

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson,
Carl Kennebrew, Nolan Thomas, Sara Woodhull

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Johnson, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the minutes of the Board meeting of December 15, 2021 were approved by the Board.

Ayes: Ms. Holihan, Mr. Jackson, Mr. Kennebrew, Mr. Thomas, Ms. Woodhull
Abstained: Ms. Johnson
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, seconded by Ms. Johnson, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

William McIntire, Branch Library Manager, Vandalia Branch Library, to participate in “Core Forum Webinar Series on Leadership” being sponsored by ALA on December 1, 2021 through February 1, 2022. It is further recommended that registration in the amount of \$149.31 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in “American Sign Language for Library Staff” online class being sponsored by ALA on January 24, 2022 through March 6, 2022. It is further recommended that registration in the amount of \$260.10 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Etanna Adams, Patron Services Assistant, substitute, Grade Sub05, Madden Hills Branch Library, effective January 2, 2022 at the rate of \$11.69 per hour.

Aleshi Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$17.54 per hour.

Nerisse Seneca, Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective January 2, 2022 at the rate of \$15.84 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, from Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$17.54 per hour.

INTERIM CHANGE IN POSITION, CHANGE IN LOCATION

Dorri Hegyi, Interim Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, from Assistant Branch Library Manager, full-time, Grade 07, Wilmington-Stroop Branch Library, effective January 16, 2022 at the rate of \$29.7135 per hour.

LEAVE WITHOUT PAY

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 12, 2022 for 2.88 hours for personal reasons.

PROMOTION, CHANGE IN LOCATION

Cynthia Woodruff, Homework Help Manager, full-time, Grade S07, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 30, 2022 at the rate of \$24.6476 per hour.

REHIRE AS SUBSTITUTE

Ann Riegle Crichton, Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective December 19, 2021 at the rate of \$18.87 per hour.

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective December 19, 2021 at the rate of \$13.52 per hour (Revised Date).

Patrick Lemley, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective December 5, 2021 at the rate of \$11.89 per hour.

Alexandra Nagy, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective January 2, 2022 at the rate of \$18.65 per hour.

RESIGNATION

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective March 4, 2022 (Revised Date).

Alexandra Nagy, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective January 1, 2022.

Shane Plassenthal, Patron Services Assistant, full-time, Grade 05, Madden Hills Branch Library, effective January 19, 2022.

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective February 2, 2022.

RETIREMENT

Teresa Dues, Senior Patron Services Assistant, full-time, Grade 06, Miami Township Library, effective January 31, 2022 after 36 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Hannah Imes, Information Services Assistant, Information Services, Main Library, in order to attend the Kent State University, School of Library and Information Science.

TUITION REIMBURSEMENT

The Board approved 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 Manger, Collection Development, Operations Center, for the course “Information Sources and Reference Services”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Hannah Imes, Information Services Assistant, Information Services, Main Library, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Collection Management in Libraries”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Materials for Youth”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the course “Youth Services”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, for a total of \$3,239.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Acquisitions and Management of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,642.12, and the course “Marketing for Libraries” Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,642.12 for a total of \$3,284.24.

2022 PLA NATIONAL CONFERENCE

The PLA National Conference will be held in Portland, OR from March 23-25, 2022. The Board authorized reimbursement in an amount up to \$330.00 for registration, \$500.00 for airfare, \$780.00 for lodging, \$45.00 for ground transportation, and \$120.00 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 was approved that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$5,325.00 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 \$500.00 for airfare, \$780.00 for lodging costs, \$45.00 for ground transportation, and \$120.00 for meals; and a maximum per person reimbursement of \$330.00 for registration costs. It was further approved that \$5,325.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2021 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

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>
12/15/2021	PLF	\$1,598,155.28	\$1,598,155.28	-	
12/15/2021	Personal Property Tax	\$237.64	\$132.03	\$105.61	Debt Service
Total		\$1,598,	\$1,598,287.31	\$105.61	

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the December 2021 Financial Report was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF CYBERSECURITY INSURANCE

Marc Reynolds of Marsh & McLennan presented the Board with options for cybersecurity insurance coverage.

On a motion by Ms. Johnson, seconded by Ms. Holihan, the Board approved cybersecurity insurance through Travelers for an amount not to exceed \$11,404.00.

Ayes: All
Nays: None

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommended continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

There was discussion regarding if the funding was allocated to something in particular. The Board asked the Executive Director to explore it further and perhaps create an MOU with DSNH in order to make sure the funding is in alignment with DML strategic initiatives.

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board approved annual support of the Dayton Society of Natural History in the amount of \$15,000.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

Prior to 2019, the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018, the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommended and on a motion by Mr. Kennebrew, seconded by Mr. Jackson, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2022 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave a brief updates on some strategic initiatives and shared his plan for similar communications at the monthly Board meetings.

APPROVAL OF MOU WITH GOODWILL EASTER SEALS OF THE MIAMI VALLEY

In September 2021, Jennifer Bonifas from Goodwill Easter Seals presented the Board with a grant funded partnership opportunity, a pilot program that will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor at both locations for four hours per week.

On a motion by Mr. Jackson, seconded by Ms. Johnson, the Trustees approved the MOU with Goodwill Easter Seals.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West is 100% complete, minus some landscaping, and will open to the public in a soft opening on Monday, February 7th. Burkhardt has a small delay due to a wet muddy winter but has plans for a soft opening in April. Northmont has had 2 delays in the delivery of steel. Huber Heights plans will be going inf front of the planning board for approval and bids for the prime contractor are due on January 27th.

RECIPROCAL EASEMENT AGREEMENT

It was recommended that the Board approve the request from Goodwill Easter Seals Miami Valley for .62 acre easement for the Trotwood Branch property. Additionally, Goodwill Easter Seals Miami Valley will provide a .52 acre easement to the Library. This reciprocal easement agreement will allow for a shared detention basin and will not impact the library's use of the property.

On a motion by Mr. Jackson, seconded by Ms. Johnson, the Trustees approved the reciprocal easement agreement.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 16, 2022 at 4:00 p.m. in the Community Room at the Main Library.

EXECUTIVE SESSION

It was 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) to discuss appointment of a public employee.

On motion by Mr. Jackson, seconded by Ms. Johnson, the Board went into Executive Session. A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Jackson, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Mr. Thomas, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:56 p.m. and returned to open session at 5:44 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in 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.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Mr. Jackson, the Board adjourned at 5:45 p.m.

Ayes: All
Nays: None