

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 15, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Shannon Isom,
Sara Woodhull, David Williamson

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:01 p.m.

OATH OF OFFICE

The Oath of Office was administered to all Board Members present, as well as the Executive Director and Fiscal Officer, by Judge Michael Merz.

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. Holihan, seconded by Mr. Jackson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

Approval of the minutes of the May 18, 2022 Board Meeting has been deferred until the July 20, 2022 Board Meeting.

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Mr. Jackson, 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:

Elesa Davis, Information Services Assistant, Northwest Branch Library, to participate in the “Online Gatekeeper Training” on-demand webinar being sponsored by QPR Institute. It is further recommended that registration in the amount of \$29.95 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “ALA Annual Conference” being held in Washington, D.C. from June 23, 2022 to June 28, 2022. It is further recommended that registration in an amount not to exceed \$380.00, 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 \$960.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Zachary Birkenheuer, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective June 5, 2022 at the rate of \$17.54 per hour.

Joshua Grisham, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, effective June 5, 2022 at the rate of \$16.50 per hour.

Allison Kurtz, Information Services Assistant, full-time, Grade 08, Youth Services, Main Library, effective May 22, 2022 at the rate of \$17.54 per hour.

Ray Meade, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

Keress Weidner, Information Services Assistant, Substitute, Grade Sub08, Information Services, Main Library, effective June 5, 2022 at the rate of \$13.52 per hour.

CHANGE IN HOURS

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Miami Township Branch, from Patron Services Assistant, ½ time, Grade 05,

Miami Township Branch, effective June 5, 2022 at the rate of \$17.23 per hour.

CHANGE IN LOCATION

Gail Zapatony, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch, from Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch, effective May 22, 2022 at the rate of \$11.69 per hour.

INTERIM CHANGE IN LOCATION AND POSITION

Jason Long, Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective May 16, 2022 at the rate of \$28.0688 per hour.

LEAVE WITHOUT PAY

Camille Hall, Business Services Specialist, full-time, Grade 12, Information Services, effective May 19-23, 2022 for 24 hours for vacation.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective July 9, 2022 for 8 hours for personal reasons.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective May 25 2022 for 8 hours for personal reasons, and effective June 21, 2022 for 8 hours for vacation.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective May 5-6, 2022 for 8.73 hours for illness.

RESIGNATION

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective June 17, 2022.

David Rose, Information Services Librarian (Technology Emphasis), 3/5 time, Grade 11, New Lebanon Branch Library, effective June 1, 2022.

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:

Mikayla Burr, Patron Services Assistant, Burkhardt Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 and the course “People iL Information Ecology”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$4,422.00.

Hannah Imes, Information Services Assistant, Information Services, for the course “Research and Assessment in Library and Info. Science”, Kent State University, 3.0 credit hours, at a cost of \$2,280.27 and the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,280.27, for a total of \$4,560.54.

2022 OLC CONVENTION AND EXPO

The 2022 OLC Convention and Expo will be held at the Glass City Center in downtown Toledo, Ohio from September 28 until September 30, 2022. It is recommended that the Board authorize payment of the registration fee of \$195.00, 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, \$3,225.99 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 \$3,225.99 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

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 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>
5/13/2022	PLF	2,328,182.11	2,328,182.11		
5/20/2022	RE Tax Advance	1,303,683.22	679,301.40	624,381.82	Debt Service

Total	3,631,865.33	3,007,483.51	624,381.82
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On a motion by Mr. Jackson, seconded by Ms. Woodhull, the May 2022 Financial Report was approved by the Board.

Ayes: All
Nays: None

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 98% complete, and is open to the public. Still aiming to have the new parking lot in place by the end of June. Northmont is about 50% complete. The steel and roof are up, with work being done on the exterior. Currently aiming for a TCO in November, although supply chain issues may delay this. Huber Heights is about 17% complete. The groundbreaking event was a success. The slab is poured, will be ready to erect the steel when it arrives. Anticipated TCO is April of 2023.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared a presentation about programming. While programming has not yet reached pre-covid numbers, they are trending in the right direction. Highlighted programs included: events at the Main Library, Social Justice Speakers Series, AAPI Month, Wadaiko Gouken Japanese Drum Troupe, Levitt World Music Series, Pride Month, Free Family Films at the Neon, Access to Excess Partnership at Trotwood, Workforce Development, Alzheimer’s Awareness Month, Summer Challenge, Waves Programs, and the Only Here Campaign.

Gabriela Pickett, New Americans Specialist, updated the Board on her efforts in her new position, which provide services to new Americans. These include free clinics, ESL classes, community ID drives, naturalization ceremonies, storytelling exchanges, homework help, and numerous local partnerships.

Allison Dugan, Patron Services Manager, updated the Board on the new cards designed for patrons without addresses. These cards, whose final name has yet to be decided, will operate similarly to student cards, but are for adults only. They will have a three-item limit, and one request at a time, and do not require an ID upon registration.

Jayne Klose, Community Engagement Manager, updated the Board on the basic processes and best practices for levy planning.

Jayne Klose, Community Engagement Manager, updated the Board on the new Metrics dashboards, which will be used to show the monthly and annual progress DML sees in measuring Total Visitors, Circulation, PC Usage and Programs, as well as a rotating stat of the month.

SALE OF FORMER MADDEN HILLS BRANCH LIBRARY

The Executive Director recommended that the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 2542

Germantown St., Dayton, OH, formerly the Madden Hills Branch Library to Lewis B. Robinson for the price of \$110,000 and further authorize the Fiscal Officer to execute any and all acts necessary and incidental to consummate the transaction.

On a motion by Mr. Williamson, seconded by Ms. Holihan, the sale of the former Madden Hills Library was approved by the Board.

Ayes: All
Nays: None

CORRESPONDENCE

The Board received a resolution from the Montgomery County Commissioners, appointing Mr. David P. Williamson to the Board of Trustees of the Dayton Metro Library to fulfill an unexpired term effective June 15, 2022 until May 31, 2026.

NEW BUSINESS

No items of New Business were brought forward.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board adjourned at 5:04 p.m.

Ayes: All
Nays: None