

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 16, 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 January 26, 2022 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 Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, in order to attend the Kent State University, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Karlos Marshall, Equity, Diversity, and Inclusion Director, Executive Administration, Main Library, in order to attend the University of Dayton, School of Educational & Health Sciences.

**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:

Amber Cristofaro, Information Services Assistant, Miamisburg Branch 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 “Marketing the Library” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Theory and Methods of Archival Acquisition, Selection and Appraisal”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Leadership in Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies II: Internet Fundamentals” Kent State University, 3.0 credit hours, at a cost of \$737.00 for a total of \$7,370.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for the course “Rare Books and Special Collections” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies I: Data Fundamentals” Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$5,159.00.

Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, for the course “Advocacy in and through Organizations” University of Dayton, 3.0 credit hours, at a cost of \$4,185.00, and the course “Finance” University of Dayton, 2.0 credit hours, at a cost of \$2,790.00 for a total of \$6,925.00.

**E. NORTHMONT DP&L EASEMENT AGREEMENT**

It is recommended that the Board approve the request from Dayton Power and Light for a 10 foot right of way and easement for the new Northmont property. The proposed easement would not impact the library’s use of the property.

**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 January 2022 is included in the Board packet.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/14/2022	PLF	\$1,609,735.86	\$1,609,735.86	-	
1/28/2022	RE Tax Advance	\$160,336.61	\$160,336.61	-	
1/31/2021	RE Tax Advance	\$148,420.76	-	\$148,420.76	Debt Service
<b>Total</b>		<b>\$1,918,493.23</b>	<b>\$1,770,072.47</b>	<b>\$148,420.76</b>	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Cultural Programming, Black History Month – Karlos Marshall, EDI Director
- Diversifying Collections – Holly Richards, Collection Development Director
- Pending Legislation regarding Board meetings of Public Bodies (HB51)

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. HUBER HEIGHTS BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE - ACTION

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Huber Heights Branch. Five (5) bids were received by the bid due date January 27, 2022.

<u>Bidder</u>	<u>Amount</u>
RL Fender Construction Co., Inc. Dayton, OH	\$11,233,711
Alpha Construction Inc. Harrison, OH	\$9,326,000
AKA Construction Brookville, OH	\$9,622,880
RW Setterlin Building Company Columbus, OH	\$9,755,000
Staffco Construction Fairborn, OH	\$9,237,000

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project manager, Danny Forterner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Staffco Construction submitted the lowest responsive and responsible bid.

It is recommended that the Board approve Staffco Construction for the single prime general contractor contract for the Huber Heights Branch for the amount of \$9,237,000. Additionally, it is recommended that the Board approve the addition of Alternates 2, 3, 5, and 6 totaling \$78,500. The Executive Director recommends approval of the single prime general contractor and the alternates mentioned above be awarded to Staffco Construction for a grand total amount not to exceed \$9,315,500. Approval of the recommended low bid for Huber Heights is contingent following the public hearing and City Council approval.

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

12. 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.

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:

Camee Hart, Outreach Services Manager, Outreach Services, Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, and Caitlin Wissler, Staff Development Manager, Human Resources, Operations Center, to participate in “Building an Anti-Racist Library Culture” webinar series being sponsored by Library Journal on February 15, 2022 through March 1, 2022. It is further recommended that registration in the amount of \$208.25 each be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Dayton Chamber Breakfast Briefing” being held at the NCR Country Club on February 11, 2022. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Executive Women’s Council and Government Affairs Update” being held at the Marriott at UD on March 1, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beverly Barnes, Information Services Librarian, Information Services, Main Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$130.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in “Serving you Immigrant Population” webinar being sponsored by NEO-RLS on June 8, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Melissa Godsey, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective January 30, 2022 at the rate of \$18.11 per hour.

Caitlin Jones, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

Pamela Lipson, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective January 30, 2022 at the rate of \$13.52 per hour.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

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

James Balsamo, Construction Owner's Representative, full-time, Grade S07, Construction Management, Operations Center, effective February 6, 2022 for 80 hours for vacation.

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective February 10, 2022 for 140.5 hours for vacation.

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

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective January 30, 2022 at the rate of \$27.8202 per hour.

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

David Jewell, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective February 12, 2022.