the Board.

f. <u>CONTRACTS AND AGREEMENTS</u>

University of Dayton – Federal Work Study Program Agreement

An agreement with the University of Dayton to arrange for university students to work at DML.

MGZ Lawn and Grounds Care Terms

Blanket terms to cover all non-contract landscaping repairs performed by MGZ through 2027.