

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 20, 2022, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Shannon Isom (In at 4:04pm), Sara Woodhull, David Williamson, Carl Kennebrew

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.

OATH OF OFFICE

The Oath of Office was administered to Carl Kennebrew, who was unable to attend the June meeting, by Gil Rutledge, Notary Public.

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 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. Jackson, the minutes of the May 18, 2022 Meeting were approved by the Board.

Ayes: Four  
Abstentions: Two

Nays: None

On a motion by Mr. Jackson, seconded by Ms. Woodhull, the minutes of the June 15, 2022 meeting were approved by the Board.

Ayes: All  
Nays: None

### CONSENT AGENDA

On a motion by Ms. Woodhull, 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:

Christina Alford, Information Services Assistant, West Carrollton Branch Library, and Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Harassment Prevention Webinar” being sponsored by NEO on August 23, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Martha Ballinger, Information Services Librarian, Special Collections, William Stolz, Branch Library Manager, Southeast Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Cindy Woodruff, Homework Help Manager, Youth Services, to attend “OLC Convention and Expo” being held in Toledo, Ohio from September 28 to September 30, 2022. It is further recommended that registration in an amount not to exceed \$195.00 each, mileage in an amount not to exceed \$174.33 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Dance/USA Connect: Denver” being held in Denver, CO from August 17 to August 19, 2022. All expenses associated with this request have been covered.

Christian Brewington, Children Services Librarian, Outreach Services, Rachel Gut, Deputy Executive Director, Executive Administration, Tanela Hicks, Information Services Librarian, Trotwood Branch Library, and Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, 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.

Maggie Gall-Maynard, Teen Services Librarian, West Carrollton Branch Library, Giselle Spurgeon, Teen Services Librarian, Kettering-Moraine Branch, and Patrick Stump, Teen Services Librarian, Northmont Branch Library, to attend the “Youth Mental Health First Aid” seminar being sponsored by Montgomery County ADAMHS in downtown Dayton on September 15, 2022. It is further recommended that registration in the amount of \$54.67 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, and Janet L. Grant, Senior Patron Services Assistant, Wilmington-Stroop Branch Library, to participate in “Kindness in the Workplace: Self-Care, Mindfulness, and Remaining Positive” webinar being sponsored by Northeast Ohio Regional Library System on October 19, 2022. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to participate in the “Understanding Our Limits: How to Set Boundaries with Library Patrons” webinar being sponsored by Northeast Ohio Regional Library System on September 7, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Brittany Graham, Information Services Assistant, Miamisburg Branch Library, to attend the “Help! I have Genealogy Patrons” three-part webinar sponsored by RUSA-ALA beginning July 26, 2022, and ending August 9, 2022. It is further recommended that registration in the amount of \$177.75 be reimbursed by the Board.

Dave Hicks, Branch Library Manager, Miamisburg Branch Library, to attend “Weeding Your Collection Webinar” being sponsored by OLC on August 23, 2022. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium” being held in Baltimore, MD from November 4, 2022 to November 6, 2022. It is further recommended that registration in an amount not to exceed \$69.00, airfare in an amount not to exceed \$500.00, ground transportation in an amount not to exceed \$60.00, lodging in an amount not to exceed \$450.00, and meals in an amount not to exceed \$180.00 be reimbursed by the Board.

Ben Murphy, Collection Development Librarian, Collection Development, to attend “Cultural Humility” being sponsored by Montgomery County ADAMHS on August 23, 2022. It is further recommended that parking in the amount of \$8.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Beyond the Stamp: Your Role, Responsibilities, and Risks as an Ohio Notary Public” seminar held in Centerville being sponsored by SWON on June 22, 2022. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

## APPOINTMENT

Christopher Aich, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective July 19, 2022, at the rate of \$11.69 per hour.

Jillian Brookshire, Human Resources Manager, full-time, Grade S08, Human Resources, Main Library, effective August 7, 2022 at the rate of \$36.5385 per hour.

Jack Cotting, Dispatch Officer, full-time, Grade CE2, Safety and Protective Services, Operations Center, effective July 17, 2022 at the rate of \$17.16 per hour.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective June 19, 2022 at the rate of \$24.51 per hour.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective June 19, 2022 at the rate of \$18.07 per hour.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective June 19, 2022 at the rate of \$19.84 per hour.

Angela Taylor, Homework Help Assistant, substitute, Grade Sub08, Youth Services, Operations Center, effective July 17, 2022 at the rate of \$13.52 per hour.

## PROMOTION, CHANGE IN LOCATION

Amber Cristafaro, Early Literacy Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective July 31, 2022 at the rate of \$24.95 per hour.

Tanela Hicks, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

Migyeong Song (Caitlin O'Mara), Branch Library Manager, full-time, Grade S09, Miami Township Branch Library, from Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective July, 31, 2022 at the rate of \$33.2721 per hour.

## PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Patron Services Assistant, 3/5-time, Huber Heights Branch Library, effective June 19, 2022 at the rate of \$18.07 per hour.

Mariah Johnson, Cultural Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective July 3, 2022 at the rate of \$29.1712 per hour.

#### REHIRE AS SUBSTITUTE

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Southeast Branch Library, effective July 17, 2022.

#### RESIGNATION

Jenelle Allen, Children Services Librarian, full-time, Southeast Branch Library, effective June 24, 2022.

Zachary Birkenheuer, Information Services Assistant, full-time, Trotwood Branch Library, effective June 7, 2022.

Katelyn Hannah, Information Services Assistant, full-time, Southeast Branch Library, effective July 8, 2022.

John Justice, Patron Services Assistant, 4/5-time, Patron Services, Main Library, effective June 22, 2022.

Suzanne Kirchner, Older Adult Services Librarian, full-time, Outreach Services, effective July 16, 2022.

Mike Nemire, Audio-Visual Services Technician, full-time, Information Technology Services, effective June 24, 2022.

Heidi Smith, Children Services Librarian, full-time, Northmont Branch Library, effective July 8, 2022.

Nanette Wingrove, Information Services Librarian, substitute, Burkhardt Branch Library, effective December 23, 2021.

Eric Wirick, Programming Assistant, full-time, Youth Services, Operations Center, effective July 15, 2022.

#### RETIREMENT

Lisa Loftin, Children Services Librarian, full-time, Miami Township Branch Library, effective July 31, 2022, after more than 23 years of service.

Mary Kay Mabe, Information Services Librarian, substitute, Special Collections, Main Library, effective July 29, 2022

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, in order to attend the San Jose State University, School of 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 Manager, Collection Development, Operations Center, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$2211.00.

Haylee Hunt, Information Services Assistant (Technology Emphasis), Electra C. Doren Branch Library, for the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

Matthew McKinley, Information Services Assistant, Burkhardt Branch Library, for the course “Information Communities”, San Jose State University, 3.0 credit hours, at a cost of \$1422.00, and “Online Learning”, San Jose State University, 1.0 credit hour, at a cost of \$474.00.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

Ms. Isom joined the meeting at 4:04 p.m.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for June 2022 were included in the Board folder. Christina 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>
6/15/2022	PLF	1,783,479.75	1,783,479.75		
6/24/2022	RE Tax Advance	497,077.19	266,050.32	231,026.87	Debt Service
<b>Total</b>		<b>2,280,556.94</b>	<b>2,049,530.07</b>	<b>231,026.87</b>	

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

Ayes: All  
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2023

The Montgomery County Budget Commission has scheduled the 2023 Tax Budget Allocation Meeting for Thursday, August 25, 2022. The meeting includes public hearings from the four libraries in Montgomery County.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board passed the following resolution in anticipation of the Budget Commission meeting.

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2023 Public Library Fund by the Montgomery County Budget Commission.

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 complete, except for a few punch list items. The Grand Opening will be held August 10, 2022. Northmont is about 61% complete. The structure is up, currently aiming for a TCO in November. Huber Heights is about 23% complete. The steel is up, anticipated TCO is April of 2023.

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced the following new managers: Tanela Hicks, Programming Manager, Mariah Johnson, Cultural Programming Manager, Migyeong Song, Miami Township Branch Library Manager, and Amber Cristafaro, Early Literacy Coordinator.

The Executive Director mentioned the status of work being done concerning the West Branch.

Paul Robinson provided an update on the Foundation's new Quick Grants program, which allows Library staff to propose and enact initiatives to increase library door counts. The Foundation hopes to continue this program into future years.

#### APPROVAL OF PROGRAM POLICY

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the Program Policy.

Ayes: All  
Nays: None

#### REVISION TO COLLECTION DEVELOPMENT POLICY

On a motion by Ms. Isom, seconded by Mr. Williamson, the Board approved the revised Collection Development Policy.

Ayes: All  
Nays: None

#### APPROVAL OF ANTI-HARASSMENT AND DISCRIMINATION POLICY

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the Anti-Harassment and Discrimination Policy.

Ayes: All  
Nays: None

#### NEW BUSINESS



Mr. Thomas, on behalf of the Board, thanked Diane Farrell for her years of dedicated service to Dayton Metro Library.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 21, 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 4:45 p.m.

Ayes: All  
Nays: None