

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 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 April 20, 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

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 Cristafaro, Information Services Assistant, Miamisburg Branch Library, for the course "The Public Library", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Information Literacy for Youth," Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Holly Litfin, Children Services Librarian, Main Youth Services, for the course, “Public Library Management”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,721.40.

Karlos Marshall, Equity, Diversity and Inclusion Director, Executive Administration, for the course “Law and Public Policy”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Dissertation in Practice”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Ed. D. Immersion”, University of Dayton, 2.0 credit hours, no charge, for a total of \$5,580.00.

Camyl Young, Senior Acquisitions Clerk, Collection Development, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.

#### E. AMERICAN LIBRARY ASSOCIATION

The 2022 ALA Annual Conference will be held at the Walter E. Washington Convention Center in Washington, D.C., from June 23 until June 28, 2022. It is recommended that the Board authorize payment of the registration fee of \$380.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$6,165.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$6,165.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

#### 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 April 2022 will be reviewed by the Fiscal Officer.

The following investments were approved:

<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>
4/15/2022	PLF	\$1,322,708.13	\$572,708.13	\$750,000	Star Ohio
4/14/2022	RE Tax Advance	\$1,581,968.13	\$851,509.81	\$730,458.32	Debt Service
<b>Total</b>		<b>\$2,904,676.26</b>	<b>\$1,424,217.94</b>	<b>\$1,480,458.32</b>	

7. **CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK**

*It is recommended that the Board approve the following banking resolution:*

*The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.*

*Nolan Thomas, Board President  
 Jeffrey Trzeciak, Executive Director  
 Christina Sanders, Fiscal Officer & Treasurer*

8. REVISION OF INVESTMENT POLICY RESOLUTION- ACTION

The Executive Director and Fiscal Officer recommend approval of the following resolution concerning a revision to the Investment Policy:

The current Investment Policy was approved by the Board of Trustees on December 17, 2003. The policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. The revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. The Fiscal Officer recommends approval of the proposed Investment Policy.

9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Appointment of Board Liaison to Library Foundation per MOU
- Leverage Partnerships- Camee Hart
- Update on Volunteers Program- Amanda Arrington
- Staff Introductions: Yoonmee Hampson, Camille Hall, Sarah Engel

11. FEE FORGIVENESS RESOLUTION- ACTION

The Executive Director recommends the approval of the following Resolution:

In order to reduce barriers to the collection as a result of longstanding fees, staff shall be authorized to waive fees on an individual basis for all charges which are more than 5 years old.

12. NOMINATING COMMITTEE- ACTION

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. Each term shall be one year in length. Following the departure of Ms. Elaine Johnson, this position must be filled, with a term running through December 31, 2022.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 15, 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Annual Conference” being held in Washington, D.C. from June 24, 2022 to June 28, 2022. It is further recommended that registration in amount not to exceed \$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.

Rachael Bussert, Local History Librarian, Special Collections, to attend “American Community Web Symposium” being held in Washington, D.C. on June 21, 2022. It is further recommended that airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$320.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, to attend “Association of Fundraising Professionals Lunch and Learn Workshops” being held at various locations on April 20, 2022 and May 24, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Creating Anti-Racist Storytimes” webinar sponsored by ALA on June 8, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Paula Fickel, Information Services Assistant, New Lebanon Branch Library, and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, to participate in the “Take and Make: Virtual Craft Programs for Teens & Adults” webinar sponsored by SWON on May 4, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Joan Gagan, Children Services Librarian, Northmont Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “How to be an Inclusive Leader” webinar sponsored by ALA on demand. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend the “NPELRA ATC” convention being held in Austin, Texas from June 26, 2022 to June 29, 2022. It is further recommended that registration in an amount not to exceed \$799.00, airfare in an amount not to exceed \$900.00, ground transportation in an amount not to exceed \$140.00, lodging in an amount not to exceed \$1,340.00, and meals in an amount not to exceed \$360.00 be reimbursed by the Board.

Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Inspired to Bloom: OVGTSL 2022” webinar sponsored

by OVGTSL from May 12, 2022 to May 13, 2022. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, to participate in the “A Joyous Way to Learn with Jim Gill” webinar sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, Dave Hicks, Branch Library Manager, Miamisburg Branch Library, Claudine Bennett, External Relations Manager, External Relations, and Lisa Salyers, Public Services Director, Public Services, to participate in the “Equity in Action: Solidarity in Social Justice” webinar sponsored by Library Journal on April 26, 2022. It is further recommended that registration in the amount of \$172.13 each be reimbursed by the Board.

Remy Muneza, Accountant, Finance, and Jennifer Russell, Senior Accounting Clerk, Finance, to participate in the “Right Click 2.0: Cybersecurity and TechCred” webinar sponsored by OLC on May 2, 2022. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Information Services, to participate in the “Providing Immigration Help with Community Partnerships” webinar sponsored by PLA on May 4, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to participate in the “Ohio Sunshine Laws” webinar sponsored by NEO on May 10, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, and Rachel Gut, Deputy Executive Director, Executive Administration, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

## B. PERSONNEL ACTIONS

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

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, Main Library, effective May 8, 2022 at the rate of \$22.64 per hour.

Yoonmee Hampson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective May 8, 2022 at the rate of \$31.2500 per hour.

Kendall Westmoor, Information Services Assistant, substitute, Grade Sub 08, Youth Services, Operations Center, effective April 24, 2022 at the rate of \$13.52 per hour.

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

Erin Winchester, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 24, 2022 at the rate of \$17.54 per hour.

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

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19, 2022 for 24 hours for vacation.

Michelle Lehmkuhle, Library Aide, Northwest Branch Library, for the period beginning April 18, 2022 and ending May 16, 2022 for personal reasons.

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

William Stolz, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, from Assistant Library Branch Manager, full-time, Grade S07, Southeast Branch Library, effective May 8, 2022 at the rate of \$31.9923 per hour.

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

Margaret Castillo, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Senior Patrons Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective June 5, 2022 at the rate of \$17.65 per hour.

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

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective May 8, 2022 at the rate of \$17.54 per hour.

It is recommended that the following **Return to Appointed Position** be accepted:

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manger, full-time, Trotwood Branch Library, effective May 8, 2022 at the rate of \$28.8481 per hour.

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

Danni Grotlla, Information Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 8, 2022 at the rate of \$13.57 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective May 8, 2022 at the rate of \$13.52 per hour.

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

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective May 7, 2022.

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, effective April 11, 2022.

Danni Grotta, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective April 30, 2022.

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective June 3, 2022.

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

Mark Roma, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, effective April 27, 2022.