

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2022, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Judge Michael Merz.

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

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 18, 2022 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/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 Mikayla Burr, Patron Services Assistant, Burkhardt Branch 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:

Mikayla Burr, Patron Services Assistant, Burkhardt Branch Library, for the course "Information Organization", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course "People iL Information Ecology", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Hannah Imes, Information Services Assistant, Information Services, for the course "Research and Assessment in Library and Info. Science", Kent State University, 3.0 credit hours, at a cost of \$2,280.27 and the course "Preservation and Conservation of Heritage Materials", Kent State University, 3.0 credit hours, at a cost of \$2,280.27, for a total of \$4,560.54.

#### E. 2022 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Toledo, Ohio from September 28-30, 2022. It is recommended that the Board authorize reimbursement in an amount up to \$195.00 for registration, \$174.33 for mileage, \$66.00 for parking, \$460.00 for lodging, and \$180.00 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, \$3,225.99 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 \$174.33 for mileage, \$66.00 for parking, \$460.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$195.00 for registration costs. It is further recommended that \$3,225.99 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

#### 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 Reports for May 2022 are included in the Board packet.

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>
5/13/2022	PLF	2,328,182.11	2,328,182.11		
5/20/2022	RE Tax Advance	1,303,683.22	679,301.40	624,381.82	Debt Service
<b>Total</b>		<b>3,631,865.33</b>	<b>3,007,483.51</b>	<b>624,381.82</b>	

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones
- Workforce Participation

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Newest American Specialist- Gabriela Pickett

- Cards Without Addresses- Allison Dugan
- Levy Educational Update- Jayne Klose
- New Dashboards- Jayne Klose

10. SALE OF FORMER MADDEN HILLS BRANCH LIBRARY – ACTION

On June 10, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 2542 Germantown St., Dayton, OH, formerly the Madden Hills Branch Library, to Lewis B. Robinson for the price of \$110,000.

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 2542 Germantown St., Dayton, OH, formerly the Madden Hills Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$110,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

11. CORRESPONDENCE- INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. David P. Williamson to the Board of Trustees of the Dayton Metro Library to fulfill an unexpired term effective June 15, 2022 until May 31, 2026.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 20, 2022 at 4:00 p.m. in the Community Room at the Main Library.

14. 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:

Elesa Davis, Information Services Assistant, Northwest Branch Library, to participate in the “Online Gatekeeper Training” on-demand webinar being sponsored by QPR Institute. It is further recommended that registration in the amount of \$29.95 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “ALA Annual Conference” being held in Washington, D.C. from June 23, 2022 to June 28, 2022. It is further recommended that registration in an amount not to exceed \$380.00, 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 \$960.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Zachary Birkenheuer, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 5, 2022 at the rate of \$17.54 per hour.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective June 5, 2022 at the rate of \$16.50 per hour.

Allison Kurtz, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective May 22, 2022 at the rate of \$17.54 per hour.

Ray Meade, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

Keress Weidner, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

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

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Miami Township Branch, from Patron Services Assistant, ½ time, Grade 05, Miami Township Branch, effective June 5, 2022 at the rate of \$17.23 per hour.

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

Jason Long, Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective May 16, 2022 at the rate of \$28.0688 per hour.

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

Gail Zapatony, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch, from Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch, effective May 22, 2022 at the rate of \$11.69 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 19-23, 2022 for 24 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 9, 2022 for 8 hours for personal reasons.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective May 25 2022 for 8 hours for personal reasons, and effective June 21, 2022 for 8 hours for vacation.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective May 5-6, 2022 for 8.73 hours for illness.

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

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective June 17, 2022.

David Rose, Information Services Librarian (Technology Emphasis), 3/5 time, Grade 11, New Lebanon Branch Library, effective June 1, 2022.