

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2022, 4:00 p.m.

1. 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.

2. APPROVAL OF AGENDA - ACTION

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

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the December 15, 2021 meeting of the Board.

4. 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 between the Board and Hannah Imes, Information Services Assistant, Information Services, Main Library, in order to attend the Kent State University, School of Library and Information Science.

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:

Molly Benson, Acquisitions Manger, Collection Development, Operations Center, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Hannah Imes, Information Services Assistant, Information Services, Main Library, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Collection Management in Libraries”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Materials for Youth”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the course “Youth Services”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, for a total of \$3,239.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Acquisitions and Management of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,642.12, and the course “Marketing for Libraries” Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,642.12 for a total of \$3,284.24.

E. 2022 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Portland, OR from March 23-25, 2022. It is recommended the Board authorize reimbursement in an amount up to \$330.00 for registration, \$500.00 for airfare, \$780.00 for lodging, \$45.00 for ground transportation, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,325.00 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$500.00 for airfare, \$780.00 for lodging costs, \$45.00 for ground transportation, and \$120.00 for meals; and a maximum per person reimbursement of \$330.00 for registration costs. It is further recommended that \$5,325.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

5. COMMENTS FROM THE GENERAL PUBLIC

RULES AND PROCEDURE FOR PUBLIC COMMENT

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) 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.

- 3) 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.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) 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.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) 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.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for December 2021 is included in the Board packet.

The Executive Director approved the following investments:

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>
12/15/2021	PLF	\$1,598,155.28	\$1,598,155.28	-	
12/15/2021	Personal Property Tax	\$237.64	\$132.03	\$105.61	Debt Service
	Total	\$1,598,	\$1,598,287.31	\$105.61	

7. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

8. TUITION REIMBURSEMENT - ACTION

Prior to 2019 the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018 the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommends Board authorization to continue the 75% reimbursement policy for 2022.

9. EXECUTIVE DIRECTOR'S REPORT – DISCUSSION

10. APPROVAL OF MOU WITH GOODWILL EASTER SEALS OF THE MIAMI VALLEY- ACTION

In September 2021, Jennifer Bonifas from Goodwill Easter Seals presented the Board with a grant funded partnership opportunity, a pilot program that will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor at both locations for four hours per week.

The Executive Director recommends approval of the memorandum of understanding with Goodwill Easter Seals to establish this pilot program.

11. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 16, 2022 at 4:00 p.m. in the Community Room at the Main Library.

14. EXECUTIVE SESSION

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 employment of a public employee.

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

15. 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:

William McIntire, Branch Library Manager, Vandalia Branch Library, to participate in “Core Forum Webinar Series on Leadership” being sponsored by ALA on December 1, 2021 through February 1, 2022. It is further recommended that registration in the amount of \$149.31 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff” online class being sponsored by ALA on January 24, 2022 through March 6, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Etanna Adams, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective January 2, 2022 at the rate of \$11.69 per hour.

Aleshi Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$17.54 per hour.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 2, 2022 at the rate of \$15.84 per hour.

It is recommended that the following **Change in Hours, Change in Location** be accepted:

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, from Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$17.54 per hour.

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

Dorri Hegyi, Interim Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Assistant Branch Library Manager, full-time, Grade 07, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$29.7135 per hour.

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

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 12, 2022 for 2.88 hours for personal reasons.

It is recommended that the following **Promotion, Change in Location** be accepted:

Cynthia Woodruff, Homework Help Manager, full-time, Grade S07, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 30, 2022 at the rate of \$24.6476 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Ann Riegle Crichton, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective December 19, 2021 at the rate of \$18.87 per hour.

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective December 19, 2021 at the rate of \$13.52 per hour (Revised Date).

Patrick Lemley, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective December 5, 2021 at the rate of \$11.89 per hour.

Alexandra Nagy, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective January 2, 2022 at the rate of \$18.65 per hour.

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

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 4, 2022 (Revised Date).

Alexandra Nagy, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective January 1, 2022.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective January 19, 2022.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 2, 2022.

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

Teresa Dues, Senior Patron Services Assistant, full-time, Grade 06, Miami Township Library, effective January 31, 2022 after 36 years of service.