

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2022, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbooks will be administered to Library Board Members who were unable to attend the June Meeting by Gil Rutledge, Notary Public.

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 June 15, 2022 meeting of the Board. It is further recommended that the Board take action on the minutes of the May 18, 2022 meeting of the Board, as there were insufficient votes for approval during the previous meeting.

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 Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, in order to attend the San Jose State University, School of 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 Manager, Collection Development, Operations Center, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2211.00.

Haylee Hunt, Information Services Assistant (Technology Emphasis), Electra C. Doren Branch Library, for the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, for the course “Information Communities”, San Jose State University, 3.0 credit hours, at a cost of \$1422.00, and “Online Learning”, San Jose State University, 1.0 credit hour, at a cost of \$474.00.

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 June 2022 is 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>
6/15/2022	PLF	1,783,479.75	1,783,479.75		
6/24/2022	RE Tax Advance	497,077.19	266,050.32	231,026.87	Debt Service
<b>Total</b>		<b>2,280,556.94</b>	<b>2,049,530.07</b>	<b>231,026.87</b>	

8. FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2023 - ACTION

The Montgomery County Budget Commission has scheduled the 2023 Tax Budget Allocation Meeting for Thursday, August 25, 2022. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2023 County Budget Commission.

The Executive Director recommends the Board approve the following resolution:

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to developed a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2023 Public Library Fund by the Montgomery County Budget Commission.

9. LIBRARIES FOR A SMARTER FUTURE 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.

-Levy Information Sharing.

-Update on West Access.

New Managers:

- Tanela Hicks, Programming Manager
- Mariah Johnson, Cultural Programming Manager
- Migyeong Song (Caitlin O'Mara), Miami Township Branch Manager
- Amber Cristafaro, Early Literacy Coordinator
- Bill Stolz, Southeast Branch Manager

-Update on the Foundation's Quick Grants program -Paul Robinson

11. APPROVAL OF PROGRAM POLICY- ACTION

The Executive Director recommends the approval of the new Program Policy.

12. REVISION TO COLLECTION DEVELOPMENT POLICY-ACTION

The Executive Director recommends the approval of the revised Collection Development Policy.

13. APPROVAL OF ANTI-HARASSMENT AND DISCRIMINATION POLICY- ACTION

The Executive Director recommends the approval of the new Anti-Harassment and Discrimination Policy.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 21, 2022 at 4:00 p.m. in the Community Room at the Main Library.

16. 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, and Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Harassment Prevention Webinar” being sponsored by NEO on August 23, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Martha Ballinger, Information Services Librarian, Special Collections, William Stolz, Branch Library Manager, Southeast Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Cindy Woodruff, Homework Help Manager, Youth Services, to attend “OLC Convention and Expo” being held in Toledo, Ohio from September 28 to September 30, 2022. It is further recommended that registration in an amount not to exceed \$195.00 each, mileage in an amount not to exceed \$174.33 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 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 “Dance/USA Connect: Denver” being held in Denver, CO from August 17 to August 19, 2022. All expenses associated with this request have been covered.

Christian Brewington, Children Services Librarian, Outreach Services, Rachel Gut, Deputy Executive Director, Executive Administration, Tanela Hicks, Information Services Librarian, Trotwood Branch Library, and Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, 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.

Maggie Gall-Maynard, Teen Services Librarian, West Carrollton Branch Library, Giselle Spurgeon, Teen Services Librarian, Kettering-Moraine Branch, and Patrick Stump, Teen Services Librarian, Northmont Branch Library, to attend the “Youth Mental Health First Aid” seminar being sponsored by Montgomery County ADAMHS in downtown Dayton on September 15, 2022. It is further recommended that registration in the amount of \$54.67 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, and Janet L. Grant, Senior Patron Services Assistant, Wilmington-Stroop Branch Library, to participate in “Kindness in the Workplace: Self-Care, Mindfulness, and Remaining Positive” webinar being sponsored by Northeast Ohio Regional Library System on October 19, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar being sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to attend the “Help! I have Genealogy Patrons” three-part webinar sponsored by RUSA-ALA beginning July

26, 2022, and ending August 9, 2022. It is further recommended that registration in the amount of \$177.75 be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Weeding Your Collection Webinar” being sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium” being held in Baltimore, MD from November 4, 2022 to November 6, 2022. It is further recommended that registration in an amount not to exceed \$69.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Ben Murphy, Collection Development Librarian, Collection Development, to attend “Cultural Humility” being sponsored by Montgomery County ADAMHS on August 23, 2022. It is further recommended that parking in the amount of \$8.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Beyond the Stamp: Your Role, Responsibilities, and Risks as an Ohio Notary Public” seminar held in Centerville being sponsored by SWON on June 22, 2022. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

#### B. PERSONNEL ACTIONS

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

Christopher Aich, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective July 19, 2022, at the rate of \$11.69 per hour.

Jillian Brookshire, Human Resources Manager, full-time, Grade S08, Human Resources, Main Library, effective August 7, 2022 at the rate of \$36.5385 per hour.

Jack Cotting, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, Operations Center, effective July 17, 2022 at the rate of \$17.16 per hour.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective June 19, 2022 at the rate of \$24.51 per hour.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective June 19, 2022 at the rate of \$18.07 per hour.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective June 19, 2022 at the rate of \$19.84 per hour.

Angela Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

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

Amber Cristafaro, Early Literacy Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective July 31, 2022 at the rate of \$24.95 per hour.

Tanela Hicks, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

Migyeong Song (Caitlin O'Mara), Branch Library Manager, full-time, Grade S09, Miami Township Branch Library, from Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective July, 31, 2022 at the rate of \$33.2721 per hour.

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

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Patron Services Assistant, 3/5-time, Huber Heights Branch Library, effective June 19, 2022 at the rate of \$18.07 per hour.

Mariah Johnson, Cultural Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

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

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Southeast Branch Library, effective July 17, 2022.

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

Jenelle Allen, Children Services Librarian, full-time, Southeast Branch Library, effective June 24, 2022.

Zachary Birkenheuer, Information Services Assistant, full-time, Trotwood Branch Library, effective June 7, 2022.

Katelyn Hannah, Information Services Assistant, full-time, Southeast Branch Library, effective July 8, 2022.

John Justice, Patron Services Assistant, 4/5-time, Patron Services, Main Library, effective June 22, 2022.

Suzanne Kirchner, Older Adult Services Librarian, full-time, Outreach Services, effective July 16, 2022.

Mike Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, effective June 24, 2022.

Heidi Smith, Children Services Librarian, full-time, Northmont Branch Library, effective July 8, 2022.

Nanette Wingrove, Information Services Librarian, substitute, Burkhardt Branch Library, effective December 23, 2021.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, effective July 15, 2022.

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



Lisa Loftin, Children Services Librarian, full-time, Miami Township Branch Library, effective July 31, 2022, after more than 23 years of service.

Mary Kay Mabe, Information Services Librarian, substitute, Special Collections, Main Library, effective July 29, 2022.