

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 18, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Margot Merz,
Sara Woodhull

PRESIDING: Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The Vice 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. Merz, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Jackson, the minutes of the Board meeting of April 20, 2022 were approved by the Board.

Ayes: All
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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, and Lori Rotterman, Information Services Assistant, Special Collections, 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.

Rachael Bussert, Local History Librarian, Special Collections, to attend “American Community Web Symposium” being held in Washington, D.C. on June 21, 2022. It is further recommended that airfare in an amount not to exceed \$495.00, ground transportation in an amount not to exceed \$40.00, lodging in an amount not to exceed \$320.00, and meals in an amount not to exceed \$60.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, to attend “Association of Fundraising Professionals Lunch and Learn Workshops” being held at various locations on April 20, 2022 and May 24, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Stephanie Cossell, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Creating Anti-Racist Storytimes” webinar sponsored by ALA on June 8, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Paula Fickel, Information Services Assistant, New Lebanon Branch Library, and Kelly McElroy, Information Services Assistant, Vandalia Branch Library, to participate in the “Take and Make: Virtual Craft Programs for Teens & Adults” webinar sponsored by SWON on May 4, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Joan Gagan, Children Services Librarian, Northmont Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Cindy Woodruff, Homework Help Manager, Youth Services, to participate in the “How to be an Inclusive Leader” webinar sponsored by ALA on demand. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Roland Gonzales, Human Resources Director, Human Resources, to attend the “NPELRA ATC” convention being held in Austin, Texas from June 26, 2022 to June 29, 2022. It is further recommended that registration in an amount not to exceed \$799.00, airfare in an amount not to exceed \$900.00, ground transportation in an amount not to exceed \$140.00, lodging in an amount not to exceed \$1,340.00, and meals in an amount not to exceed \$360.00 be reimbursed by the Board.

Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Inspired to Bloom: OVGTSL 2022” webinar sponsored by

OVGTSL from May 12, 2022 to May 13, 2022. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$135.00 be reimbursed by the Board.

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, to participate in the “A Joyous Way to Learn with Jim Gill” webinar sponsored by OLC on April 26, 2022. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, Dave Hicks, Branch Library Manager, Miamisburg Branch Library, Claudine Bennett, External Relations Manager, External Relations, and Lisa Salyers, Public Services Director, Public Services, to participate in the “Equity in Action: Solidarity in Social Justice” webinar sponsored by Library Journal on April 26, 2022. It is further recommended that registration in the amount of \$172.13 each be reimbursed by the Board.

Remy Muneza, Accountant, Finance, and Jennifer Russell, Senior Accounting Clerk, Finance, to participate in the “Right Click 2.0: Cybersecurity and TechCred” webinar sponsored by OLC on May 2, 2022. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Information Services, to participate in the “Providing Immigration Help with Community Partnerships” webinar sponsored by PLA on May 4, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to participate in the “Ohio Sunshine Laws” webinar sponsored by NEO on May 10, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Shaun Wright, Information Services Manager, Information Services, and Rachel Gut, Deputy Executive Director, Executive Administration, to attend “Library Management and Leadership Conference” being held at Great Wolf Lodge on May 20, 2022. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPONTMENT

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, Main Library, effective May 8, 2022 at the rate of \$22.64 per hour.

Yoonmee Hampson, Branch Library Manager, full-time, Grade S08, Trotwood Branch Library, effective May 8, 2022 at the rate of \$31.2500 per hour.

Kendall Westmoor, Information Services Assistant, substitute, Grade Sub 08, Youth Services, Operations Center, effective April 24, 2022 at the rate of \$13.52 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Erin Winchester, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 24, 2022 at the rate of \$17.54 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Victoria Hix, Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective May 23, 2021 at the rate of \$19.13 per hour.

LEAVE WITHOUT PAY

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19, 2022 for 24 hours for vacation.

Michelle Lehmkuhle, Library Aide, Northwest Branch Library, for the period beginning April 18, 2022 and ending May 16, 2022 for personal reasons.

PROMOTION

William Stolz, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, from Assistant Library Branch Manager, full-time, Grade S07, Southeast Branch Library, effective May 8, 2022 at the rate of \$31.9923 per hour.

PROMOTION, CHANGE IN LOCATION

Margaret Castillo, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, from Senior Patrons Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, effective June 5, 2022 at the rate of \$17.65 per hour.

PROMOTION, CHANGE IN HOURS

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective May 8, 2022 at the rate of \$17.54 per hour.

RETURN TO APPOINTED POSITION

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Interim Branch Library Manager, full-time, Trotwood Branch Library, effective May 8, 2022 at the rate of \$28.8481 per hour.

REHIRE AS SUBSTITUTE

Danni Grotta, Information Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 8, 2022 at the rate of \$13.57 per hour.

Judy Campbell White, Information Services Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective May 8, 2022 at the rate of \$13.52 per hour.

RESIGNATION

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective May 7, 2022.

Adam Brooks, Patron Services Assistant, 4/5-time, Grade 05, Patron Services, Main Library, effective April 11, 2022.

Danni Grotta, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective April 30, 2022.

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective June 3, 2022.

SEPARATION

Mark Roma, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, effective April 27, 2022.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Camyel Young, Senior Acquisitions Clerk, Collection Development, 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:

Amber Cristafaro, Information Services Assistant, Miamisburg Branch Library, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost

of \$2,211.00, and the course “Information Literacy for Youth,” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Holly Litfin, Children Services Librarian, Main Youth Services, for the course, “Public Library Management”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,721.40.

Karlos Marshall, Equity, Diversity and Inclusion Director, Executive Administration, for the course “Law and Public Policy”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Dissertation in Practice”, University of Dayton, 2.0 credit hours, at a cost of \$2,790.00, and the course “Ed. D. Immersion”, University of Dayton, 2.0 credit hours, no charge, for a total of \$5,580.00.

Camyel Young, Senior Acquisitions Clerk, Collection Development, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.

AMERICAN LIBRARY ASSOCIATION

The 2022 ALA Annual Conference will be held at the Walter E. Washington Convention Center in Washington, D.C., from June 23 until June 28, 2022. It is recommended that the Board authorize payment of the registration fee of \$380.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

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 who do not have an elected, program and/or appointed responsibility. It is further recommended that \$6,165.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Alan Wood Jr. spoke to the Board about his experience with Dayton Metro Libraries, which has been positive.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for April 2022 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>
4/15/2022	PLF	\$1,322,708.13	\$572,708.13	\$750,000	Star Ohio
4/14/2022	RE Tax Advance	\$1,581,968.13	\$851,509.81	\$730,458.32	Debt Service
Total		\$2,904,676.26	\$1,424,217.94	\$1,480,458.32	

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

Ayes: All
Nays: None

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

On a motion by Ms. Merz, seconded by Mr. Jackson, the Board approved the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

Nolan Thomas, Board President
Jeffrey Trzeciak, Executive Director
Christina Sanders, Fiscal Officer & Treasurer

Ayes: All
Nays: None

REVISION OF INVESTMENT POLICY RESOLUTION

On a motion by Mr. Jackson, seconded by Ms. Merz, the Board approved the following revision to the Investment Policy:

The current Investment Policy was approved by the Board of Trustees on December 17, 2003. The policy is reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the Dayton Metro Library. The revised Investment Policy reflects contemporary code requirements and follows the Government Finance Officers Association's (GFOA) recommended policy provisions. The Fiscal Officer recommends approval of the proposed Investment Policy.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is complete, with the exception of a few landscaping pieces. Burkhardt is about 97% complete, and is open to the public. The old Burkhardt building has been demolished, except for a few foundational pieces. Aiming to have the new parking lot in place by the end of June. Northmont is about 45% complete. The steel is up and the parking lot is being finished. Currently aiming for a TCO by the end of October, although supply chain issues may delay this. Huber Heights is about 12% complete. Soil mitigations are being performed, utilities are being installed, and the steel has been delivered. Anticipated TCO is March of 2023.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced new staff members to the Board.

Camee Hart, Outreach Services Manager, updated the Board on the efforts being made to accomplish the Outreach Service goal to increase community outreach during the summer. These include offering Bookmobile services until 5 PM in the summer, as well as partnering with several local youth organizations in order to better serve Dayton children and communities during the Summer break.

Amanda Arrington, Volunteer Services Manager, updated the Board on the Volunteer Program, including the opportunities available, volunteer appreciation efforts, and how these services have changed in recent years. Despite the pandemic, the number of volunteers increased from 2019 to 2021, and a number of pre-pandemic services should return in the coming months.

FEE FORGIVENESS RESOLUTION

On a motion by Ms. Woodhull, seconded by Ms. Merz, the Board passed the following resolution:

In order to reduce barriers to the collection as a result of longstanding fees, staff shall be authorized to waive fees on an individual basis for all charges which are more than 5 years old.

Ayes: All
Nays: None

NOMINATING COMMITTEE

On a motion by Ms. Holihan, seconded by Mr. Jackson, the Board moved to table the following action until the June 2022 Board Meeting:

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. Each term shall be one year in length. Following the departure of Ms. Elaine Johnson, this position must be filled, with a term running through December 31, 2022.

NEW BUSINESS

Vice President Holihan recognized Margot Merz’s years of service to the library by proposing the following resolution:

WHEREAS, Marguerite (Margot) LeBreton Merz has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2008, through May 31, 2022; and

WHEREAS, she demonstrated her leadership by serving as President of the Board from January 2011 through December 2013, and on numerous committees to support special initiatives and execute necessary responsibilities of the Board throughout her tenure; and

WHEREAS, she offered her time to articulate the need for strong community support and substantially contributed to the successful passage of the 2009 operating levy; and

WHEREAS, she advocated for the audacious *Libraries for a Smarter Future* bond issue campaign that was overwhelmingly passed by voters in November 2012; and

WHEREAS, she served as an active member of design charrettes, reviewing best practices and world-class designs from across the country, helping to set high aspirations to blend both functionality and beauty in the design of Dayton Metro Library's new branches; and

WHEREAS, she served as a thoughtful leader and community advocate as the Board considered downtown locations to best serve the people of Dayton, ultimately determining that the original Cooper Park location provided the best blend of history, accessibility, and green space to make it the ideal location for the Main Library; and

WHEREAS, she expressed her creativity and vision giving birth to the *ReImagining Works* art program that has adorned Dayton Metro Library buildings with world class art; and

WHEREAS, her love of history, demonstrated by her volunteerism to digitize historic images, strengthened the library as well as the historical records of the region, offering access to published works through the library’s special collections; and

WHEREAS, her commitment to education is demonstrated not only in her own personal pursuits, as evidenced by a Bachelor of Arts and Master of Theological Studies from Harvard Divinity School, Master of Divinity from St. Leonard College, and Doctor of Ministry from the Graduate Theological Foundation; but also by her exemplary efforts to improve education and access to information for all students through her roles as teacher, director, and volunteer; and

WHEREAS, even as she sets a vision for the future, she celebrated Dayton Metro Library’s rich history by recognizing Electra C. Doren as a pioneer in library science and supporter of women’s suffrage; and

WHEREAS, she has personally given significant financial support to the Dayton Metro Library, including as a founding member of the Dayton Metro Library Foundation’s 1888 Society; and

WHEREAS, she freely and unselfishly gave of her time, talent, and expertise to promote, champion, and improve the library; and

WHEREAS, she defended the intellectual freedom of all citizens and helped ensure literary and media collections represented diverse viewpoints; and

WHEREAS, her clear vision of quality library service helped guide the Dayton Metro Library Board of Trustees in accomplishing its many goals and outcomes; and

WHEREAS, her dedicated service and commitment to excellence ensured quality library service to ALL residents of Montgomery County; NOW

THEREFORE BE IT RESOLVED, that on the EIGHTEENTH DAY OF MAY, TWO THOUSAND TWENTY-TWO, the Members of the Board of Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **MARGOT MERZ** has made to the Library, its Staff, and to the residents of Montgomery County during her distinguished service as a Library Trustee and volunteer to the community.

Attested to this date, May 18, 2022 by the Board of Library Trustees:

Nolan Thomas, Board President

Jeffrey Trzeciak, Executive Director

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the Board adopted the resolution.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 15, 2022 at 4:00 p.m. in the Main Library's Community Room.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the Board adjourned at 4:55 p.m.

Ayes: All
Nays: None