

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 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 February 16, 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. 2022 ALA NATIONAL CONFERENCE

The ALA National Conference will be held in Washington, DC from June 23-28, 2022. It is recommended the Board authorize reimbursement in an amount up to \$380.00 for registration, \$495.00 for airfare, \$960.00 for lodging, \$40.00 for ground transportation, 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, \$6,165.00 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 \$495.00 for airfare, \$960.00 for lodging costs, \$40.00 for ground transportation, and \$180.00 for meals; and a maximum per person reimbursement of \$380.00 for registration costs. It is further recommended that \$6,165.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

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 February 2022 is included in the Board packet.

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>
2/14/2022	PLF	\$1,806,537.91	\$1,806,537.91	-	-
2/4/2022	RE Tax Advance	\$921,572.05	\$921,572.05	-	-
2/10/2022	RE Tax Advance	\$1,730,341.09	\$1,730,341.09	-	Debt Service
2/19/2022	RE Tax Advance	\$1,765,676.46	\$1,765,676.46	-	-
2/25/2022	RE Tax Advance	\$1,889,078.09	\$1,889,078.09	-	-
Total		\$8,113,205.60	\$8,113,205.60	-	

7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2022 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

It is recommended that the Board adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, Montgomery County, Ohio, that, to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made during the said year.

Final Appropriation for 2022

GENERAL FUND

1000 - Salaries and Benefits	\$25,379,500
2000 – Supplies	\$915,286
3000 - Purchased Services	\$6,767,869
4000 - Library Materials & Information	\$4,791,765
5000 - Capital Outlay	\$1,277,219
6000 - Debt Service	\$0
7000 - Other Objects	\$186,292
8000 – Contingency	\$0
9000 - Transfers to other funds	\$0
Total General Fund Appropriations	\$39,317,931

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	\$10,293,885
Total Debt Service Fund Appropriations	\$10,513,885

BUILDING & REPAIR FUND

3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	\$3,000
Total Building & Repair Fund Appropriations	\$8,051,000

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 10,500
3000 - Purchased Services	\$2,224,372
5000 - Capital Outlay	\$20,763,028
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	\$23,000,000

Total All Funds Appropriations **\$80,882,816**

A **roll call vote** of the Trustees is required.

8. **EXECUTIVE DIRECTOR’S REPORT – INFORMATION**

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

- Homework Help – Cindy Woodruff

9. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

10. **RESOLUTION HONORING FRAN DEWINE – ACTION**

The Executive Director recommends approval of the following resolution:

WHEREAS, Fran DeWine established the Ohio Governor’s Imagination Library in 2019—in partnership with Dolly Parton’s Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio’s public libraries and other community organizations to expand the Ohio Governor’s Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program, including 14,333 of children in Montgomery County; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor’s Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

FURTHER, that Mrs. DeWine shares our library’s goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success.

Therefore, be it resolved on this 16th day of March 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

13. 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.

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:

Tracee Arnold, Information Services Assistant, Northwest Branch Library, Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, Ashlee Hammond, Assistant Branch Library Manager, West Branch Library, Lisa Salyers, Public Services Director, Public Services Administration, Operations Center, David Senatore, Teen Services Librarian, Miamisburg Branch Library, Christy Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library, to participate in “Diversity, Equity, and Inclusion in Your Library: How to Start Talking about DEI” webinar being sponsored by Library 2.0 on February 10, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “Social Media Strategy and Best Practices for Libraries” webinar being sponsored by OLC on March 8, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff, Level 2” online class being sponsored by ALA on March 21, 2022 through May 1, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Tools for Locating Primary Sources in Archives and Online” webinar being sponsored by RUSA on April 6, 2022. It is further recommended that registration in the amount of \$46.61 be reimbursed by the Board.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, to participate in “A Joyous Way to Learn with Jim Gill” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Joan Gagan, Children Services Librarian, Northmont Branch Library, to participate in “Music Play to Promote School Readiness” webinar being sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Lesley Burke, Teen Services Librarian, Vandalia Branch Library, Ally Doerman, Teen Services Librarian, Brookville Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, Operations Center, to attend “Take 5: Let’s Talk About It” being held in Columbus, OH on May 6, 2022. It is further recommended that registration in the amount of \$30.00 each, and mileage in an amount not to exceed \$83.07 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to participate in “Inspired to Bloom OVGTSL 2022” virtual conference being held on May 12, 2022 through May 13, 2022. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Suzanne Kirchner, Older Adult Services Librarian, Outreach Services, to attend “OMA Opening Minds through Art” in Canal Fulton, OH on August 9, 2022 through August 10, 2022. It is further recommended that registration in the amount of \$750.00, mileage in an amount not to exceed \$222.30, lodging in an amount not to exceed \$145.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Jerrin Cornish, Acquisitions Clerk, full-time, Grade 05, Collection Development, Operations Center, effective February 27, 2022 at the rate of \$16.50 per hour.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective February 27, 2022 at the rate of \$16.00 per hour.

Allison Knight, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 13, 2022 at the rate of \$43.2692 per hour.

Israel Olaore, Social Media Specialist, full-time, Grade 10, External Relations, Operations Center, effective March 13, 2022 at the rate of \$25.00 per hour.

Gabriela Pickett-Mosier, Newest American Specialist, full-time, Grade 12, Information Services, Main Library, effective March 13, 2022 at the rate of \$25.36 per hour.

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

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 31, 2022 for 26.18 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 14, 2022 for 29.1 hours for personal reasons.

James Balsamo, Construction Owner’s Representative, full-time, Grade S07, Construction Management, Operations Center, effective April 20, 2022 for 40 hours for vacation.

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective February 28, 2022 for 1 hour per week for medical reasons.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective March 1, 2022 hours for 25.49 hours for medical reasons.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective February 22, 2022 for 32 hours for vacation.

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

Megs Francis, Teen Services Librarian, full-time, Grade 11, Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective February 13, 2022 at the rate of \$23.79 per hour.

Michael Pendleton, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, from Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective February 27, 2022 at the rate of \$26.4423 per hour.

Giselle Spurgeon, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 13, 2022 at the rate of \$23.79 per hour.

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

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, effective March 18, 2022.

Aziz Shadmonov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 30, 2021.