

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 16, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Carl Kennebrew,  
Margot Merz, 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 Mr. Kennebrew, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hoihan, seconded by Ms. Woodhull, the minutes of the Board meeting of January 26, 2022 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Merz, 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:

Camee Hart, Outreach Services Manager, Outreach Services, Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, and Caitlin Wissler, Staff Development Manager, Human Resources, Operations Center, to participate in “Building an Anti-Racist Library Culture” webinar series being sponsored by Library Journal on February 15, 2022 through March 1, 2022. It is further recommended that registration in the amount of \$208.25 each be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Dayton Chamber Breakfast Briefing” being held at the NCR Country Club on February 11, 2022. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Ann Riegle Crichton, Workforce Development Manager, Information Services, Main Library, to attend “Executive Women’s Council and Government Affairs Update” being held at the Marriott at UD on March 1, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beverly Barnes, Information Services Librarian, Information Services, Main Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in “Adult Services & Reference Virtual Conference” being sponsored by OLC on March 10, 2022. It is further recommended that registration in the amount of \$130.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in “Serving you Immigrant Population” webinar being sponsored by NEO-RLS on June 8, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Melissa Godsey, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective January 30, 2022 at the rate of \$18.11 per hour.

Caitlin Jones, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

Pamela Lipson, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective January 30, 2022 at the rate of \$13.52 per hour.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective January 30, 2022 at the rate of \$15.18 per hour.

#### LEAVE WITHOUT PAY

James Balsamo, Construction Owner's Representative, full-time, Grade S07, Construction Management, Operations Center, effective February 6, 2022 for 80 hours for vacation.

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective February 10, 2022 for 140.5 hours for vacation.

#### PROMOTION, CHANGE IN HOURS

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Information Services, Main Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective January 30, 2022 at the rate of \$27.8202 per hour.

#### RESIGNATION

David Jewell, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective February 12, 2022.

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, in order to attend the Kent State University, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Karlos Marshall, Equity, Diversity, and Inclusion Director, Executive Administration, Main Library, in order to attend the University of Dayton, School of Educational & Health Sciences.

#### 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 Program Guidelines:

Amber Cristofaro, Information Services Assistant, Miamisburg Branch 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 "Marketing the Library" Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Haylee Hunt, Patron Services Assistant, Huber Heights Branch Library, for the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Theory and Methods of Archival Acquisition, Selection and Appraisal”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Leadership in Libraries and Information Centers” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies II: Internet Fundamentals” Kent State University, 3.0 credit hours, at a cost of \$737.00 for a total of \$7,370.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for the course “Rare Books and Special Collections” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Digital Technologies I: Data Fundamentals” Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$5,159.00.

Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, for the course “Advocacy in and through Organizations” University of Dayton, 3.0 credit hours, at a cost of \$4,185.00, and the course “Finance” University of Dayton, 2.0 credit hours, at a cost of \$2,790.00 for a total of \$6,925.00.

#### NORTHMONT DP&L EASEMENT AGREEMENT

It is recommended that the Board approve the request from Dayton Power and Light for a 10 foot right of way and easement for the new Northmont property. The proposed easement would not impact the library’s use of the property.

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 January 2022 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<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>
1/14/2022	PLF	\$1,609,735.86	\$1,609,735.86	-	
1/28/2022	RE Tax Advance	\$160,336.61	\$160,336.61	-	
1/31/2021	RE Tax Advance	\$148,420.76	-	\$148,420.76	Debt Service
<b>Total</b>		<b>\$1,918,493.23</b>	<b>\$1,770,072.47</b>	<b>\$148,420.76</b>	

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the January 2022 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Karlos Marshall, Equity, Diversity, & Inclusion Director, shared with the Board all of the work that the Black Heritage Committee has been doing in preparation of Black History Month.

Ann Riegle Crichton, Workforce Development Manager, gave the Board an update on workforce development and the projects she has been working on since taking the position.

The Executive Director announced that legislation is in front of the Governor that will allow public boards to meet virtually.

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. Burkhardt is at 82% and TCO is expected on March 25<sup>th</sup>. Steel is going up at Northmont and TCO is expected sometime in September. Huber Heights bids were successful.

HUBER HEIGHTS BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the single prime general contractor package for the Huber Heights Branch. Five (5) bids were received by the bid due date January 27, 2022.

<u>Bidder</u>	<u>Amount</u>
RL Fender Construction Co., Inc. Dayton, OH	\$11,233,711
Alpha Construction Inc. Harrison, OH	\$9,326,000
AKA Construction Brookville, OH	\$9,622,880

RW Setterlin Building Company Columbus, OH	\$9,755,000
Staffco Construction Fairborn, OH	\$9,237,000

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project manager, Danny Fortner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Staffco Construction submitted the lowest responsive and responsible bid.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved Staffco Construction for the single prime general contractor contract for the Huber Heights Branch for the amount of \$9,237,000. Additionally, the Board approved the addition of Alternates 2, 3, 5, and 6 totaling \$78,500, for a grand total amount not to exceed \$9,315,500. Approval of the recommended low bid for Huber Heights is contingent following the public hearing and City Council approval.

Ayes: All  
Nays: None

BOARD VACANCY

The Board discussed the upcoming Trustee vacancy. Shannon Isom from the YWCA had expressed interest in the position. After discussion, the Board agreed that she would be a good candidate and would submit her name to the Montgomery County Court of Common Pleas for consideration.

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board endorsed Shannon Isom as a candidate for the Board.

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, March 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. Kennebrew, seconded by Ms. Merz, the Board went into Executive Session. A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:59 p.m. and returned to open session at 5:14 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 Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:14 p.m.

Ayes: All  
Nays: None