

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 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 March 16, 2022 meeting of the Board.

4. 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.

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/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.

6. 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.

7. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Report for March 2021 will be reviewed by the Fiscal Officer

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>
3/15/2022	PLF	1,355,566.99	355,566.99	1,000,000.00	Star Ohio
3/4/2022	RE Tax Advance	2,815,978.01	11,110.47	1,500,000.00	Star Ohio
				1,304,867.54	Debt Service
Total		4,171,545.00	366,677.46	3,804,867.54	

8. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Pizza with the Police
- Welcome new staff
- Holly Richards – Collection Development Director
 - Equity, Diversity and Inclusion
 - Innovation
- Gabriela Pickett – Newest American Specialist

9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. CORRESPONDENCE

11. RESOLUTION HONORING DR. MARGARET E PETERS – ACTION

The Executive Director recommends approval of the following resolution:

WHEREAS, Dr. Margaret E. Peters' lifelong work was grounded in African-American history and her publications included *The Ebony Book of Black Achievement* and *Dayton's African American Heritage*; and

WHEREAS, Dr. Peters, as an educator with the Dayton Public Schools, Central State University and Sinclair Community College created curriculum for the study of African-American history, still used to this day; and

WHEREAS, Dr. Peters has served as President and President Emerita of the Paul Laurence Dunbar Branch of the Association for the Studies of African-American Life and History, promoting the study of African-American history throughout the Dayton region; and

WHEREAS, Dr. Peters excellence in teaching and scholarship has been honored by awards from the National Council of Negro Women, the University of Dayton, the National Education Association, the Southern Christian Leadership Conference; her induction into the Dayton Walk of Fame; culminating in her honorary Doctor of Humane Letters degree by Wright State University, indicate her extraordinary influence on the research, teaching and writing about Black History; and

WHEREAS, Dr. Peters, because of her constructive activism in the movements for peace and for civil rights for all people." was named a "Peace Hero" by the Dayton Peace Museum; and

FURTHER, that Dr. Peters, a legendary figure in Dayton for her extraordinary influence in the study of Dayton’s African American history, following her passing in April 1, 2022, has ensured the continuance of the study of Black History in Dayton by the donation of her papers to the Special Collections of the Dayton Metro Library.

Therefore, be it resolved on this 20th day of April 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges the memory and accomplishments of Dr. Margaret E. Peters, for her lasting contributions to the study of Dayton’s African American history.

12. SALE OF FORMER WESTWOOD BRANCH LIBRARY – ACTION

On March 15, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, to Lewis B. Robinson for the price of \$95,000.

The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$95,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

13. NEW BUSINESS

- Finance Committee Proposal

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 18, 2022 at 4:00 p.m. in the Community Room at the Main Library.

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:

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Miriam J. Adams, Children Services Librarian, West Branch Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Nawal Hijazi, Information Services Assistant, West Carrollton Branch Library, to participate in “Summer Storytime Starters” webinar being sponsored by SWON on April 5, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Teresa Adkins, Patron Services Assistant, Vandalia Branch Library, Angela Jones, Assistant Branch Library Manager, Vandalia Branch Library, Melinda Pigg, Patron Services Assistant, New Lebanon Branch Library, and Alexis Whitney, Information Services Assistant, Brookville Branch Library to participate in the “Growing a Seed Library” webinar sponsored by SWON on March 18, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Margaret Steward, Assistant Branch Library Manager, Huber Heights Branch Library and Jason Long, Assistant Branch Library Manager, Northmont Branch Library to attend “Library Management & Leadership Conference” being held in Mason, Ohio on May 20, 2022. It is further recommended that registration in the amount of \$135.00 each be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services Department to participate in the “Services to Families Experiencing Homelessness” webinar sponsored by UW – Madison on April 6, 2022 through April 13, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources Department to participate in the “Re-Engaging Your Patrons and Community Post-Pandemic” webinar sponsored by ALA on April 12, 2022. It is further recommended that registration in the amount of \$115.34 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services Department and Karlos L. Marshal, Equity, Diversity and Inclusion Director, to attend “ALA Annual Conference” being held in Washington, DC on June 23, 2022 through June 28, 2022. It is further recommended that registration in the amount of \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed 960.00 each and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$65.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$45.00,

ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Introduction to AV Preservation” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Introduction to Metadata” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Arrangement and Description of Archival Collections” webinar sponsored by Library Juice Academy on May 2, 2022 through May 29, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to attend “ALA Annual: The Digital Experience” webinar sponsored by ALA on June 23, 2022 through August 31, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the board.

Ben Steingass, Information Services Assistant, New Lebanon Branch Library, to attend the “Understanding Fair Use During the Pandemic” webinar sponsored by ALA on April 13, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the board.

B. PERSONNEL ACTIONS

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

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources Department, Main Library, effective March 27, 2022 at the rate of \$69.71 per hour.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective April 10, 2022 at the rate of \$23.79 per hour.

Terri Shouse, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 27, 2022 at the rate of \$18.11 per hour.

Kaelyn Townsend, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$15.18 per hour.

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance Department, Main Library, effective March 27, 2022 at the rate of \$15.18 per hour.

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

Anne Jansen, Senior Patron Services Assistant, full-time, Grade 06, Miami Twp. Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Twp. Branch Library, effective April 10, 2022 at the rate of \$23.32 per hour.

LaToya Priest, Information Services Assistant, full-time, Grade 08, West Branch Library, from Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$18.12 per hour.

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

Holly Litfin, Children Services Librarian, full-time, Youth Services, Grade 11, Main Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective May 8, 2022 at the rate of \$21.07 per hour.

Gilbert Rutledge, Executive Assistant, full-time, Executive Administration, CE6, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 24, 2022 at the rate of \$21.53 per hour.

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

Aleshia Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective March 3, 2022 for 3.32 hours for illness.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective April 12, 2022 for 56 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 28, 2022 for 28.28 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective March 14, 2022 for 39.6 hours for personal reasons.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective March 23, 2022 for .18 hours for illness.

Ann Riegle-Crichton, Workforce Development Manager, full-time, Information Services Department, Main Library, effective June 9, 2022 for 40 hours for vacation.

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

Ashley Orr, Executive Assistant, full-time, Grade CE6, Administration, Main Library, effective March 25, 2022.