

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Jeanne Holihan (Virtual in at 4:13), Ronald Jackson (Out at 4:40), Elaine Johnson, Margot Merz, Nolan Thomas

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. Jaskson, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Ms. Merz, the minutes of the Board meeting of March 16, 2022 were approved by the Board.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas  
Abstained: Ms. Johnson  
Nays: None

## CONSENT AGENDA

On a motion by Mr. Jackson, 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:

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.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

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 Ginochio, 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.

### LEAVE WITHOUT PAY

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.

#### PROMOTION

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.

#### RESIGNATION

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.

#### 2022 ALA NATIONAL CONFERENCE

The ALA National Conference will be held in Washington, DC from June 23-28, 2022. The Board authorized 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 was approved 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 was further approved that \$6,165.00 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 March 2022 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

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> |
| 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           | -                 | -            |
| <b>Total</b>   |                | <b>\$8,113,205.60</b> | <b>\$8,113,205.60</b>    | -                 |              |

On a motion by Ms. Merz, seconded by Ms. Jackson, the February 2022 Financial Report was approved by the Board.

Ayes: All  
Nays: None

FINAL APPROPRIATION RESOLUTION

Enclosed with the Agenda was 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.

On a motion by Ms. Merz, seconded by Mr. Jackson, the Board adopted 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          | <u>\$0</u>                 |
| <b>Total General Fund Appropriations</b> | <b><u>\$39,317,931</u></b> |

### DEBT SERVICE FUND

|   |                            |
|---|----------------------------|
| 3000 - Purchased Services                     | \$220,000                  |
| 6000 – Debt Service                           | <u>\$10,293,885</u>        |
| <b>Total Debt Service Fund Appropriations</b> | <b><u>\$10,513,885</u></b> |

### BUILDING & REPAIR FUND

|  |                           |
|--|---------------------------|
| 3000 - Purchased Services                              | \$548,000                 |
| 5000 - Capital Outlay                                  | \$7,500,000               |
| 7000 - Miscellaneous                                   | <u>\$3,000</u>            |
| <b>Total Building &amp; Repair Fund Appropriations</b> | <b><u>\$8,051,000</u></b> |

### 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>             |
| <b>Total Taxable Construction Fund Appropriations</b> | <b><u>\$23,000,000</u></b> |

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

A roll call vote was taken as follows:

Mr. Jackson, Aye  
 Ms. Johnson, Aye  
 Ms. Merz, Aye  
 Ms. Thomas, Aye

Ayes: All  
 Nays: None

Ms. Holihan came into the meeting virtually at 4:13 and left at 4:23 due to technical issues. She later rejoined the Executive Session remotely.

### EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new key staff members to the Board.

Cindy Woodruff, Homework Help Manager, updated the Board on the homework help program. Right now, she is focusing on branches that service the Dayton Public School District as well as auditing the current program, talking with other libraries with similar programs to develop best practices, and creating an implementation timeline.

### LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. There has been a delay in the TCO for Burkhardt by a few days, but otherwise everything is on schedule. Northmont is 38% complete but there has been a delay in the schedule due to the delay of steel deliveries. Huber Heights is currently in the site development stage.

### RESOLUTION HONORING FRAN DEWINE

On a motion by Mr. Jackson, seconded by Ms. Merz the Board approved 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 16<sup>th</sup> 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.

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, April 20, 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) of the Ohio Revised Code to discuss employment of public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Johnson seconded.

A roll call vote was taken as follows:

Mr. Jackson, Aye  
Ms. Johnson, Aye  
Ms. Merz, Aye  
Ms. Thomas, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:29 p.m. and returned to open session at 4:58 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.

The President announced that the Board has had occasion to consider the job performance of the Executive Director over the last year. The Board has been happy to have him over the last year and they are pleased to report that the Director meets the Board's expectations. They are especially appreciative of how he has been responsive to Board feedback and have noticed the constructive way he has worked with staff to develop innovative partnerships and programs that are aligned with the Board and the Library's strategic plan. They appreciate especially his commitment to EDI and creating an inclusive work environment and they look forward to his work in coming years as he works towards a successful levy for the Library.



On a motion by Mr. Thomas, seconded by Ms. Merz, the Board approved a 4% increase to the Executive Director's salary.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 4:59 p.m.

Ayes: All  
Nays: None